

## Suisun Valley 4-H Club • Officer Descriptions 2026

### **President (Resume required and at least 13 years old by 12/31/2026)**

- Establish agendas for the club meetings for review and discussion by the Executive Committee
- Conduct the Executive Committee (officer's) meetings. Encourage all members to participate in the discussion and in the decision making of the club. Establish a vote if necessary to bring decisions to a conclusion
- Conduct the Club Meetings. Research and follow Roberts Rules of Orders for the proceedings of the club meetings. Maintain order with the assistance of the Sergeant-At-Arms.
- Review all Club Check Requests against the club budget and authorize the treasurer to make payments.
- Conduct Club Planning and Goal setting at the first Executive Committee Meeting and monitor it at the midpoint and conclusion of the year.
- At the beginning of the year, offer vacant officer positions, if any exist after the club election, to any willing 4-H member in good standing in order to fill the Executive Committee for the purposes of running the club.

### **Vice Presidents (2) (Resume required and at least 13 years old by 12/31/2026)**

- Collectively the following duties must be accomplished by the Vice Presidents:
- Perform the duties of the President in the absence of the President and duties of the other officers in their absences as well.
- Committee oversight – recruit chairperson for all club events and oversee their duties
- Serve as the chairperson of committees at the request of the President & Community Leader
- Monitor committee reports – assure they are completed, collected and included in the Secretary's book
- Schedule set-up and clean-up responsibilities for the year and provide a copy to the Newsletter Editor
- Schedule club community pride activities for the year and provide a copy to the Newsletter Editor
- Coordinate and schedule program activities for the club – speakers, member presentations, etc.
- Have the Sergeant-at-Arms pass around the Outreach Forms at each meeting. Explain how to complete it. Give the forms to the Community Leader at the end of the year.
- Any other additional duties as assigned by the President.

**Treasurer (Resume required and at least 13 years old by 12/31/2026)**

- Receive and deposit in the bank all money belonging to the club and provide a receipt.
- Pay money out according to the budget.
- Keep records of all transactions in accordance with county rules.
- Prepare the budget and track expenses against the budget
- Submit records to county for audit – January and June
- Attend Registration Night to take in fees and write receipts
- Attend a Mandatory Treasurer’s Workshop at the county in August

**Secretary (Resume required and at least 13 years old by 12/31/2026)**

- Keep the minutes of all club’s monthly meetings and give them to the Newsletter Editor two weeks before the general meeting for e-mailing with the newsletter.
- Report on all club correspondence at the club’s monthly meetings and keep copies in the Secretary book.
- Write correspondence as needed.
- Collect Committee Chairperson’s Report for all committees, including those who sponsor the club’s community service each month for the Secretary’s book
- Gather Club policies and paperwork to include in book
- Submit Secretary’s book to the county in July

**Attendance Officer (At least 11 years old by 12/31/2026)**

- Take attendance at the club’s monthly meetings
- Learn how to pronounce all the member’s name
- Notify members via email within 3 days after they miss a meeting.
- Update the attendance roster after each meeting and distribute it to the club leaders

**Webmaster (At least 13 years old by 12/31/2026)**

- Maintain the club website on a monthly basis
- Research the University of California website rules for privacy and appropriate content and maintain the website in accordance with these rules
- Normal monthly items will include photos, newsletter postings, links, and downloadable forms

**Newsletter Editor (At least 9 years old by 12/31/2026)**

- Compose a monthly newsletter including monthly community service, greeters and flag salute committee, upcoming important dates, current topics, past events, future events, articles from members, photos and other interest items.
- Distribute the newsletter to all members so that it is received at least 5 days before the next meeting along with the prior month’s meeting minutes.

**Historian/Photographer** (At least 9 years old by 12/31/2026)

- Create a scrapbook to showcase what happened during the club year
- Collect all articles, photographs in newspapers and fliers that record the club's activities and keep them in a scrapbook.
- Take photos at 4-H meetings, club events and county events for the club's scrapbook or photo album.
- Bring scrapbooks and albums for past years to display once a year at a club meeting.

**Reporter** (At least 9 years old by 12/31/2026)

- Write news articles of 4-H events and submit them to local newspapers.
- Report on registration night, election of officers, achievements of club members, special program, club meetings, etc.

**Sergeant-at-Arms** (2) (At least 9 years old by 12/31/2026)

- Arrive 15 minutes before the meeting to set up the PA system, gavel, flags, "Quiet Please" signs, and clipboards on table near President
- Pay attention to the members at the meeting – set an example of proper behavior and conduct. Hold up the "Quiet Please" sign to remind them.
- Assist the President at club meetings, as needed – usually by passing out hand-outs or passing around information/sign-up sheets.

**Recreation** (2) (At least 9 years old by 12/31/2026)

- Organize and oversee recreation at the club meetings
- Conduct the club's annual judging contest in February

**Refreshments** (2) (At least 9 years old by 12/31/2026)

- Supply dinner (purchased or made) for the club's meetings, making sure to arrive 45 minutes (to set-up dinner by 6:30pm, meeting starts at 7pm) before the meeting to set-up for dinner at the side table.
- Make sure someone takes garbage to dispose of after the meeting.
- Purchase supplies for refreshments within the budget.
- Work with Healthy Living Officer for healthy snack option
- Provide water, in addition to any other beverage offered

**Healthy Living** (At least 9 years old by 12/31/2026)

- Work with the Refreshment Officer to enforce the beverage guidelines as well as provide ideas for healthy snacks.
- Work w/Recreation Officers to create physically healthy ideas for club meetings.
- Encourage the Attendance Secretary to make roll call more exciting with healthy ideas, for example asking members to answer roll call by moving or responding with a creative healthy food idea.
- Provide ideas, recipes, etc. for the club through officer reports and written articles.
- Be creative and set a direction for Healthy Living Officers to follow in future years.

### **Club Community Service Coordinator (at least 9 years old by 12/31/2026)**

- Purpose - To guide 4-H Club members in planning, conducting, and evaluating a club community service project including processing of the experience.
- Responsibilities: 1. Assist club in doing a needs assessment to determine needs in community. 2. Assist club in listing possible community service options and deciding which project to do. 3. Assist club in developing a plan to conduct the community service activity. 4. Assist club in conducting community service project as planned. 5. Monitor the activities taking place and make adjustments as needed. 6. Assist club in documenting the club's efforts with photos, videotape, and written notes. 7. Evaluate the experience with the club afterwards to discuss the successes and shortcomings as well as ideas for improvement or repetition. 8. Assist the club to celebrate their service. 9. Develop leadership in members (especially teens) as a part of the project. Skills/Knowledge Needed: Ability, interest, and willingness to work with 4-H members to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership. Effectively organize, delegate, and communicate (verbal and written). Work with minimal supervision. Ability to “sit on your hands” to facilitate youth taking the lead. Become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H and the local 4-H program. Time Required: Starting at least two months prior to the community service activity through completion and wrap up of the event, four to six hours a month. More time during the project as needed.