

4-H Council Officer Duties Summary

ALL COUNCIL OFFICERS

- Be a positive Role Model to council members and officers.
- Be a good example for other members.

PRESIDENT

- **Candidates must be at least 14 years of age and does not intend to graduate before the end of the 4-H year in which they are installed.**
- Serve as a member of the executive committee and attend 75% of all council officer activities. Arrives 30 minutes prior to 4-H Council Meetings to work with Adult Advisors.
- Prepare the agenda.
- Checks with the secretary-treasurer before each meeting to see that the minutes and the treasurer's report are up-to-date.
- Presides effectively at meetings. Keep meetings moving, allow discussion on only one topic at a time, and finish on time.
- Vote in case of a tie.
- Appoints committee chairs.
- Appoints Parliamentarian
- Appoints Adult Advisors
- Communicates effectively with all council committees.
- Oversees the yearly plan of Council meetings and activities.
- Communicates effectively and regularly with extension staff and adult advisors.

VICE PRESIDENT

- **Candidates must be at least 13 years of age.**
- Serve as a member of the executive committee and attend 75% of all council officer activities. Arrives 30 minutes prior to 4-H Council Meetings to work with Adult Advisors.
- Plan and conduct the program at each 4-H Council meeting.
- Assist the President
- Preside at meetings and performs other duties in the absence of the President using correct parliamentary procedure.
- Become President if the President leaves, resigns or is relieved of office
- Work with leaders, officers, and members to plan educational programs and events for the year.

SECRETARY

- **Candidates must be at least 12 years of age.**
- Serve as a member of the executive committee and attend 75% of all council officer activities. Arrives 30 minutes prior to 4-H Council Meetings to work with Adult Advisors.
- Call the roll and checks for attendance during each council meeting.
- Reads minutes of the last meeting
- Keeps complete and accurate minutes of all meetings for secretary's notebook
- Sends copies of minutes to the Johnson County Extension Office for distribution within 10 days of each meetings
- Keep accurate records of membership and attendance at each meeting
- Submit a secretary's book for record book judging

TREASURER

- **Candidates must be at least 12 years of age.**

- Serve as a member of the executive committee and attend 75% of all council officer activities. Arrives 30 minutes prior to 4-H Council Meetings to work with Adult Advisors. Keep accurate, up-to-date records of all council funds. This includes receipts and expenditures, and the balance on hand.
- Serve as Finance Committee Youth Chairman, working closely with adult advisors and committee members to develop an annual budget.
- Report financial condition at each meeting or as requested
- Report income and expenses of club account and collect fees as necessary from members
- Submit a treasurer book for record book judging

REPORTER

- **Candidates must be at least 12 years of age.**
- Report news and/or articles of county 4-H events to the Extension Office for Clover Clips
- Submits interesting reports and photographs of Johnson County 4-H activities, County Council or District activities to local newspapers, radio stations and television stations.
- Collect and write interesting news stories about their 4-H Club for local media including: radio, newspapers, television, or club newsletters.
- Work with 4-H agent to report club member accomplishments to local media.
- Use good written skills; spelling, grammar, and composition.
- Use good oral skills for audio and video interviews and stories; Speak loud and clear, represent 4-H in a positive way.
- Submit a reporter book for record book judging

CORRESPONDING SECRETARY

- **Candidates must be at least 12 years of age.**
- Reads Correspondence at Council Meetings.
- Sends Correspondence as requested by the council and 4-H extension staff/adult advisors.
- Fills in for the Secretary in the event of his/her absence.
- Use good written skills: spelling, grammar, and composition.
- Be a good example for other members
- Submit a corresponding secretary book for record book judging

HISTORIAN

- **Candidates must be at least 9 years of age.**
- Take pictures at county events and Council meetings
- Submits Historians book to be judged
- Be a good example for other members

PARLIAMENTARIAN (Appointed by President)

- **Candidates must be at least 9 years of age.**
- Give the parliamentarian report at each council meeting
- Must submit a parliamentarian book to be judged.