

CLUB OFFICERS & COMMITTEES

Roles & Responsibilities

Officers

President

- ✓ Preside at all club meetings
- ✓ Appoint committees
- ✓ Use basic parliamentary procedure to conduct effective and orderly meetings
- ✓ Coordinate club activities for maximum member involvement

1st Vice President

- ✓ Preside at club meetings in the absence of the President
- ✓ Chair the Program Committee
- ✓ Help plan annual club program
- ✓ Secure educational and interesting programs that ensure all members participate
- ✓ Assist with other club activities as needed

2nd Vice President

- ✓ Preside at club meetings in the absence of the President & 1st Vice President
- ✓ Chair the Recreation Committee
- ✓ Help plan annual club program
- ✓ Assist members with participation
- ✓ Assist with other club activities as needed

3rd Vice President

- ✓ Chair the Membership Committee
- ✓ Assist in recruiting and enrolling new members
- ✓ Assist members with participation
- ✓ Assist with other club activities as needed

Secretary

- ✓ Keep minutes of all 4-H club meetings
- ✓ Maintain membership records
- ✓ Maintain meeting & activity attendance records
- ✓ Prepare and send all club correspondence
- ✓ Chair the Club History Committee

Treasurer

- ✓ Keep accurate record of all club financial transactions
- ✓ Balance on hand in the club treasury
- ✓ Pay bills as approved by the club
- ✓ Report on club financial condition at each meeting

Reporter

- ✓ Prepare and send news reports on club activities to community news outlets including County Extension

Parliamentarian

- ✓ Advise presiding officer and instruct membership in correct parliamentary procedure

Committees

Audit

- ✓ Audit the Club Annual Financial Report at the end of the club year
- ✓ Treasurer may not chair or serve on this committee

Club History

- ✓ Secretary chairs
- ✓ Organize and maintain club historical records and items
- ✓ Compile club historical information as needed for programs, etc.
- ✓ Assist with preparation of Club Scrapbook

Community Service

- ✓ Compile Community Service project ideas
- ✓ Recommend Community Service project ideas to club membership
- ✓ Assist with conducting Community Service projects selected by club membership
- ✓ Prepare and present final reports on Community Service projects to club membership

Membership

- ✓ 3rd Vice President chairs
- ✓ Assist with planning and conducting membership recruitment events
- ✓ Assist prospective members with project selection and enrollment
- ✓ Mentor new members with project work

Program

- ✓ 1st Vice President chairs
- ✓ Assist with planning Annual Club Program
- ✓ Assist with implementing Annual Club Program
- ✓ Ensure all members have an opportunity to participate in program activities
- ✓ Secure educational and interesting program items

Recreation

- ✓ 2nd Vice President chairs
- ✓ Assist with planning and implementing recreational activities for each meeting
- ✓ Assist with planning and implementing special recreational activities throughout the year