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| --- | --- |
| **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 |
| **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 |

**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\*\***