

DUTIES OF LOCAL CLUB OFFICERS

PRESIDENT

1. Prepare agenda and preside at all meetings.
2. Appoint committees.
3. Be a leader and involve all club members in activities.
4. Attend to such duties as are necessary to carry out the local club program.
5. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or vice-president if cannot attend.

VICE PRESIDENT

1. Lead the 4-H Club Ritual.
2. Serve in the absence of the president.
3. Perform all duties delegated by the president.
4. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.

SECRETARY

1. Keep accurate minutes of 4-H club meeting and member attendance and activities for Secretary's book.
2. Write and read correspondence of the club.
3. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.

TREASURER

1. Keep accurate records of finances and reporting at all meetings.
2. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.

REPORTER

1. Send all news of public interest to local newspapers and to the OSU Extension Office (P. O. Box 430, Newkirk, OK, 74647-0430).
2. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.

SONG LEADER

1. Encourage participation and promote enthusiasm through group singing. Provide music and words to songs being lead.
2. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.

RECREATION LEADER

1. Plan and coordinate recreation activities suitable for club members, space and time.
2. Encourage participation and promote enthusiasm.
3. Encourage attendance at Teen Leaders meetings, if 13 or older, and Officers Training, when appropriate, and inform leader or president if cannot attend.