

## 4-H OFFICER POSITION DESCRIPTIONS

Character Counts! In Leadership
Trustworthy
Do what you say you will do.
Respect
Treat everyone the same.
Responsibility
Be prepared for each meeting.
Fairness
Listen to all sides.
Caring
Plan a service project to help others.
Citizenship
Participate in all activities.

**PRESIDENT** - provides overall leadership for the club and the club meetings. The president announces and promotes the club meeting ahead of time, encourages participation, and helps the other officers to be prepared.

**VICE PRESIDENT** - plans the opening program for the club meeting. He or she asks member of the club AHEAD OF TIME to be prepared to lead the pledges and give the thought for the day. The vice president will find out if another club member wants to demonstrate or share something from their selected 4-H project.

**SECRETARY** - keeps a written record of what happens in each club meeting. The secretary also keeps a roll of attendance and participation and is prepared to give a report at each club meeting.

**SERVICE LEARNING LEADERS** - have a very important role. Two leaders are elected in each club to help plan and organize a service learning project for the entire club to do. They will keep up with who participates and submit a report of their service learning activity. They may recruit other members to help plan projects.

**SONG LEADER** (4<sup>th</sup> and 5<sup>th</sup> grade) - will prepare one song to teach and lead during the club meeting. They may use one of the songs in the Handbook or may come up with an appropriate song that everyone will enjoy. This is an optional club officer and should be filled by someone who has some skill in singing and willing to lead others.

*We will have an officer training session at your school and provide handouts for the club meetings. Officer information is also on the UT Extension-Robertson County website, under 4-H Youth Development and Club Meeting Tools.*