

4-H OFFICERS' ROLES & RESPONSIBILITIES

PRESIDENT

1. Conducts all meetings
2. Prepare business agenda and conduct meetings using appropriate parliamentary procedure.
3. Appoints committees when necessary
4. Serves as a good role model for other members

VICE-PRESIDENT

1. Chairman of all appointed committees
2. Perform President's functions in absence of President.

SECRETARY

1. Keep accurate minutes of regular club meetings and all officers' meetings.
2. Type the minutes and email (promptly) to Advisors/Educator for distribution.
3. Report minutes of previous meetings at all club meetings
4. Keeps attendance records
5. Correspond with individuals who conduct programs or help club with activities.

TREASURER

1. Keep checkbook balanced
2. Assist officers in preparing financial statements and budget
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Takes care of all club funds

RECREATION LEADER

1. Leads recreation at meetings and activities

LAKE CO. CLUB COMMITTEE DIRECTORS

1. Attend County Committee Meetings every 4th Thursday of the month.
2. Vote as representative on behalf of the Jr Leaders
3. Communicate information to County Committee and Jr Leaders concerning programming

REPORTER

1. Update information on our county's Lake County 4-H Facebook Page
2. Update the Jr Leaders with activities and information regarding 4-H/Jr Leaders

ALL OFFICERS

1. MUST Attend all club meetings (notify advisors and officers if you cannot make it but may only miss 2 meetings and may be replaced after that).
2. Attend all officer meetings (notify advisors and officers if you cannot make it but may only miss 2 meetings and may be replaced after that).
3. Work together to keep order at club meetings
4. Involve all members in the club meetings and activities
5. Be a positive leader, not a follower!

***For some offices, a more detailed description is listed in By Laws. ***