

## Officers Must . . . .

- Participate in club activities.
- Remember your job and make assignments in advance.
- Set a good example for other club members.

President

Activity Leader

Vice-President

Reporter

Activity Leader



## Officers' Responsibilities

As **President**, you should. . . .

1. Preside over each regular meeting.
2. Check with the Vice-President to see that the program is planned each month.
3. Announce each meeting three days ahead of time and urge members to participate in the scheduled monthly activities.
4. Take the lead in encouraging others to join 4-H and complete projects and activities.

As **Vice-President**, you should. . . .

1. Select two 4-H members to lead the pledges before each meeting. Try to select different 4-Hers each month.
2. Announce the pledge and the members who are leading it when it is time for this during the meeting.
3. Preside over regular meeting when the President is absent.

As **Secretary**, you should. . . .

1. Keep permanent records of the club meetings. Write an accurate report (called minutes) on the forms in this booklet after each meeting.. You will read the minutes at the next meeting..
2. A good report should contain the following things:
  - Name of Club
  - Names of the activity participants
  - Names and members who took part in the program
  - Date of the meeting
  - Date of the next meeting

As **Activity Leader**, you should. . . .

1. Assist the 4-H Agent as needed throughout the school year.
2. Choose a short game which will last five minutes or less, if your class 4-H Club members would like to one.
3. Be a "spark" of enthusiasm and inspiration to the other 4-H members.

As **Reporter**, you should. . . .

1. Keep permanent records of the club meetings. Write an accurate report on the forms in this booklet. Be sure to put first and last names on the report.
2. A good report should contain the following things:
  - Name of Club
  - Names of the activity participants
  - Names and members who took part in the program
  - Date of the meeting
  - Date of the next meeting
3. Fax the report to *Your Community Shopper* at (931) 427-3000.
4. E-mail the report to the *Elk Valley Times* at [evtnews@lcs.net](mailto:evtnews@lcs.net); the deadline for sending in report is 12:00 p.m. (noon) on Friday.