

#### **4-H Officers and Duties**

##### **PRESIDENT – Zoe White and Sally Bason**

- ◆ Prepares club meeting agenda with other officers & advisors.
- ◆ Presides at all club meetings.
- ◆ Uses parliamentary procedure to conduct business meetings.
- ◆ Understands responsibilities of other club officers.
- ◆ Manages sign ups for club functions and concession stands. Does the best of his/her ability to find people to work and fill all spots needed.
- ◆ Plans ways to get every member to participate in meetings and delegates responsibility.
- ◆ Appoints committees as needed.
- ◆ Attends monthly council meetings and reports to SOEC club.
- ◆ Calls the Vice-President to reside at the meeting if unable to attend.

##### **VICE PRESIDENT – Sydney Gransden and Taylor Welker**

- ◆ Presides at meetings if the President is absent.
- ◆ Serves as chairperson of the community service committee (plans 4+ community service events).
- ◆ Manages sign ups for monthly meetings (topic, presenter, snack).
- ◆ Thanks the educational guest speakers, presenters, member demonstrators, etc.
- ◆ Attends council meetings if President is unable.

##### **SECRETARY – Brooke Oeters**

- ◆ Keeps an accurate written record of the business meetings and sends to the club after meeting.
- ◆ Reads club's minutes at each meeting.
- ◆ Records club's attendance at each meeting.
- ◆ Writes all club correspondence as directed by the President, Executive Committee and/or organizational club advisor.

**TREASURER – Emma Bishop**

- ◆ Keeps an accurate account of all 4-H club's money received and spent by the club.
- ◆ Gives a financial report at each 4-H club meeting.
- ◆ Gives an annual financial report at the final 4-H club meeting for the year.

**HISTORIAN – Olivia & Sophia Ceradini and Penelope Frazier**

- ◆ Takes photographs at all 4-H club meetings and activities.
- ◆ Gathers and sends in photos for yearly Achievement Night.
- ◆ Collects pictures, presentations and articles to decorate 4-H board. Keeping board up to date!
- ◆ Works in association with adult leader to manage social media accounts.