

North Carolina 4-H Officer & Election Duties

Congratulations! You have been elected a club officer, an honor which includes duties. This guide will help you learn the duties of your office.

Your 4-H club will depend on you to help guide it this year. You should strive "To make the best better," as the 4-H motto suggests. You and the other officers are a team. You should help each other carry out the goals of your club.

The officers of a 4-H club may include the following (remember that the age and experience of the officers will determine the extent to which they can perform the duties of an office without assistance):

President
Vice President
Secretary
Treasurer
Reporter
Recreation Leader

Committee Chairmen (Committees are appointed by the president and leader. Standing committees may include Program, Refreshment, Membership, Ways and Means, and others.)

President:

The president is the head of the 4-H club. He/she should preside in such a manner that all members feel free to take part. A properly conducted 4-H meeting is an excellent example of true democracy.

Primary responsibilities include:

1. Suggests goals for the 4-H club to strive toward.
2. Checks with the leader on arrangements for each meeting.
3. Checks with the leader and program chairman before each meeting.
4. Presides at all meetings.
5. Prepares an agenda and conducts meetings according to parliamentary procedure.
6. Checks with the secretary-treasurer to see that the minutes and the treasurer's report are up-to-date.
7. Appoints or has members elect a representative to the county 4-H council (if necessary)
8. Appoints committees necessary for the operation of the club.
9. Attends county 4-H council meetings (if necessary)
10. Guides meeting in a courteous way and avoids talking too much.
11. Reports on the county 4-H council meeting or has a representative make a report. (If necessary)
12. Votes in case of a tie.

13. Acquaints members with the club constitution.

Vice President:

The vice president will often be called upon to serve in the absence of the club president. It is also common for the vice president to act as program chair for meetings.

Primary responsibilities include:

1. Presides over the 4-H club meeting if the president is absent.
2. Learns parliamentary procedure
3. Serves as chairman of the program committee.
4. Seeks to find out what 4-H members want to do at 4-H meetings.
5. Works with the leader and program committee to plan the programs for the year and a calendar of events.
6. Submits yearly calendar and programs to the members for suggestions and approval.
7. Gives each member a part in one or more meetings during the year.
8. Plans for the next meeting with the leader and president, announces those plans, and assigns responsibilities.

Secretary:

The club secretary's major responsibility is to ensure the club's accomplishment is well documented throughout the club year. The North Carolina 4-H Club Secretary's guide should be given to all incoming secretaries at the beginning of the club year.

Primary responsibilities include:

1. Keeps accurate records on membership, projects, and honors by using the North Carolina 4-H Secretary Guide.
2. Takes roll at each meeting.
3. Sits at the right of the president in front of the members during meetings and gives close attention to all discussion and business. Takes sufficient notes to write accurate minutes of the meetings.
4. Reads and records minutes in secretary's guide at each meeting.
5. Maintains all club correspondence, writing any letters that are required.
6. Assists the leader in doing the following:
 - a. Keep the 4-H Agent informed about enrollment of new members
 - b. Sends a copy of the yearly plan of work to 4-H Agent.
 - c. Reports on each meeting to the 4-H Agent immediately following the meeting.
 - d. Reports a summary of the year's accomplishments of 4-H members to the 4-H Agent.
 - e. Requests a charter from the 4-H Agent when the requirements have been met.
7. Works with club reporter and/or historian to complete the club portfolio.
8. Passes the Secretary's guide on to the new Secretary.

Treasurer:

Handling club finances is a lot of responsibility, however can be done easily when the appropriate steps are taken. The treasurer is responsible for ensuring that not only are all group funds accounted for, but that the club records are accurate. Primary responsibilities include:

1. Collects dues when required by the club.
2. Keeps an accurate account of the club's funds by maintaining the North Carolina 4-H Treasurer's record book up-to date.
3. Keeps copies of bills and receipts.
4. Reports at each meeting the financial status of the 4-H club (including recent expenditures and account totals.)
5. Assists the 4-H leader in the following:
 - a. Submitting annual financial report to 4-H agent at the end of the club year
 - b. Maintaining the club checkbook and bank balance sheets
 - c. Organizing club audits as needed
6. Ensures the 4-H club follows all guidelines for North Carolina 4-H Clubs

Optional Officer Roles:

While the officer roles of President, Vice President, Secretary, and Treasurer are required, 4-H clubs may also decide to have additional officer roles such as Recreation Leader, Reporter or Historian.

Duties of the Recreation Leader

1. Serves as chairman of the recreation committee
2. Seeks to learn the varied recreational interests of the club's members.
3. Leads the recreation committee in planning recreation programs.
4. Appoints a committee member to lead the recreation program for each meeting.
5. Works closely with the refreshment committee.

Duties of the Reporter

1. Learns to write interesting news stories
2. Reports accomplishments to local newspapers/radio and/or television stations when recommended by the leader and president.
3. Keeps a scrapbook of club activities and member participation
4. People in the community are interested in what 4-H is doing. The reporter is responsible for seeing that they are informed about club activities

Responsibilities of Committees

Committees do much of the planning for a club. The number of committees that your club needs will depend on the size of your club. The president, other officers, and volunteer leader determine what committees are needed. The president and volunteer leader should appoint standing committees early in the year. Special committees may be appointed from time to time according to needs. A parent or volunteer leader should be

designated to meet with each committee.

When appointing committees, the president should:

- Appoint a chairman for each committee
- Select 4-H'ers who are best qualified for each committee.
- Ask a parent to advise each committee.

Examples of Standing Committees

1. Program – The vice president is the chairman. The committee surveys members, plans the total club program, and evaluates the program. It also assists with the details of individual programs.

2. Community Service Project – This committee plans projects, involves other members in completing the project, and evaluates the project.

3. Activity – This committee plans picnics and other club activities, makes members assignments, and obtains parent and leader assistance in doing each activity.

Election Duties:

Officers are elected only once each year, unless a vacancy must be filled. An effort should be made to get a new slate of officers each year. It is important that each officer be chosen based on the candidates' qualifications. The current president presides over the election of officers.

Nominations:

You can use one or more methods to nominate for an office. Two methods that can be used are:

1. The most common method used is to have nomination be made from the floor. The retiring president begins an election process by saying "I now open the floor for nominations for president of our 4-H club. Do I hear a nomination for president?"
2. Another method for nominating and electing officers is to use a nominating committee. The club president appoints the nominating committee one month before the election. The committee selects candidate for each office. At the election meeting, the presiding officer asks the committee chairman to give names of candidates. The presiding officer then asks if there are any nominations from the floor. In the nominating committee suggests only one candidate for each office and no nominations are made from the floor, the presiding officer may say, "Do I hear a motion that the report of the nominating committee be accepted and that these candidates be elected by acclamation?" If the motion passes by simple majority, the recommended slate of officers is officially elected.

If the committee has recommended more than one candidate per office, or if additional nominations for an office have been made from the floor, each office must be voted upon in the same manner that is explained in example number 1. For more detailed information on elections, refer to *Robert's Rules of Order*.