

## 4-H COUNTY COUNCIL OFFICER EXPECTATIONS

**PRESIDENT**: Develop agenda for each meeting, with help from advisors. Conduct each meeting. Notify first vice-president if you are unable to attend a meeting. Represent County 4-H Council at official functions when asked.

**1<sup>ST</sup> VICE PRESIDENT (Programs)**: Conduct meetings in president's absence. Serve as chair of the program planning committee. Communicate with speakers, if group decides to have speakers, to schedule them for programs during the year. Remind each speaker one week before the program. Welcome the speaker at the meeting and introduce the person(s) to the group.

**2<sup>ND</sup> VICE PRESIDENT (Parliamentarian)**: Conduct meetings in president and 1<sup>st</sup> vice president's absence. Make sure all meetings are conducted using correct parliamentary procedure. Be able to answer parliamentary procedure questions during meetings. Conduct election of new officers at the end of your term.

**SECRETARY**: Take minutes and maintain a secretary's book or a file during your term. See that assistant secretary is prepared for meeting if you are unable to attend. Send official correspondence as requested. May share some of these duties with the assistant secretary.

**ASSISTANT SECRETARY**: Call roll during each meeting. Think of a different response to call for each meeting. Fulfill secretary's duties in his/her absence. Maintain refreshments schedule and call clubs responsible for refreshments one week prior to each meeting.

**ASSISTANT TREASURER**: Assists with counting deposits and filling out deposit and reimbursement forms. Call the County Council treasurer, Mrs. Cindy Kibler, one week before each meeting to get the account balance and any other pertinent information from her. Her home phone number is 459-5257. Give the secretary a written report to file with the minutes.

**REPORTER**: Receive reports from each 4-H club reporter. Compile and edit them into a concise report and add them to our 4-H Facebook page, along with any photos you receive.

**RECREATION/SONG LEADER**: Should have a game or a song prepared to start each meeting. Do not assume that the group will know the activity. Be prepared to give detailed directions and demonstrate. May also be asked to lead recreation or songs at other county-wide functions.

**ADVISORS**: Attend all regular and executive meetings. Provide guidance to officers as needed and assist in developing meeting agendas. Each advisor should serve on a different standing committee.