

4-H Club Officer – Position Description



- **President** prepares an agenda with the assistance of the other officers, presides at all business meetings, coordinates club business, appoints committees and establishes a sense of team for the club.
- **Vice President** provides leadership in the president's absence, coordinates committees, and may be responsible for educational programs at club meetings.
- **Secretary** keeps written minutes of all meetings and attendance and participation records in the Oklahoma 4-H Club Secretary's Book. The secretary also writes correspondence, assists with club scrapbook. Annually submits Secretary's Book to county Extension office.
- **Reporter** writes and submits interesting and accurate reports about club meetings and club activities to the local newspaper and maintains the club scrapbook.

All club members can have a leadership role through the use of functioning committees. Remember serving on a committee is the best learning experience for new members.