

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

PRESIDENT	<p>In conducting the affairs of the council, the president considers:</p> <ul style="list-style-type: none">* 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	<ul style="list-style-type: none">* 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	<ul style="list-style-type: none">* 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	<ul style="list-style-type: none">* 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	<ul style="list-style-type: none">* 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