|  |  |
| --- | --- |
| **4-H Club President*** Prepare meeting agenda’s with Club Leader & Youth Development Educator
* Preside at all monthly club meetings
* Work closely with club leader to ensure plans are followed through
* Support other officers in carrying out their duties
* Delegate responsibilities and empower other youth
* Recognize others for their contributions and positively support their efforts
* Assist with problem solving and decision making with support of club leader and other adults
* Do their best to listen to everyone’s thoughts/ideas/input
 | **4-H Club Vice President*** Confidently preside at the meeting in the absence of the president
* Support the President in plans and special work needing to be done
* Complete the tasks of secretary and treasurer if needing to be absent
* Represent my club at events in the absence of the president
* Work with other officers and committees to ensure things are completed
* Work with all other officers and the club leader to ensure projects are complete
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| **4-H Club Treasurer*** Take charge or all of the money taken in by the club
* Set up & maintain a checking account. Two signatures are needed to authorize an account. Youth & Adult
* Keep an accurate financial record or all money received and all money paid out
* Deposit all money in a 4-H checking or savings account
* Never mix club money with your own. Never “borrow” club money.
* Give a monthly report during monthly meetings of money received, bills paid and the amount on hand
* Pay money out of the treasury (by check)
 | **4-H Club Secretary*** Call roll and keep an accurate record for attendance
* Read minutes of the previous meeting and make corrections if necessary
* Take accurate notes of each meeting events
* Record all motions stated and restate motions if necessary
* Read correspondence directed to our club and write letters sent from the club
* Maintain a record of all officers and committees
* I prepare minutes in the secretary’s book and will provide UWEX a copy electronically or hard copy of meeting minutes
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**Price County 4-H Club Officer Role Descriptions**

**These four are essential for a successful club. Once these positions are filled and others would like leadership roles, these positions may be available:**

**\*\*Historian, News Reporter, Club Recreation Leader & Club Photographer\*\***