

# Price County 4-H Club Officer Role Descriptions

## 4-H Club President

- ✿ Prepare meeting agenda's with Club Leader & Youth Development Educator
- ✿ Preside at all monthly club meetings
- ✿ Work closely with club leader to ensure plans are followed through
- ✿ Support other officers in carrying out their duties
- ✿ Delegate responsibilities and empower other youth
- ✿ Recognize others for their contributions and positively support their efforts
- ✿ Assist with problem solving and decision making with support of club leader and other adults
- ✿ Do their best to listen to everyone's thoughts/ideas/input

## 4-H Club Vice President

- ✿ Confidently preside at the meeting in the absence of the president
- ✿ Support the President in plans and special work needing to be done
- ✿ Complete the tasks of secretary and treasurer if needing to be absent
- ✿ Represent my club at events in the absence of the president
- ✿ Work with other officers and committees to ensure things are completed
- ✿ Work with all other officers and the club leader to ensure projects are complete

## 4-H Club Treasurer

- ✿ Take charge of all of the money taken in by the club
- ✿ Set up & maintain a checking account. Two signatures are needed to authorize an account. Youth & Adult
- ✿ Keep an accurate financial record of all money received and all money paid out
- ✿ Deposit all money in a 4-H checking or savings account
- ✿ Never mix club money with your own. Never "borrow" club money.
- ✿ Give a monthly report during monthly meetings of money received, bills paid and the amount on hand
- ✿ Pay money out of the treasury (by check)

## 4-H Club Secretary

- ✿ Call roll and keep an accurate record for attendance
- ✿ Read minutes of the previous meeting and make corrections if necessary
- ✿ Take accurate notes of each meeting events
- ✿ Record all motions stated and restate motions if necessary
- ✿ Read correspondence directed to our club and write letters sent from the club
- ✿ Maintain a record of all officers and committees
- ✿ I prepare minutes in the secretary's book and will provide UWEX a copy electronically or hard copy of meeting minutes

**These four are essential for a successful club. Once these positions are filled and others would like leadership roles, these positions may be available:**

**\*\*Historian, News Reporter, Club Recreation Leader & Club Photographer\*\***