

4-H COUNCIL OFFICER DUTIES

Time Commitment: Officers come to 5 Meetings at 5:30 for training and to go over agenda for meeting. (Please See Calendar for Dates) Actual meeting with other members will begin at 6:30PM. They usually last 1-1.5 hours.

Things an officer should know: *Parliamentary Procedures, *Order of Business

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| PRESIDENT | In conducting the affairs of the council, the president considers: * The council's standing rules * The overall objectives of 4-H and obligations of the council * Schedules and rules for events * Presides and conducts meetings according to parliamentary procedures * Appoints committees and committee chairman * Appoints council members to serve on the 4-H & Youth Committee * Leads the executive committee in planning for each council meeting * Asks for advice from Extension agent or advisory in planning council mtg. * Follows up on the work of committees * Represents the interests of the council whenever needed * May serve as a delegate to the District 4-H Council. * Suggests goals for the council to strive toward * Checks with all officers to see that all reports are up to date * Votes in case of a tie. |
| VICE PRESIDENT | * Presides at council meetings in the absence of the president * Represents the council when asked by the president * Helps plan council meetings, announce those plans, & assign responsibilities * Responsible for arranging programs for council meeting * Assists the president when asked * May serve as a delegate to District 4-H Council * Learns Parliamentary Procedure * Seeks to find out what 4-H members want to do at meetings * Gives each member a part in one or more meetings during the year |
| SECRETARY | * Records the minutes of council meetings in Sect/Treas. Notebook * Informs the president of unfinished business * Helps plan council meetings * Maintains the roll, and other records for the council as directed by the President or the standing rules. * Checks the roll at each meeting. * Read minutes at each meeting. * Sits at the right of the president in front of the members during meetings * May serve as a delegate to the District 4-H Council. |
| REPORTER | * Helps plan council meetings * Learns to write interesting news stories for 4-H Newsletter * Sends a story to the local paper immediately following each meeting * May serve as a delegate to the District 4-H Council. |
| HISTORIAN | * Keeps a scrapbook of club and council activities and member participation to serve as a historical record for the county * Maintain scrapbook for submission to District Competition * Helps plan council meetings * May serve as a delegate to the District 4-H Council. |

HOW TO HAVE A GOOD 4-H MEETING:

- * Do things that everyone enjoys
- * Check to see that the people who will be on the program are prepared
- * Have the meeting room ready (banners, flags, seats, etc.), Start and stop the meeting on time
- * Conduct the meeting according to parliamentary procedure
- * Have the minutes ready to read
- * Keep the business session short and snappy!, Make announcements short!
- * Have an interesting, educational, and member-involved program by introducing guests, lending discussions, etc.
- * Plan time for recreation & refreshments