

Loma Vista 4-H

Growing True Leaders



CLUB OFFICERS

Qualifications & Duties

Club officers serve as role models and provide club leadership. All officers are required to attend a monthly board meeting as well as the regular club meeting. Officers are required to arrive early to meetings so as to assist with setup and clean up. To be eligible to run for an office, a member must have completed one year in 4-H and meet the minimum age requirement (you can be older but not younger). Members are allowed to apply for one or two positions, but can only hold one office. Two members may co-lead a position with the club leader's approval. In the event that we need an actual voting election, it will be held at the May meeting.

SUGGESTED AGES: Must be at least 14 yrs old

PRESIDENT

- Preside over officer and club meetings
- Communicate with officers when necessary
- Prepare agenda for meetings with help of adult leader
- Form committees when needed for club or county events.

VP WAYS AND MEANS

- Plan holiday and any other fundraisers needed throughout the year
- Preside over meeting if President is absent.

TREASURER:

- Develop budget for club approval
- Account for all money received and/or spent
- Write checks and make deposits
- Balance club records with monthly bank statements
- Present treasurer's report at each club meeting
- Complete end of year reports
- Complete treasurer training from 4-H county office

SUGGESTED AGES: Must be at least 11 yrs old

SECRETARY

- Take minutes at each club meeting and officer meeting.
- Keep track of attendance at each meeting.

VP PROGRAMS

- With board assistance, plan program for each club meeting.
- Arrange for speakers, materials, equipment, etc.
- Have a "backup" program plan.
- Thank speakers in writing.

WEBMASTER

- Website development and maintenance monthly

COMMUNICATIONS OFFICER

- Publish a newsletter, send to webmaster for website, and print for monthly meetings.
- Provide information on newsletter deadlines to officers and project leaders.
- Serve as secretary if he/she is absent.

COMMUNITY SERVICE OFFICER

- Arrange community service projects with local Organizations
- Announce community service projects at each club meeting

HEALTHY LIVING

- Responsible for educating, inspiring and leading club members as they pledge their "health for better living."
- Inform and educate your club members on easy ways to incorporate physical activity and healthy eating habits.

HISTORIAN

- Create and maintain a club scrapbook.
- Keep complete records showcasing the club's activities.
- Take pictures or collect member photos illustrating club Activities.

SUGGESTED AGES: Must be at least 10 yrs old

REFRESHMENTS CHAIR

- Plan refreshments for each club meeting.
- Arrange for someone to bring refreshments (snack and drinks) to each club meeting.
- Make reminder calls a week or so before meeting.
- Provide cups, napkins, and other items needed (club will reimburse for costs).

SERGEANT AT ARMS

- Ask members to stand for pledges, and lead the American flag and 4-H pledges.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting.
- Create a guessing jar ice breaker for club meetings.

SUPPLY OFFICER

- Maintain club supply of shirts, hats, scarves, ties, record book covers etc.
- Coordinate supply orders with treasurer.
- Run the club store at monthly meetings.
- Store the supply box at your home and bring to each meeting.