4-H ANR logo-PNG**CHUALAR 4-H OFFICER CONTRACT - PRESIDENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as President for Chualar 4-H:

* I understand that the president is a visible 4-H role model at all times.
* I understand that as president I will work to encourage team work and goal setting for the club.
* I understand that the President helps carry out club decisions and plans ways to get every member to participate in fun club activities.
* I will exhibit good leadership qualities, attend club and county events encouraging the officer team & members to get involved, and at all times work in the best interest of the members of the Chualar 4-H Club.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that the President serves as Chairperson of the ***Executive Officer Board***, the ***New Year Planning Committee***, ***Mid-Year Treasurer and Secretary Book Review*** and ***Budget Review*** committees. I will attend these meetings.
* I will support the 1st Vice President in filling out the ***Club Program Calendar*** and ***Annual Program Plan*** by county deadline.
* I will co-lead the team of officers to set and manage annual goals and understand the responsibilities of all other club offices during the summer training.
* I understand that the president works closely with adult volunteers and the officer team to plan officer & club meeting agendas and activities each month prior to the club meeting.
* I understand that the President shall preside at all meetings using parliamentary procedure in a fair and courteous manner for both youth and adults.
* I will arrive 10 to 15 minutes early to set up and stay to monitor clean-up for officer and community meetings.
* The President shall preside at all meetings using parliamentary procedure in a fair and courteous manner for both youth and adults.
* I will run Community Club & Officer meetings from the front of the room.
* At the officer meetings I will check with the secretary & treasurer to see that the minutes and the treasurer's report are up-to-date and check in with each officer to make sure duties are being fulfilled.
* I understand that the President will receive assistance from Officer Advisor or Community Leader(s). Parents will provide support through staying organized and meeting deadlines.
* I will review the CA 4-H Officer Manual for more detailed description of job duties
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one verbal and one written warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

4-H ANR logo-PNG

**CHUALAR 4-H OFFICER CONTRACT – 1st VICE PRESIDENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as 1st Vice President for Chualar 4-H:

* I understand that the 1st vice president is a visible 4-H role model at all times.
* I understand that as 1st vice president I will work with the President to encourage team work and goal setting for the club. I will help the president carry out club decisions and plan ways to get every member to participate in fun club activities.
* I will exhibit good leadership qualities, attend club and county events encouraging the officer team & members to get involved, and at all times will work in the best interest of the members of the Chualar 4-H Club.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that as part of the Executive Officer Board I will serve on the ***New Year Planning meeting***, ***Mid-Year Treasurer and Secretary Books Review*** and ***Budget Review*** committees. I will attend these meetings.
* I understand that I am responsible for filling out and distributing the ***Club Program Calendar*** and ***Annual Program Plan*** to all club members, their families and Recording Secretary by county deadline.
* I understand that the 1st Vice President is “Chairperson” of the ***Large Event*** committee. I will work with adult advisor and a committee of youth to plan one outside of Community Club meeting event for the club. I am aware this committee has a budget.
* The 1st Vice President works closely with the President and shall perform the duties of the president in their absence. The 1st Vice president works closely with volunteer leaders and the officer team to plan officer & club meeting agendas and activities.
* I understand that I am required to run one 4-H Community Club meeting during the 4-H year at the front of the room using parliamentary procedure in a fair and courteous manner for both youth and adults.
* I will arrive 10 to 15 minutes early to set up and stay to monitor clean-up for officer and community meetings.
* I understand I will take roll call and record attendance at Community Club meetings; which is turned into the Recording Secretary.
* I understand as the 1st Vice President that I support the Adult Chair of Committees and works with the Adult advisor(s) to make sure youth have signed up for committees and planning the events are on time during the 4-H year. I will follows up with committees to make sure forms are turned in to Recording Secretary.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

**4-H ANR logo-PNGCHUALAR 4-H OFFICER CONTRACT – 2ND VICE PRESIDENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as 2nd Vice President for Chualar 4-H:

* I understand that as the 2nd vice president is a visible 4-H role model at all times.
* I understand that as 2nd vice president I will work with the President and 1st Vice President to encourage team work and goal setting for the club. I will help the president and 1st Vice President carry out club decisions and plans ways to get every member to participate in fun club activities.
* I will exhibit good leadership qualities, attends club and county events encouraging the officer team & members to get involved, and at all times work in the best interest of the members of the Chualar 4-H Club.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that the 2nd Vice is “Chairperson”of the ***Community Service*** committee and works with adult advisor(s) and a youth committee to plan 1 outside of 4-H meeting event for community service.
* I understand that as part of the Executive Officer Board I will serve on the ***New Year Planning meeting***, ***Mid-Year Treasurer and Secretary Books Review*** and ***Budget Review*** committees. I will attend these meetings.
* I understand that the 2nd Vice President assists the President and 1st Vice President as needed.
* I understand I may be asked to preside at a meeting, in the absence of the President and 1st Vice President.
* I understand that I am responsible for greeting and introducing guests at club meetings.
* I understand I will assist the 1st Vice President with following up on committees during the 4-H year.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

**CHUALAR 4-H OFFICER CONTRACT – RECORDING SECRETARY**

4-H ANR logo-PNGI, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as Recording Secretary for Chualar 4-H:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will exhibit good leadership qualities, attend club and county events encouraging the officer team & members to get involved, and at all times work in the best interest of the members of the Chualar 4-H Club.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that as part of the Executive Officer Board I will serve on the ***New Year Planning meeting***, ***Mid-Year Treasurer and Secretary Books Review*** and ***Budget Review*** committees. I will attend these meetings.
* I understand that as recording secretary I will keep an accurate written record of the club business meetings. I will ask for help if needed.
* I will share the meeting minutes with the other officers and Officer Advisor at the monthly officer meeting.
* I will take minutes at Community Club meetings, records all 4-H business, collect/keep all club documents, and create and keep an updated a secretary’s binder for the program year.
* I will work with community leader(s) and Secretary Advisor to ensure the Secretary club books meets county standards.
* I understand that I will turn in completed secretary’s binder to the Club Leader for the County review by June 30th.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

**CHUALAR 4-H OFFICER CONTRACT – COORESPONDING SECRETARY**

4-H ANR logo-PNGI, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as Corresponding Secretary for Chualar 4-H:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will exhibit good leadership qualities, attend club and county events encouraging the officer team & members to get involved, and at all times work in the best interest of the members of the Chualar 4-H Club.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that as part of the Executive Officer Board I will serve on the ***New Year Planning meeting***, ***Mid-Year Treasurer and Secretary Books Review*** and ***Budget Review*** committees. I will attend these meetings.
* I will write and read all club correspondence and will keep copies for the Club Secretary Book.
* I will write minutes and take attendance at officer meetings and submit them to the recording secretary for the binder at the next officer meeting.
* I will support the recording secretary by completely the job of recording secretary if they are absent.
* I help the Recording Secretary turn in a completed secretary’s binder to the Club leader for the County review by June 30th.
* I will work with Recording secretary, community leader(s) and Secretary Advisor to ensure the Secretary club book meets county standards.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one verbal warning and one written and prior to removal of office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

**CHUALAR 4-H OFFICER CONTRACT – TREASURER**

4-H ANR logo-PNGI, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my officer position as Treasurer for Chualar 4-H:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will exhibit good leadership qualities, attend club and county events encouraging the officer team & members to get involved, and at all times work in the best interest of the members of the Chualar 4-H Club.
* I will remind my parents of special meeting dates or responsibilities that I have agreed to.
* I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I understand that as part of the Executive Officer Board I will serve on the ***New Year Planning meeting***, ***Mid-Year Treasurer and Secretary Books Review*** and ***Budget Review*** committees. I will attend these meetings.
* I will keep an accurate account of all 4-H clubs’ money received and spent by the club by working monthly on my role.
* I will give a prepared treasures financial report at officer and club community meetings.
* I will write & signs checks when approved by club along with the adults who also sign.
* I will balance the club check book and keep all financial documentation of club business.
* I willpresent the treasures book for Mid-Year review and help the president make sure a midyear review of the treasurers book happens in January or February.
* I will have the help of an adult to complete my job. I will be responsible for making these meetings happen.
* I will turn in a completed treasurer binder at the end of the year by June 30th to the club leader for the County and work with community leader(s) and Treasurer Advisor to ensure club books meet county standards.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal of office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

**CHUALAR 4-H OFFICER CONTRACT**

4-H ANR logo-PNGI, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my Chualar 4-H officer position:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will fulfill the duties of my officer position, my position is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will remind my parents of special meeting dates or responsibilities that I have agreed to. I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. For ages 11 and older, I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal of office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

* **Historian** (club photographer)– Take photos and upload to Shutterfly, create a club photo book at the end of the year to share on Shutterfly. Collects newspaper articles and submits them to the Recording Secretary for our annual club book. Parent provides assistance and is aware of club budget for scrapbook.

* **Recreation –** Help organize fun activities at our meetings, assists with the ***New Year Planning Committee*** to pre-plan activities for each monthly meeting. Provides a list of ideas to the New Year Planning Committee/Executive Board for final approval in the summer. Is aware of budget and has parent support to be organized before meetings. .

* **Sergeant at Arms –** Work to keep order at the meetings.  The sergeant at arms helps the president with club duties, be available to help officers and officer advisor(s) with errands and responsibilities. Must arrive 10 minutes early to set up meeting. Is required to stay until the room is back in order.

**4-H ANR logo-PNGCHUALAR 4-H OFFICER CONTRACT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my Chualar 4-H Junior officer position:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will fulfill the duties of my officer position, my position is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will remind my parents of special meeting dates or responsibilities that I have agreed to. I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. For ages 11 and older, I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal of office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

* **Sunshine Officer –** Recognizes birthdays each month and lead the ‘Happy Birthday Song’. Responsible for purchasing candy and turning in receipts to treasure for reimbursement. Is aware of budget and has parent support to be organized before meetings.
* **Flag Bearer –**Responsible for bringing flag box to each meeting, keep flag box inventory and make sure that club flags and banners are properly displayed and stored. Work with Opening Officer and is responsible for leading the flag salute if they miss a meeting.
* **Opening Officer** – Ask members to stand for pledges, and lead the American flag and 4-H pledge. Work with Flag Bearer to ensure the flags are properly displayed at each meeting. Is to be 10 minutes early to every club meeting to be prepared. Parent to provide support such as being on time. Responsible for filling in for the Flag Bearer if they miss a meeting.

**4-H ANR logo-PNGCHUALAR 4-H OFFICER CONTRACT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my Chualar 4-H officer position:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will fulfill the duties of my officer position, my position is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will remind my parents of special meeting dates or responsibilities that I have agreed to. I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. For ages 11 and older, I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

* **New Member Liaison –**Responsible for greeting new members and serves as chair of the ***New Member Mixer*** to be held in August. Be contact to help answer 4-H questions and help new 4-Hers meet other members. Work with ***New Member Greeter*** adult volunteer. Work with officers to be new member "buddies". Be a point of contact for New Members & families for the year. Parent will provide assistance to stay organized, meet new families and follow thru. Sign up ‘*New Familie*s’ to attend County Council Meetings. Assist ‘*New Familie*s’ on picking activities, committees & events to participate
* **Healthy Living -** Shares healthy ideas, tips or activities at club meetings. Officer to prepare a list of ideas before to the New Year Planning Committee/Executive Board in August to be approved. Parent is able to assist to make sure officer is organized before the club meeting.

**4-H ANR logo-PNGCHUALAR 4-H OFFICER CONTRACT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am in agreement and am able to fulfill the duties as required for my Chualar 4-H officer position:

* I understand that a 4-H Club Officer is a visible 4-H role model at all times.
* I understand that as part a team I will work together with others to encourage team work and goal setting for the club in a positive manner.
* If possible I will attend club and county events and encourage other 4-H members to get involved.
* I will do what is in the best interest of the members of the Chualar 4-H Club and not just myself.
* I will fulfill the duties of my officer position, my position is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will remind my parents of special meeting dates or responsibilities that I have agreed to. I will led by example by promptly responding and staying in communication with adult advisor(s) by responding to club emails, texts, Shutterfly posts or phones calls. If you do not have an email account, I will remind my parents to respond to such correspondence.
* I will review the CA 4-H Officer Manual for more detailed description of job duties. I will ask my Club Leader(s) or Officer Advisor(s) if I need help.
* I will complete and turn in a completed record book by the end of the program year on the pre-announced deadline. For ages 11 and older, I know that I will need to complete a LDR for my record book.
* I will attend 80% of community club meetings and officer meetings.
* I will do my best to ask adult advisors for help if I am struggling.
* I understand being an officer is an honor and a 4-H tradition; I will do my best to *“Make the Best Better.”*

I agree to serve as a positive role model for other 4-H members at all times. I realize that there are significant time requirements and responsibilities involved. I agree to fulfill these responsibilities. Should an issue arise relating to my role, I understand there will be one written and one verbal warning prior to removal from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Member's Signature Date

I have read the qualifications and duties involved with the being an officer. I realize that there are significant time requirements and responsibilities involved. I agree to support my son/daughter in fulfilling these responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian Date

* **Technology –** Updates club Shutterfly account & updates club Instagram account with meeting reminders. Parent and Club leader will provide assistance such as updated event calendar. Works with Historian to get more photos turned in.
* **Reporter –** Puts together 3 newsletters per year updating the club about what’s going on. Articles should be submitted by Junior/Teen leaders in the projects and committee chairs. Reminds leaders and youth members when articles are due and shares the newsletter via email and paper form at the September, February, & June meetings. Will receive assistance from Officer Advisor or CL. Parent provides support through staying organized and meeting deadlines. Submits copies of the newsletters to the Recording Secretary for the End of the year book.