



4-H Club Officers Make the Meeting

Club officers who understand their role as leaders of the club can effectively conduct a successful 4-H club meeting. Club officers take pride in their jobs, take an active responsibility to conduct club business, and encourage all members to get involved in club activities.

As a leader, you can help club officers and committee chairs complete their jobs successfully. In order to assist them in this process:

- Be sure the officers understand the roles and responsibilities of their position.
- Guide them when necessary to make sure their jobs are completed.
- Allow them to do their jobs with minimal supervision.

How is 4-H Connected with the University?

The president's role is to lead others to work for the good of the club. The president listens to everyone's ideas and decides when the group has agreed on an action. However, the president does not dictate.

President:

- Meets with the leader and the other officers to plan the order of business for each meeting, then communicates this information to club members.
- Presides at meetings. Refer to *How to Conduct an Effective Meeting*.
- Sees that the room is ready and that the meeting starts on time.
- Arranges for the vice president to preside if the president cannot be present.
- Delegates responsibilities by asking for volunteers and/or appoints committees with the help of the club leader, when necessary.
- Works with members and the club leader to plan a program for the year.
- Casts the deciding vote in case of a tie.



Vice President

The vice president is the president's assistant.

The vice president:

- Presides at meetings when the president is absent.
- Serves in other roles in the club, such as chair of the program committee.
- Represents the club at other activities in the absence of the president.

Secretary

The secretary keeps records of membership and club activities (minutes) and handles club correspondence.

The secretary:

- Keeps minutes of all club meetings – what is done, not said. Refer to *How to Conduct an Effective Meeting*.
- Maintains a complete list of all members and calls the roll.
- Reads letters to the club at meetings.
- Reminds members of special meetings – by email, phone, postcard, or personal contact. Makes sure each member knows when and where the next meeting will be held.
- Writes the club's correspondence, such as thank you letters and requests for information.
- Completes and sends *4-H Club Meeting Reports* to the county 4-H office.
- Turns a completed 4-H Secretary's Book over to the club leader at the end of the year.

Treasurer

The treasurer is responsible for handling the club's money, in conjunction with the club leader.

The treasurer:

- Works with the club leader to receive and keep a record of money in the 4-H Treasurer's Book.
- Works with the club leader to deposit the money in a special club account.
- Works with the club leader to expend funds only when approved by the club. (Refer to *Guidelines to 4-H Fundraising and 4-H Club Treasuries*.)
- Completes the *4-H Club Treasury Annual Review* form with the club leader and sends it to the county 4-H office.



Committees

One benefit from conducting work through the use of committees. Committees can help all members become actively involved in the club since it provides additional opportunities for members to serve the club. Committees can be created for a variety of purposes, such as:

- *Program Committee members* find speakers and special resources for club meetings and activities, in consultation with the club leader.
- *Membership Committee members* help recruit new members, volunteers, and leaders for their own or other clubs.
- *Community Service Committee members* talk with parents, members, and neighbors to identify community needs and present the ideas for service projects to the club.

Additional Roles

Club historian and recreation leader are special job assignments for club members. Such duties should be written and shared with club members.

Nominating and Electing Officers

Nominations and elections are important to club business and should be held annually, such as at the start of the new 4-H year. Be sure to inform club members about the election ahead of time, such as two months in advance, and explain how the election process will work. Members can then be thinking about who they may want to serve in a leadership position. Club members should also be informed of the duties of each office before considering running for or accepting an officer position. Club officers must be in fourth grade or above to serve in this role.

There are two ways to nominate officers:

- *From the Floor.* The first option is to have members nominate someone for an office during the election meeting. The member says, "I nominate _____ for the office of _____." It is helpful to know if a member is interested in a specific position before being nominated and/or to think about whether someone would be well-suited for the position.
- *The other option* is to have the president appoint a nominating committee. Nominating committee members then speak with interested members and ask them to run for office. The nominating committee chair presents its nominations to the club during a meeting. Other nominations can also be made from the floor.

When there are no other nominations, a member says, "I move to close the nominations." If the motion is seconded and passed, members then vote on the candidates, either individually or for the entire slate of officers.

Voting for officers is usually by ballot. It takes a majority vote – one vote over half – to be elected. For example, if there are 17 members a majority is 9.

Helping club officers gain the necessary skills to lead their 4-H club will enable club business and activities to be conducted efficiently and effectively.

*Revised by Sharon Kinsey.
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Reference: Bulletin 609, Washington State University



 *Did You Know...* 

National 4-H Congress was first held in 1922 in Chicago.

This was also the year that the first club charters were offered by USDA as each new 4-H club formed.

For more information on New Jersey 4-H, please visit www.nj4h.rutgers.edu.

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