



One of the requirements of a 4-H Club is to have youth involvement in leadership and decision-making. Club officer roles are an excellent opportunity for youth leadership development. Youth gain belonging, mastery, independence and generosity, the Four Essential Elements of Positive Youth Development. They gain life skills of decision making, problem solving, responsibility, teamwork, leading groups, conflict resolution and many more.

A brief description of roles for common officer positions found in most 4-H Clubs is provided here. These can be changed to meet local 4-H Club needs. Election and length of terms in office should be defined in 4-H Club Bylaws or Operating Guidelines

This sample form may become the constitution and by-laws of your club by filling in the blank spaces, amending as necessary and being approved by the membership. This form can be adapted for 4-H groups and committees

President:

- Plan the business part of the meetings with other officers and volunteer leaders before meetings are held.
- Know parliamentary procedure to conduct an orderly 4-H Club meeting.
- Call the meeting to order and direct the business meeting.
- Provide opportunities for all club members to be heard. Get everyone to participate, if possible.
- Keep order. Be courteous but firm.

Vice President:

- Preside at meetings in the absence of the president.
- Know parliamentary procedure so that you can conduct an orderly 4-H Club meeting.
- Know the duties of the president.
- Work closely with the president, leaders, and other officers on all Club activities.
- Help plan 4-H Club programs.

Secretary:

- Keep an accurate record of the proceedings of all meetings. Record any officers elected, committees appointed, financial decisions, and other business brought before the club. Submit a copy of club minutes to the UW-Extension Office.
- Conduct roll call at the request of the president and record attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections to minutes as presented by 4-H members of the Club.
- Read correspondence received by the 4-H Club and send any correspondence as directed by the Club.

Treasurer:

- Keep accurate records of all the money taken in and paid out by the 4-H Club.
- Make deposits of money to the bank; write checks requested by the 4-H Club, and pay bills authorized by the Club.
- Give a report of money received, bills paid, and amount on hand at each 4-H Club meeting.
- Be ready to give an itemized account of funds at any time on request of members or leaders.

- Work with the 4-H Club volunteer leaders to conduct a 4-H Club audit at the end of the year.

Reporter:

- Spread the good news of 4-H and your 4-H Club to the public.
- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible.
- Write articles about special 4-H events for your local newspaper.
- Make a collection of clippings and news items concerning your 4-H Club or members for the Club's permanent record.

Sunshine Person:

- Recognize 4-H Club members on special occasions like birthdays.
- Send thank you notes as requested by the Club.
- Read or send other cards or notes as requested by the Club.

Phone Tree Caller:

- Contact 4-H members to remind them of upcoming 4-H Club meetings and events.

Historian:

- Collect pictures and articles from club events to record 4-H Club happenings from the year and assemble in a scrapbook or other format to retain Club history.

4-H Club officer positions and duties may differ in each club. Please check with the 4-H Club Organizational Leader for more specific duties and requirements of each office in your Club.

Adapted by Penny Tank, Waupaca County 4-H Program Assistant (2011) from 4-H 201, The 4-H Club Officer, Cooperative Extension Programs, University of Wisconsin-Extension



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