

High Country Handiworkers 4-H Club

Officer Descriptions and Duties



Our club elects officers at the December meeting for positions held from January through November. If you are interested in running for office, please consider the responsibilities of the office and the time commitment to attend meetings every month and fulfill the duties of the position.

President

The role of the president is to conduct monthly club meetings and make the club a success through leadership.

Duties:

- Help to plan the club meeting and prepare the agenda.
- Be knowledgeable about parliamentary procedure so that the meetings run smoothly.
- Call to order and preside over the club meetings.
- Encourage everyone to participate in the meeting. Provide opportunities for all members to be heard and decide points fairly.
- Guide the meeting in a courteous, tactful way. The meeting belongs to the 4-H members. The president is the “pilot” and should avoid giving opinions on motions under discussion.
- Cast the deciding vote in case of a tie. You may vote when the vote is by ballot.
- Alert the club leader and vice president if unable to attend a meeting.

Vice President

The vice president is next in rank to the president. The vice president takes on the duties of the president if he/she is unable to serve for that meeting or that term.

Duties:

- Be knowledgeable about parliamentary procedure so that the meetings run smoothly.
- Preside at meetings in the absence of the president.
- Inform the club leaders and president if you will be absent.
- Take the role of president if the president resigns.

Secretary

The secretary is responsible for creating and maintaining club records. You can download the Secretary book from the 4-H website at <https://tinyurl.com/yj9vluk8>.

Duties:

- Sit with the president at the desk or table in front of the room.
- Call the roll and record the attendance.
- Take notes at each meeting to create the minutes.
- Submit the minutes to be posted on the club website. Minutes must be completed within 2 weeks of each meeting.
- Call the meeting to order in absence of the president and vice-president and have a temporary chairman elected to preside.
- Inform the club leader and president when you will be absent from the meeting. The president will appoint an acting secretary for the meeting.

Treasurer

The treasurer is responsible for working with the club leader to maintain financial records.

Duties:

- Work with the club leader to prepare a club budget.
- Present the treasurer's report at club meetings.
- Keep an accurate record of accounts and transactions.
- Inform the club leader and president when you will be absent from the meeting.

Reporter

The reporter communicates with the club and the community about meetings and events.

Duties:

- Take notes at each club meeting.
- Write a short overview of each 4-H meeting within one week. Submit it to be posted on the club website, as well as to local newspapers. (Past reports can be found on the club website.)

Historian

As historian, you create an ongoing history of the club's activities.

Duties:

- Collect memorabilia from the 4-H members about the events and activities of the club or council.
- Include photographs that show the events and activities of the 4-H program.
- Compile memorabilia in an orderly manner such as a scrapbook.

Sunshine Person

The sunshine person helps the club acknowledge members in our club and community.

Duties:

- Lead the singing of "Happy Birthday" at club meetings.
- Create cards for the club to send as needed. For example: get well cards, sympathy cards, thank you cards.