

# Cherokee Chargers 4-H Officers and Duties

## PRESIDENT

- 🐾 Prepares club meeting agenda with other officers & advisors.
- 🐾 Presides at all club meetings.
- 🐾 Uses parliamentary procedure to conduct business meetings.
- 🐾 Understands responsibilities of other club officers.
- 🐾 Shows a real interest in the club and helps carry out club's decisions.
- 🐾 Plans ways to get every member to participate in meetings and delegates responsibility.
- 🐾 Works with 4-H club advisors to establish a system for notifying 4-H club members of club meetings and activities. (i.e. - phone trees, written notices, e-mail, etc.)
- 🐾 Calls the Vice-President to preside at the meeting if unable to attend.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.

## VICE PRESIDENT

- 🐾 Presides at meetings if the President is absent.
- 🐾 Serves as chairperson of the program planning committee.
- 🐾 Introduces educational program at club meetings.
- 🐾 Thanks the educational guest speakers, presenters, member demonstrators, etc.
- 🐾 Assists committees as needed.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.

## SECRETARY

- 🐾 Keeps an accurate written record of the business meetings.
- 🐾 Reads club's minutes at each meeting.
- 🐾 Records club's attendance at each meeting.
- 🐾 Writes thank you letters to speakers, sponsors, etc.
- 🐾 Writes all club correspondence as directed by the President, Executive Committee and/or organizational club advisor.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.

## HISTORIAN

- 🐾 Takes photographs at all 4-H club meetings and activities.
- 🐾 Puts together the 4-H club's scrapbook alone or with a Scrapbook Committee.
- 🐾 Collects newspaper articles from News Reporter.
- 🐾 Collects pictures, articles, etc. from other officers and club members to include in the 4-H club's scrapbook.
- 🐾 Enter club scrapbook in county contest if available.
- 🐾 Submit completed 4-H club scrapbook to club's 4-H organizational advisor for archival documentation.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.

## NEWS REPORTER

- 🐾 Writes articles about club meetings and activities and submits to the local newspaper.
- 🐾 Checks local newspapers regularly to see if articles appear.
- 🐾 Cuts out club newspaper articles and gives to Historian for scrapbook.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.

## ACTIVITIES OFFICER

- 🐾 Plans activity programs for the 4-H club, including service projects, speakers, fun events, etc. with the help of adult leaders, as needed).
- 🐾 Reminds club members of upcoming activities at all club planned activities.
- 🐾 Attends scheduled officer meetings to plan club meetings & activities.