

# Officers Responsibilities



## President:

- \_\_\_\_\_ Preside at all meetings.
- \_\_\_\_\_ Check with other officers to see if they are ready for the 4-H meeting.
- \_\_\_\_\_ Remind club members of the monthly contests.
- \_\_\_\_\_ Keep an eye on the time so that Club meeting can be completed on time.

## Vice President

- \_\_\_\_\_ Arrange for club member(s) to give a demonstration at least one week before the meeting.
- \_\_\_\_\_ Choose members before the meeting to lead pledges, share the thought for the day, and do a project-related demonstration.
- \_\_\_\_\_ Collect contest entries and display them for the judges.
- \_\_\_\_\_ Assist the President as needed.

## Secretary

- \_\_\_\_\_ Keep roll of 4-H members and their activities.
- \_\_\_\_\_ Keep minutes of the meeting, write them up and read them at the next meeting.

## Song Leader

- \_\_\_\_\_ Select one song to lead at the close of each meeting.
- \_\_\_\_\_ Assist Secretary as needed.

## Service Learning Project Leader

- \_\_\_\_\_ Work with teachers and 4-H members in planning and leading your club in Service Learning Projects
- \_\_\_\_\_ Explore the needs in your community and plan projects to meet those needs.
- \_\_\_\_\_ Fill out a different form for each Service Learning Project. Have form ready to be turned in at the April Meeting. (**Forms in this Booklet**).
- \_\_\_\_\_ Assist Song Leader as needed.