



# 4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

## 4-H Club Officers and Duties

### Officers are Important!

The 4-H officer has an important job. A successful club meeting depends on leadership from effective officers. The officers' leadership helps the club reach its goals. While having the job of conducting the business meeting, the officers learn leadership skills and help set the tone for the 4-H meeting and club activities. Today's club officers may be tomorrow's community, state and national leaders.

### Responsibilities of 4-H Officers

Accepting the role of a club officer carries special responsibilities.

These responsibilities include:

- Help the club set goals for the year, then work with all the members to reach those goals.
- Help the club work together in harmony. The club does not belong to the officers nor is it necessary for the officers to do **everything**. Make certain everyone has a chance to speak, even the youngest and newest members of the group. Help all members feel good about belonging to the group. Be willing to give credit to others.
- Help other members be involved. Encourage younger members to participate in discussion and activities and older members to do some of the more difficult tasks.
- Be fair to everyone and respect their rights to ideas and opinions.
- Be a good example for the club. Be on time, be courteous to members and leaders, and do your best on tasks assigned to you.

### Officers in Action

For the 4-H club to operate smoothly and get things done, each person must perform the duties assigned to them. It is important for officers to be familiar with the duties of their office and be prepared to carry them out to the best of their ability.

## **Officer Duties**

### **President**

Presides at the meeting of the club.

Gives leadership to the club by:

- Planning the meeting with the other officers and leaders.
- Appointing committees, assigning tasks to members.
- Keeping informed of activity in the club.
- Representing the club when necessary.

### **Vice President**

Presides when the president is absent.

May have special leadership assignments:

- Chair program committee.
- Lead the opening pledges to the flag.
- Introduce program speaker and guests.
- Help the officers and leaders when necessary.

### **Secretary**

Keeps a record (minutes of the meeting) of the activities and decisions of the club and:

- Reads minutes at the business meeting.
- Sends meeting reports to the Extension Office in the county.
- Writes letters for the club.

The Secretary's Record has more detailed information.

### **Treasurer**

Keeps the club's money and:

- Keeps an accurate record of money received.
- Pays the club's bills.
- Gives a treasurer's report at the business meeting.

The Treasurer's Handbook has more information.

### **News Reporter**

Spreads the news about the club and:

- Prepares news reports about the activities of the club for the newspapers, radio and TV stations.
- Keeps a scrapbook of news clippings.

The Reporter's Handbook has more information.

### **Historian**

Collects pictures and mementos of the club and puts together the 4-H club scrapbook.

### **Other Officers or Assignments**

The club may decide to have additional officers. Offices might include:

- Recreation leader- plans activities for meeting.
- Music leader- leads group singing and has special music as needed.
- Safety leader- provides safety tips and watches for safety at activities.
- Citizenship leader- responsible for participation in citizenship activities. May lead pledge to flag.