Dear Buena Vista 4-H Club Officer,

As this year’s Office Adviser, I welcome you to the 2017-18 year at the BV 4-H Club.  This is your invitation to our annual **Officer Training**, which will be held **July 7th at 3pm at the County Ag office**.

Please note that this is a **required** training, so that you will be prepared to do your job!  It is preferable that all officers attend the same training, but if you are unable to attend in July, one make-up will be held on July 21st, at 3 pm at the County Ag Office.  Please tell me as soon as possible if you will attend the July meeting.

***PARENTS:  We encourage you to attend, particularly if you have young officers, so that you will understand what they are trying to accomplish for the year and can support them in their efforts.***

At Officer Training you will:

      Meet the other officers

      Bring a copy of you school’s calendar with dates for your family’s planned vacations, sports schedules and possible conflicts for club meetings.

      Have your duties clearly explained

      Be able to ask questions about your role

      Learn what you will do during a meeting

      Make a plan for what you need to accomplish this year

      Be able to present new ideas

      Help plan at least one club community service event to begin year

      Have fun with your colleagues!

Executive Board Officers (Pres., Vice Pres., Secretary, Treasurer.) will need to bring:

       One 3 ring binder that is 2 inches

       Lined notebook paper

       Pocket dividers (I recommend 8)

       Calendar for the whole 4-H year

       Your 1 page officer position description downloaded from**:** <http://4h.ucanr.edu/files/167443.pdf>

 Please call or e-mail me to confirm which date you will attend.

Regards,

Christina McPherson