



# OFFICER POSITION DESCRIPTIONS

**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 of 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 LEADERS-** 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: OPTIONAL

## CHARACTER COUNTS IN LEADERSHIP!

- Trustworthy= Do what 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.

