



4-H Club Officer Handbook

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One of the most common leadership structures in clubs is having club officers. If a club chooses to elect officers, much of the club's success will depend on how well the officers carry out their duties. Serving as a club officer is a major responsibility. You should consider it an honor and take your job seriously.

Officers who involve fellow 4-H members in club decisions are the most successful. Good officers get each member of the club involved in plans and give everyone a chance to participate. They respect and accept each member.

Good officers are proud of their jobs and always do their best. They get things done correctly and on time. They are enthusiastic, tactful, and friendly. They are also dependable. If it is necessary to miss a meeting, they let the other officers and the adult volunteer know as soon as possible.

Being a club officer is a way to build your leadership skills. It will also help strengthen your ability to work in youth-adult partnerships as you will need to work effectively and cooperatively with adult club volunteers.

Terms of office

Each club can determine how long its officers will serve. Some clubs may elect their officers for the entire 4-H year. Some may change officers every three or six months, while others may have different officers each meeting. There is no “right” way. As a group, you will need to determine what works best for your club.

Officer positions

Just as different clubs may have different terms of service for their officers, they may also have a variety of officer positions. The most common positions are President, Vice President, Secretary, and Treasurer, but other positions can be useful.

Each club will need to decide which positions are needed for the club to function well. Things to consider in this decision are the size of the club, age of the members, experience of the members, and club goals.

Duties of the officers may vary a bit from club to club, but the following are general guidelines.

Duties of the President

- ◆ Work with the club leader and members to develop a plan for the year.
- ◆ Work with the club leader and other officers to develop agendas for meetings. (see *A Youth Leadership Guide for 4-H Club Meetings*, 4-H 6520)
- ◆ Preside at meetings, keeping them moving at a good pace.
- ◆ Ensure meetings start and end on time.
- ◆ Make sure everyone has a chance to express his/her opinion.
- ◆ Support and assist the other officers.
- ◆ Cast the deciding vote if there is a tie (otherwise, Presidents don't vote).
- ◆ Appoint committees as needed.



- ◆ Serve as an ex-officio member of any committees (not as the chair).
Ex-officio means the committee members are not necessarily elected or appointed—they agree to serve in a position because the committee needs their expertise or influence. In most clubs, the President can serve as an ex-officio member on all committees.

Duties of the Vice President

- ◆ Preside at meetings when the President is unable to attend.
- ◆ Assist the President in developing meeting agendas.
- ◆ Assume other responsibilities when asked.
- ◆ Serve as chair of the programs committee (if there is one).
- ◆ Collect dates of upcoming county and state events to share with the club.

Duties of the Secretary

- ◆ Keep a list of all members, call the role, and record attendance at each meeting.
- ◆ Keep a record of all club officers and committees.
- ◆ Take notes during the meeting. Make sure you capture the exact wording of any motions. Then, as soon as possible after the meeting, while it is still fresh in your mind, write a more detailed and complete set of minutes to keep as the official minutes. Minutes should include:
 - List of attendees plus names of visitors
 - Topics of discussion and main points raised

- Exact wording of all motions
- Results of all motions (count the votes)
- ◆ At the start of each meeting, read the minutes of the previous meeting and make any necessary corrections.
- ◆ Read any correspondence the club has received.
- ◆ Write letters for the club (thank you letters, requests for funds or information, etc.).
- ◆ During the meeting, restate motions as needed and look up items in past minutes if necessary.
- ◆ Work with the rest of the officer team to develop agendas.
- ◆ Remind the President of any unfinished business.
- ◆ Notify members of upcoming meetings.

Duties of the Treasurer

- ◆ Work with club officers and leaders to develop a budget for the year.
- ◆ Keep accurate financial records of all deposits and payments. Be sure to keep all invoices (requests for payment) and receipts (printed record of funds spent).
- ◆ Receive all money (cash and checks) and deposit it in a special club bank account or another safe place.
- ◆ Pay bills as approved by the club.
- ◆ Balance your club's account each month.
- ◆ Report at each meeting on money received, money paid out, and the amount of money on



hand (both cash on hand and funds in the club bank account).

- ◆ Help plan any fundraising activities for your club and work with the club leader to fill out required paperwork.
- ◆ Keep a record of the club's inventory.
- ◆ Work with club leaders to prepare required annual reports.

Examples of other positions

The following are examples of other positions a club might find helpful. These can be combined as needed.

Sergeant at Arms

- ◆ See that the meeting space is set up and ready to go on time.
- ◆ Assist the President in maintaining order during meetings.
- ◆ Assist with refreshments.
- ◆ Direct cleanup after meetings.
- ◆ Care for any club equipment.

Reporter

- ◆ Write reports of interesting activities for distribution to local media outlets (newspapers, radio, television).
- ◆ Send advance notice to newspapers and radio stations when special events are planned that include the general public.
- ◆ Promote upcoming events on club or county's Facebook page, Instagram, or other social media.
- ◆ Share reports with the county Extension office.
- ◆ Keep a binder of all stories submitted.

Historian

- ◆ Keep a record (often a scrapbook) of the club's activities (physical or digital).
- ◆ Take or collect photographs of club activities. These can be shared with the Reporter to post on social media or for reports sent to media outlets.

Meeting Host

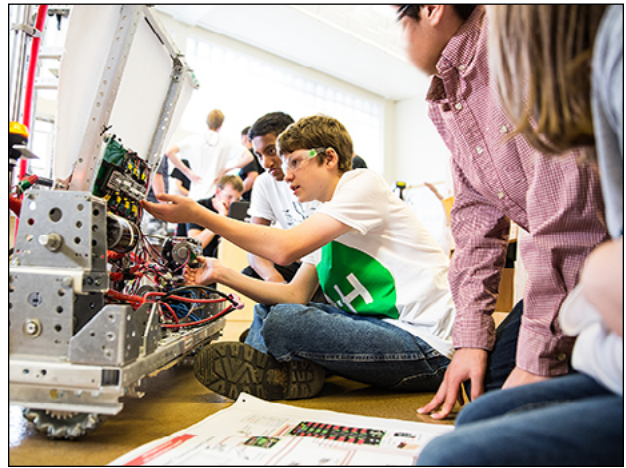
- ◆ Greet all members as they arrive.
- ◆ Have some form of recreational activity or icebreaker planned for when people arrive. Make sure everyone is included and involved.
- ◆ Arrange refreshments for the meeting.

Parliamentarian

- ◆ Learn proper parliamentary procedure.
- ◆ Help the President conduct an orderly meeting.
- ◆ Clarify rules as needed.

Additional positions could include

- Photographer
- Videographer
- Games Coordinator
- Social Media coordinator
- Phone- or Email-Tree coordinator
- And others



4-H Club Leadership Team

Officers

President _____

Vice President _____

Secretary _____

Treasurer _____

Leaders

Key/Main leader _____

Teen leaders _____

Junior leaders _____

Suggested Club Meeting Agenda

- 1. Call to order**
- 2. U.S. Pledge of Allegiance**
- 3. 4-H pledge**
- 4. Introductions and roll call**
- 5. Reading of minutes from previous meeting**
- 6. Reading of club correspondence**
- 7. Treasurer's report**
- 8. Other officer reports (if needed)**
- 9. Committee reports (if needed)**
- 10. Old business**
- 11. New business**
- 12. Program**
 - Educational component
 - Presentations by members
 - Guest speaker
 - Service learning
- 13. Recreation**
- 14. Refreshments**
- 15. Announcements and reminders**
- 16. Adjourn**

Meeting Minutes Template

The meeting was called to order by _____ at _____
(name and title) (time)

on _____ at _____
(date) (location)

_____ members, _____ leaders, and _____ visitors were present. The visitors were:

The American flag salute and 4-H pledge were led by: _____

Action on previous meeting's minutes: _____

Treasurer's report (include income and expenses since last meeting and current balance)

Correspondence: _____

Other officer reports: _____

Committee reports: _____

Old business: _____

New business: _____

Announcements: _____

Program: _____

Recreation: _____

The next meeting will be held at _____ on _____ at _____
(time) (date) (location)

Meeting adjourned at _____.

Respectfully submitted,

_____, Secretary Date: _____

_____, President Date: _____

Sample Minutes from a Club Meeting

Our first meeting of the year was held at Mary Martin's house at 7:00 pm on October 8. Eight returning members and two new members were present.

Susie and Da-Shawn led the pledges.

Cherri led an icebreaker activity.

Carol Jones, our leader, told us about the next phase of the clothing project. We will all take Phase 3, except Laura and Joan who will take Phase 2 first and then Phase 3 so they can catch up with us next year.

We elected officers by secret ballot. Our new officers are:

Cherri Wallace, President

Debby Duncan, Vice President

Mary Martin, Secretary

Susie Smith, Treasurer

José Martinez, Games Leader

We filled out enrollment forms. Mary made out an order for 4-H materials. Mrs. Jones will get what is needed so we can have our new manuals and record sheets for our next meeting.

Jessie made a motion to have our meetings on the first and third Thursday of each month starting at 7:00 pm. Cherri seconded. Motion passed unanimously.

Kaye made a motion for the club to purchase 3 patterns for sewing projects. Carla seconded.

Some concern was expressed over how much money the club currently has, but most felt there were plenty of resources. Motion passed with an 8-2 vote.

Mary served cookies and punch.

The next meeting will be October 22 at 7:00 pm at Mrs. Jones' house.

Meeting adjourned at 8:30 pm.

4-H Club Membership and Attendance Record

Meeting Dates

Name	Phone	Email													

P=present E=excused A=absent without excuse

Member Participation Record

												Name
												Led pledge
												Brought refreshments
												Gave a presentation
												Gave a report
												Led a club activity
												Did community service
												Served on a committee
												Participated in judging

Things a Treasurer Will Need

- ◆ Receipt book
- ◆ Ledger (page 14)
- ◆ Cash box
- ◆ Budget (for year and individual events)
- ◆ Income and Expenditure Request form (page 16)
- ◆ Inventory list (page 13)
- ◆ Year-end forms required by county
- ◆ Checks if you have a bank account

If you have a club checking account

- ◆ The account must have two signers for checks. At least one must be an adult. Some banks do not allow youth under the age of 18 to sign checks, so check your bank's requirements.
- ◆ The address on the account must be the county Extension office.
- ◆ The tax identification number must be the County 4-H Association tax number.
- ◆ Do not write checks to "cash."
- ◆ Keep all bank statements and balance with your ledger monthly.
- ◆ Always write checks in ink.

Sample check

4-H Clover Club 1234 Green Road Cloverville, OR 94444	DATE <u>10/25/18</u>	101
PAY TO THE ORDER OF <u>City Hardware</u>	\$ <u>16.93</u>	
<u>Sixteen and 93/100</u>		DOLLARS
COUNTY BANK	<u>Susie Smith</u>	
MEMO <u>hammer & nails</u>	<u>Carol Jones</u>	

Treasurer Tips

- ◆ Deposit funds promptly.
- ◆ Make sure only authorized signers sign checks.
- ◆ Do not sign blank checks.
- ◆ Never sign checks written to yourself.
- ◆ Two unrelated people should count money, and one should be an adult.
- ◆ Make sure you have receipts for everything.
- ◆ Keep all cash and checks in a safe place.
- ◆ Never mix personal money with club funds.
- ◆ It is very important to remember that money raised by or donated to 4-H must be spent on 4-H. It is not legal to raise or accept money in the name of 4-H and then use it for other purposes.

Club Inventory

Date	Item and description (include serial number)	Dollar value	Storage location	Disposal (date & where)

Total inventory value \$ _____

Club Treasury Ledger

Opening date _____

Opening balance \$ _____

Date	Check #	Description of transaction	Payment/ Debit	Deposit/ Credit	Balance

Closing date _____

Closing balance \$ _____

Sample Club Monthly Treasurer’s Report

Club name _____

Month _____

Opening balance \$ _____

Income

Source of income	Amount	
Total income		

Expenses

Expense (describe in detail)	Amount	
Total expenses		

Closing balance \$ _____

Income and Expenditure Request Form

Complete the appropriate part of this form and submit it to the club treasurer every time money is received and every time a bill or invoice needs to be paid.

Check Request

Please write a check in the amount of \$ _____

Payable to _____

Address _____

City _____ State _____ Zip _____

For (item) _____
(attach invoice or receipt)

Purpose of expenditure _____

Date submitted _____ Requested by _____

To be completed by the Treasurer:

Approved by (signature) _____

Date _____ Check number _____

Income Record

Amount received \$ _____ Received by _____

Received from _____

For _____

Date _____ Receipt number _____

All photos: National 4-H Council Library

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