

# Tucker 4-H Officer Description

Being a 4-H officer is an important job! A successful club meeting depends on your enthusiasm and leadership. You help set the tone for meetings and club activities, so be sure to be a good example for all of the members of our club. Be on time and courteous to all members and leaders. Do your best to make everyone feel welcome and included, especially the youngest and newest members of the group. For the club to operate smoothly and get things done, each person must perform the duties assigned to them. It is important for officers to be familiar with the duties of their office and be prepared to carry them out to the best of their ability.

## **President** - 1 year position

Preside at the monthly club meetings.

Begin the meeting on time.

Encourage everyone to participate in the meeting.

Use parliamentary procedure (Become familiar with it if it is a new skill)

Inform the club leaders and vice president well in advance if you will not be at a meeting.

Schedule monthly agenda planning meetings (Note: It has worked well in the past to set this up as recurring monthly such as the 4th Sunday each month at 2pm)

Create an agenda for monthly club meetings and forward to club leadership for approval.

Attend monthly planning meetings to plan future meetings and club activities.

Run the meeting in the vice president's absence.

Run the agenda meetings prior to the monthly club meetings.

Print out the agendas for meetings.

Work with vice-president to recruit chairpeople for monthly meetings and club activities making sure to include as many junior leaders as possible

Check with those running the education or recreation portion of the meeting to see if they are ready or need any help.

Work with club leadership to create smart goals for the current year to be recorded in the club charter.

Ensure that the club leadership is working toward achieving the club's smart goals.

Work with club leadership to create a schedule of events and activities for the club year to be recorded in the club charter.

Represent the club when necessary, i.e. Racine County 4-H Open House.

## **Responsibilities of all Officers:**

Attend the county officer training.

Help plan and run the education or recreation portion of at least one monthly club meeting or club activity.

Work with club leadership to plan and implement fun and engaging junior leader activities.

Represent your club at the monthly Racine County Junior Leader Association meetings.

Attend club meetings.

**Remember that when you say “yes” to being an officer, members, leaders & parents are counting on you to make sure that the job gets done.**

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## **Vice-President** - 1 year position

Preside at monthly club meetings when the president is absent.

Begin the meeting on time.

Encourage everyone to participate in the meeting.

Use parliamentary procedure (Become familiar with it if it is a new skill)

Inform the president and club leaders if you are going to be absent.

Run monthly planning meetings to plan future meetings and club activities.

Create an agenda for planning meetings and forward to club leadership for approval.

Attend agenda meetings prior to the monthly club meetings.

Run the meeting in the president's absence.

Record discussions and decisions at monthly planning meetings (minutes of the meeting)

Forward planning meeting minutes to general leaders, officers and junior leaders.

Work with club leadership to create smart goals for the current year to be recorded in the club charter.

Ensure that the club leadership is working toward achieving the club's smart goals.

Work with club leadership to create a schedule of events and activities for the club year to be recorded in the club charter.

Help the officers and leaders when necessary.

Represent the club when necessary, i.e. Racine County 4-H Open House

Serve as chairman of program committee

Work with club leadership to recruit chairpeople for monthly meetings and club activities making sure to include as many junior leaders as possible

Check with those running the education or recreation portion of the meeting to see if they are ready or need any help.

Introduce speakers and guests

Help coordinate "Mini-Officer" Program

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## **Secretary** - 1 year position

Upon election, meet with the previous secretary to get the binder/online secretary record. Accurately record the activities and decisions of the club (minutes of the meeting)

Be sure to include:

- Name of club and type of meeting
- Place, date and time of meeting
- Who presided
- Whether the minutes were read and approved
- Summary of the treasurer's report
- Brief summary of other reports and announcements
- All motions made with full names of individuals who made the motions
  - Write motions as stated and restate if necessary during meeting
- Whether the motions passed, failed or were referred to a committee
- Names of members appointed to committees
- Subject of educational or recreational program
- Name of the person who presented the program

Read the previous month's minutes during the monthly business meeting

Make any needed corrections.

Inform the president and club leaders if you are going to be absent.

Promptly send approved monthly minutes to the club general leaders and the extension office. Assist club reporter, if information from the minutes as needed for an article.

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## **Treasurer** - 2 year position

Upon being elected:

Go with the adult advisor and former treasurer to the bank and sign the appropriate paperwork to be authorized to sign on the club's bank account.

Meet with the previous treasurer and the adult advisor to go over the treasury materials and practices.

Help keep an accurate record of money received.

Make deposits as soon as possible

Help keep a record of money spent.

Pay the club's bills promptly.

Give a treasurer's report at the monthly business meeting.

Include summary of income, expenses and balances of all accounts.

Inform the president and club leaders if you are going to be absent.

Keep a record of all deposits and withdrawals from all accounts in the club financial ledger.

Keep accurate records in treasurer's binder:

Club budget

Copies of checks received and deposited

Check register

Record of cash received and deposited

Check carbons or copies of checks

Copies of bills for club expenses

Monthly bank statements

Receipts for reimbursement to members

Monthly treasurer's reports

and leaders for program expenses

Keep all treasury materials well organized.

Help prepare the annual club audit.

Help prepare the annual club budget.

Work with the enrollment coordinator, club fundraising chair, and pancake breakfast chair to pay bills and make deposits as needed.

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## **Sergeant at Arms - 1 year position**

Properly store, transport and display the club's flags for monthly meetings

Lead the opening pledges at the monthly meetings.

Ensure quiet and order during the meetings, reminding people as necessary.

Make sure the room is clean after the meeting, putting away tables and chairs, if required.

Inform the president and club leaders if you are going to be absent.

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## **Reporter** - 1 year position

Assist with the preparation of the Tucker Times by writing articles and special features about leaders and members.

Prepare news reports about the activities of the club (especially the pancake breakfast and our service projects) for the newspapers, social media, radio and TV stations in an accurate and interesting way.

Consult the club secretary if factual information is needed.

Work with the club photographer/historian to include photos.

Become familiar with the various media outlets in the area and methods to submit information.

Assist with the club website?

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## **Photographer/Historian - 1 year position**

Keep a record of the club's accomplishments and activities for the year.  
Collect pictures and mementos of the club and put together a 4-H club scrapbook, slideshow or video to be used at the Racine County 4-H Open House.  
Submit images to be used in the Tucker Times each month.  
Work with the club reporter, providing images for newspaper articles and other media outlets.  
Inform the president and club leaders if you are going to be absent.

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## **Attendance Officer - 1 year position**

Keep attendance for monthly club meetings.

Forward attendance to club leadership each month.

Be present at the attendance table and greet members when they arrive.

Remind members to sign in.

Point out sign-up sheets.

Point out where any donations can be placed.

Hand out any materials needed for the meeting.

Answer questions.

Inform the president and club leaders if you are going to be absent.

Create monthly questions for "Meet a Member" choosing several members to participate in that portion of the club meeting, being encouraging of the younger members.

Ask members to share their name, age/school and another piece of information, i.e. favorite winter activity, favorite food, a fun fact about themselves.

Contact members who have missed three consecutive meetings in a row and extend a special invitation for them to attend the next meeting.

## **Responsibilities of all Officers:**

Attend the county officer training.

Attend monthly planning meetings to plan future meetings and club activities.

Attend agenda meetings prior to the monthly club meetings- As attendance officer you will not be able to attend these meetings, but be sure to find out if there are any important items you should know about or take action on.

Help plan and run the education or recreation portion of at least one monthly club meeting or club activity.

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## **Recreation Officer** - 1 year position

Plan and implement games and activities before and after meetings.

Use a signal to get everyone's attention.

Be sure that directions for games are clearly understood before beginning.

Encourage everyone to participate and work together.

Ensure fair play and good sportsmanship.

Be sure all members have FUN!

Inform the president and club leaders if you are going to be absent.

Keep a record of engaging activities and games that work well with our club.

Be ready to organize and run impromptu games as needed at meetings.

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## **Sunshine Officer** - 1 year position

Write letters and cards on behalf of the club:

- Sympathy cards
- Thank you cards for speaking or presenting at a meeting
- Thank you cards for a donation
- Get well cards, etc.

Read correspondence at club meetings

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