

Summary of 4-H Officer Duties for 6-8th Grades



President Responsibilities

- Help everyone in the club to work together. You will preside at the meetings, assign responsibilities to club members and work closely with the other 4-H officers and 4-H leaders. It is your job to make sure everything runs smoothly during the club meetings.
- Make sure the 4-H meeting room is in order. If chairs, tables, etc.. need to be set up, make sure it is taken care of prior to the meeting. At the end of the meeting, ask the 4-H Leader if help is needed to clean up the room.
- Meet with your other officers to make sure they have what they need.
- Keep your teachers informed of club meeting dates and activities.
- Between club meeting dates, remind your members about upcoming activities and sign up deadlines. Encourage their participation.
- Set a good example for others by being respectful and attentive during the club meetings.
- Learn the 4-H pledge.

Vice President Responsibilities

- Work closely with the other 4-H officers and 4-H leaders.
- Before each meeting, ask a club member to hold the 4-H Flag and American Flag as we recite the pledges.
- Take over the President's duties if he/she is absent from the meeting.
- Ask for volunteers to give demonstrations at the club meetings. The demonstrations need to be limited to 2 minutes. Make sure they know well in advance when they are expected to give their demonstration. You may have two people work together on a demonstration.
- Set a good example for others by being respectful and attentive during the club meetings.
- Learn the 4-H pledge.
- Keep fellow members informed of upcoming 4-H activities and deadlines. Encourage them to participate.

Secretary Responsibilities

- Help everyone in the club to work together. Work closely with the other 4-H officers and 4-H leaders.
- Take notes during the club meeting of what goes on. For example, what announcements were made, who held the flags for the pledges, who gave demonstrations, and what kind of demonstration did the 4-H Leader give.
- Prepare you 4-H minutes **prior** to the club meeting. Be prepared to read them to the club. **(4-H minutes are a summary of what went on during the last club meeting.)**
- Keep up with who is present at the club meeting. The 4-H Leader will send around a sign in sheet (or you will mark from a roll). Use that sheet to mark those who are present in the 4-H Leaders book. Ask if there are any new members and if there are, get an enrollment form from the 4-H Leader and give to the new member. Make sure to collect the enrollment form before the end of the meeting and return it to the 4-H Leader.
- Between club meeting dates, remind your members about upcoming activities and sign up deadlines. Encourage their participation.
- Set a good example for others by being respectful and attentive during the club meetings.
- Learn the 4-H pledge.