

**PRESIDENT\* (Vote for 1) Responsible for ALL the activities of the 4-H Club also prepares and runs monthly meetings; consults other officers.**

**VICE PRESIDENT\* – Membership (Vote for 1) Responsible for the enrollment activities of all members and leaders. Guides the club through enrollment and ensures all members are properly enrolled. Records all paperwork and submits to 4-H office and reconciles with dues paid.**

**VICE PRESIDENT\* – PROGRAMS (Vote for 1) Plans interesting programs for the club each month. Runs meeting if President is absent and performs other leadership duties.**

**SECRETARY\* (Vote for 1) Keeps the monthly meeting minutes and is responsible for all record-keeping of the club. Must be accurate with dates, names, activities and motions.**

**TREASURER\* (Vote for 1) Handles all the money of the 4-H club and keeps accurate accounting of all the financial records. Prepares budget and monitors spending. Must be able to follow good accounting practices and have knowledge of EXCEL.**  
This office is a 2 year term based on acceptable performance of duties.

**COMMUNITY SERVICE OFFICER\* (Vote for 1) - Coordinate the club's citizenship and community service efforts. Plan multiple activities that members can participate in during the year.**

**ATTENDANCE SECRETARY (Vote for 1) – Greet members at monthly meeting and take accurate attendance.**

**REPORTER\* (Vote for 1) Write news reports on club meetings and activities or appoint members to write reports. Publish a monthly bulletin.**

**SOCIAL MEDIA\* (Vote for 1) Keep the Facebook page updated; post information on Social Media.**

**ACTIVITIES\* (Vote for 1) Plan some form of recreation for each meeting and be responsible for other recreation events as assigned.**

**REFRESHMENT (Vote for 1) Coordinate the refreshments for each club meeting, including creating a volunteer list for each month. Responsible for set-up and clean-up of refreshments and ensuring supplies are on hand.**

**SONG LEADERS (Vote for 3) Lead and teach songs at each 4-H club meeting. Encourage others to sing by being enthusiastic.**

**SERGEANT AT ARMS (Vote for 5) Responsible for the set-up and clean-up of the meeting room. Present the flags and recite the pledges. Pass out papers and keep order in the room.**

**DOOR PRIZE (Vote for 1) Responsible for each member entering into the drawing at each club meeting. Organize what prizes will be given and announce the winners.**

**NOTE: Regular members will have the opportunity to fill positions before primary members can take the role.**

\*The offices of president, vice-president of membership, vice-president of programs, secretary, and treasurer are required to be members of the Leadership Project and should be members 7<sup>th</sup> grade and above with a few years of 4-H experience (exceptions may be considered). The offices of community service, activities and reporter are strongly encouraged to be members of the Leadership Project. The Leadership Project meets before every club meeting to discuss what meeting agenda and activities that are pertinent to that meeting.