

# **SECTION 8**

## **4-H CLUB OFFICERS**

Why Elect Officers?  
Duties of Officers



## Why Elect Officers for Your 4-H Club?

4-H clubs led by the membership provide essential leadership, communication and decision-making skills for its members. Members, that hold 4-H offices, are more likely to choose to participate in other leadership roles at school and later in the community as adults. Today's club officers may be tomorrow's township trustees, local mayors, city council members, school board members, Fair Board members and other elected or appointed community leaders. Train your team's leaders to direct on and off the 4-H court.

### **Holding a 4-H club office enables members to:**

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- ❖ Enhance leadership skills by learning and performing officer duties.
  - ❖ Learn and use basic parliamentary procedure to conduct effective meetings.
  - ❖ Learn how to manage a group's finances and document club's business activities.
  - ❖ Develop teamwork skills to accomplish common club goals and expand problem-solving and decision-making skills through planning and conducting club meetings and activities.
  - ❖ Improve communication skills, written and oral, by leading, speaking, sharing, and giving direction to the club.
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### **What Officers Can Your 4-H Membership Elect?**

Small clubs may only want to elect the primary officers: President, Vice-President, Secretary and Treasurer. Clubs with a large 4-H membership may choose to elect a full slate of officers and even elect assistants for some of the officers. Review 4-H officer duties and responsibilities with the club membership before holding your club's election. Install officers after the election using one of the 4-H officer installation ceremonies.

### **Club Committees**

Committees provide every 4-H club member the opportunity to help lead and direct club activities. Not everyone wants to hold an office or be a committee chairperson, but all members should serve on a committee. Each club will need to determine the committees to carry out their club's goals. Create committees to carry out big club tasks like managing a community service project or club fundraiser, developing the club's recognition program, designing the club's fair booth or planning an overnight field trip.

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## **THE 4-H CLUB PRESIDENT**

At least in the public eye, a President carries the major responsibility for the success, effectiveness, and reputation of the club.

### *Your Job*

As presiding officer, the president sets an example in fairness, courtesy, and operation under rules. It is important to keep in mind that proper procedure is based on:

- ✓ Courtesy to all
- ✓ One item at a time
- ✓ Majority rule with respect for the rights of the minority
- ✓ Consideration for the rights of individual members, absentees, and the club as a whole
- ✓ Partiality for none and justice for all

### **Duties of President**

1. Check on arrangements for meeting. Be sure that each person to be on the program is ready and understands amount of time allowed for one's presentation.
2. Preside at meetings.
  - a. Call meetings to order on time. Adjourn meetings at scheduled time.
  - b. Follow the order of procedure recommended for conducting a meeting.
  - c. Keep order and see that business is conducted according to parliamentary procedures. (Your group may or may not have a constitution and by-laws.)
3. Appoint committees as needed.
4. Cast decided vote in case of tie vote.
5. Approve payment of bills on action by group.
6. Be familiar with the duties of other officers and committees, and encourage them to perform their duties.
7. Attend meetings of concern to your group in your unit.
8. Represent group at other meetings in your unit, district, or state level.

## **THE 4-H CLUB VICE PRESIDENT**

The Vice President is next in rank to the President You take the President's place in the event he/she is not present at a meeting or he/she resigns.

### Your Job

(Some groups may have more than one vice-president Thus, the group's constitution and by-laws will indicate responsibilities for each.)

1. Know the duties of the president.
2. Be prepared to perform duties of president on short notice.
3. Assist other officers in arranging for and conducting meetings.
4. Serve as Program Leader usually.
5. Attend county, area, and state meetings. Give reports to your group as needed.

### **Duties of Vice President**

1. Know the duties of the president.
2. Be prepared to perform duties of president at short notice.
3. Assist other officers in arranging for and conducting meetings.
4. Program planning. You and your committee should:
  - a. Plan the year's program and see that all members have a copy of the program.
  - b. Plan special activities for the club, such as hayrides, campouts, parties, etc.
  - c. Help make program valuable to every member in the club and involve every member sometime, somewhere in the program.
5. Attend county, area, and state meetings. Give reports to your club as needed.
6. Be familiar with the duties of other officers and committees, and encourage them to perform their duties.
7. Attend meetings of concern to your group in your unit.
8. Represent group at other meetings in your unit, district, or state level.
9. See that your groups reports are prepared and turned in at designated times.

## **THE 4-H CLUB SECRETARY**

As an officer of your club, you have certain opportunities and responsibilities. The following suggestions may be of help to you.

### **Duties of Secretary**

1. Keep a complete yet brief record of the minutes and activities of each meeting. At the end of the club year, turn in your records to your Organizational leader. These records will be turned into the Extension Office by October 7 to be judged for awards, copied and returned to the club for permanent files. (Use the 4-H Secretary's Record Book)
2. Read the minutes when the president calls for them.
3. Call the roll or record attendance for future use at each meeting.
4. **Turn in the Monthly Reporting Form to the Extension Office** (included in this packet). This is due the week following your meeting.
4. Take care of correspondence promptly. Send out notices of activities and meetings when necessary, usually directed by the president.
5. Call meetings to order when president and vice-president are absent.
6. Provide necessary report as requested, i.e. list of officer, lenders, (with addresses and telephone numbers if needed), and special reports.
7. Keep records of activities, special programs, special interest meetings, etc.
8. Keep news clippings about group unless there is a historian or reporter. (Your group may like to keep a scrapbook of activities and accomplishments.)

### **WHAT ARE CLUB MINUTES?**

The 4-H club minutes are the written records of each club meeting and should contain a record of what is done and not what is said.

#### **MINUTES SHOULD CONTAIN:**

- ✓ Date and place of meeting
- ✓ Names of members and visitors present
- ✓ Approval of previous minutes
- ✓ All reports and what was done about them
- ✓ All motions, with the name of the person who made them, and whether the motion was carried or lost
- ✓ The educational program that was covered
- ✓ The time the meeting was adjourned
- ✓ Any programs, refreshments, or recreation that happened after the meeting

## THE 4-H CLUB TREASURER

*It is important that all finances be kept up by the officer with this responsibility.*

### **Duties of Treasurer**

1. Has charge of all the money received by the club.
2. Keep an accurate record of:
  - a. All money received and its source (income).
  - b. All money spent, to whom and for what (expenses).
3. Deposits all money received in the club treasury account (in a local bank) as soon as it is received.
4. Reports at each meeting:
  - a. The amount of money collected since the last meeting and its source.
  - b. The amount of money expended since the last meeting and to whom and for what the money was spent.
  - c. The current balance in the treasury.
  - d. The bills needing club approval for payment.
5. Is prepared to provide an itemized account of funds at any time upon request of the members or leaders.
6. Pays money out of the treasury only as voted by the club with approval of the leader and/or as indicated by the club's constitution.
7. Keeps receipts for all expenses paid. It is suggested that you staple an envelope to the secretary's book for holding receipts.
8. If your club has an account at a local bank, make sure you inform the bank that you are the new treasurer. The bank will provide you with the necessary forms that you must sign.
9. As a treasurer, you are responsible for the club funds until your replacement is elected. An auditing committee will review the treasurer's records before they are turned over to a replacement.
10. Turn your Treasurer's Book into the Extension Office at the end of the 4-H year.

## THE 4-H CLUB REPORTER

You and other members of your 4-H club can make this an exciting year. For you, as the 4-H reporter, part of the exciting year will be telling others what members are doing.

Through the stories you give to your newspaper and radio station, you can let everyone in the community know that your club is learning by doing and enjoying the experience!

### **Duties of Reporter**

1. Write a brief report of groups meetings and activities for newspapers. Tell what was accomplished and by whom concerning the educational programs and activities. List key points stressed. (what, when, where, why.)
2. Send a monthly report into your 4-H Extension Office to be published in the 4-H newsletter. It is important that your club submit information to the county newsletter for everyone to learn about what your club is doing.
3. Learn to write interesting news of an educational nature. Send news in on time.
4. Make a collection of all newspaper items referring to your group for permanent records. You may wish to set up a scrapbook with news clippings, etc.

### **Here are some pointers that will help make your stories more useful to your newspaper editor:**

- Write your stories in the third person. Don't write that "I or "we" did something; but that the club members or John Worker or Alicia Doit did something.
- Use names and spell them correctly. A familiar saying among news reporters is "names make news." People like to see their names or hear them on radio--if they have done something worthwhile. Use both names such as Sue Winner or Alan Gaining.
- Keep your sentences and paragraphs short. Use two or three sentences to a paragraph. Make each paragraph a complete thought.
- Be prompt. Late advance (before) stories will miss deadlines; late follow-up (after) stories will lose their reader appeal.
- Keep trying. Look for unusual and out-of-the-ordinary items. Check with your club leaders for news ideas.
- Keep your stories timely. After you have submitted a few stories, you will know more what your newspaper or radio station will use. Some newspapers like to tell what is going to happen; others like to tell what has happened. And some will use both—if it is an important event. Submit stories as soon after the events as possible.
- Correspondents may help you. Some newspapers—usually weekly newspapers--have correspondents in smaller communities some distance from where the newspaper is printed. You may find that the easiest way to get news printed is to call this person. Just write the story, then read it over the phone or take it to the correspondent's home.



## Preparing News Copy

Write or type news stories clearly, leaving space between lines. Use only one side of the paper and leave wide margins. Write 'more' if the story continues on another page. Be sure to include your name, address, phone number, and the date at the top of the page.

- Photos help. Most newspapers use story-telling photographs. Everyone likes to see what is happening and who is involved. Be sure to check with your newspaper to see what type and quality of photos they can use.

In a news story, the important parts are called the five "Ws: **Who, What, Where, When, and Why**. Just use your club's activities to explain each W, and you will have a story ready for your local newspaper.

Here's How To Do It:

- **WHO** Jim Racer, a member of the 4-H Gait and Trotters.
- **WHAT** will represent the club at a Horse Nutrition Workshop.
- **WHERE** Saddleton, Virginia.
- **WHEN** Saturday, June 11.
- **WHY** he was elected as a delegate at the club's weekly meeting Monday.

These are the parts, now let's put them together:

*Jim Racer, a member of the 4-H Gait and Trotters, will represent the club at a Horse Nutrition Workshop in Saddleton, Virginia, Saturday, June 11. He was elected as a delegate at the club's weekly meeting Monday.*

So far this kit contains only the most important parts of the stories, called the "lead" or opening. For most activity stories, you will have other, less important parts, called "details." These explain more about the five "W" parts, and they can make your story more interesting. You may add things such as who is conducting the workshop, something about Jim's family, other awards he has won, where he goes to school, etc.

As you fit your story together, put the more important details first and the less important ones last. This will allow the editor to leave the end off if his space is limited. Don't be disappointed if all your 4-H stories aren't used in the newspaper.