



President:

- ❖ Check on arrangements for the meeting.
- ❖ Preside over all meetings:
 - Call them to order and adjourn meetings at the scheduled times.
 - Follow the order of procedure recommended for conducting club meetings.
 - Keep order and see that business is conducted according to parliamentary laws and procedures.
- ❖ Appoint committees, as needed.
- ❖ Cast the deciding vote in the case of a tie vote.
- ❖ Approve payment of bills on action by the club.
- ❖ Be familiar with the duties of other officers and all committees, and see that they perform their duties.
- ❖ Attend 4-H Council and Officer training meetings.
- ❖ Make sure each 4-H member has the opportunity to take part in the meeting.
- ❖ Make sure to notify the Vice President ahead of time of an absence.
- ❖ Be responsible for conducting a meaningful meeting.
- ❖ See that the club's reports are prepared and turned in at designated times.