

Club Officers

All club officers must be enrolled 4H members in good standing. Some clubs set nominee requirements based on age or experience.

Executive Officers

- *President:* The President is responsible for running the monthly meeting, recognizing activities that will benefit the club, acting as a role model leader for other members, and delegating authority.
- *Vice President:* The Vice President act as proxy in place of absent officers, aids the President in keeping order at club meetings, and acts as a role model for other members. Some clubs create extra duties for the Vice Officers based on the needs of the club.
- *Secretary:* The role of the Secretary is to take minutes of the monthly club meetings, read minutes from the previous club meetings, to keep a record of attendance, and to read and create correspondence.
- *Treasurer:* The Treasurer keeps records relating to club finances, pays bills, deposits income, creates a budget, makes a monthly treasurers report, and aids the Community Club Leader in completing the year end treasurers report for the UCCE Office. This position requires adult help in training of banking procedures.

Active Officers

These are offices that can help a club run smoother. Depending on membership and club needs, a CCL may use none, some, all or create new officer positions.

- *Club Reporter:* The Club Reporter submits articles to local papers, the 4-H Newsletter, and may create a club paper/newsletter.
- *Club Historian:* Keeps a club scrapbook, including photos and evidence of events and important undertakings.
- *Club Photographer:* Photographs club events and members.
- *Sergeant at Arms:* Acts as host at club meetings and helps keep order.
- *Club Liaison:* Exchanges information with other clubs.
- *Activities Director:* Has a game or song ready at every meeting.
- *Outreach Officer:* Makes sure club name and contact information is visible at all events and in the community.