

4-H Club Officers

Your 4-H Club would not be complete without officers. Good officers can be a real help to your club. Officers should set a good example by participating in contests, reminding members of upcoming 4-H meetings and activities and helping the club meetings run smoothly. Officers should be elected based on their ability to do a good job, not popularity.

Officers should take their jobs seriously and do the very best that they can.

Responsibilities of 4-H Club Officers

President:

1. Preside over the opening and closing of each regular meeting using the meeting outline in this yearbook.
2. Remind everyone of each meeting at least 3 days ahead of time.
3. Check with the other officers to see if they have performed their tasks.

Vice-President:

1. Preside over the meeting if the President is absent.
2. Select a member to lead the 4-H Pledge.
3. Remind everyone of the next project due.

Secretary:

1. Take notes of what happens at each meeting.
2. Write a detail of what happened in the secretary's Handbook . This is called the minutes of the meeting.

Club Meeting Outline

The President, Vice-President and Secretary should stand at the front of the room.

Opening the meeting

President: (tap 2 times with gavel) I call this meeting to order. I'll turn the chair over to our Vice-President _____ to open our meeting.

Vice-President: The 4-H Motto is "To Make the Best Better" and the 4-H Slogan is "Learn by Doing". At this time we will say the 4-H Pledge which will be led by _____ . Everyone stand for the pledge.

All Members: (Say 4-H Pledge)

Vice-President: I will turn the chair back over to the President.

President: Our Secretary _____ will read the minutes of our last meeting.

Secretary: (Read minutes from the Secretary's Handbook)

President: Are there any additions or corrections to the minutes? If not, they stand approved as read. I now turn the meeting over to our 4-H Agent.

Officers should be seated.

Closing the meeting

President: This concludes our meeting. Do I hear a motion to adjourn?

Any Club Member: I move this meeting to be adjourned.

President: Will someone second the motion?

Any Club Member: I second the motion

President: The motion has been made and seconded. All those in favor say, "Aye"

All Members: Aye

President: The meeting is adjourned. (tap 1 time with the gavel)