

*Sevier County 4-H*

**RESPONSIBILITIES  
OF  
4-H CLUB  
OFFICERS**



## President:

### Before the meeting:

- Announce the meeting three (3) days ahead of time and encourage members to participate in the program. Teachers will have the monthly 4-H Club schedule. You may also check the 4-H website for the monthly schedule, Like us on Facebook at 4H Sevier County TN.
- Check with other officers and make sure they are prepared for their part of the program.
- Assign club members (other than officers) for the following duties:
  - Pledge of Allegiance
  - 4-H Pledge
- Make sure the vice president is notified ahead of time if the president will not be at the meeting.

### During the meeting:

- Preside over the meeting following the "4-H Order of Business".
- Set a good example for the other club members by participating in as many activities & contests as possible.
- Responsible for assisting the 4-H Staff in distributing and collecting all 4-H materials.

## Vice President:

### The WEEK before the meeting:

- Assign club members (other than officers) for the following duties:
  - Thought of the Day (Positive thoughts, a sheet will be given at the first meeting.)
  - Assign 6 students to give a project report or demonstration (tell about their 4-H Project book). 4th Graders should share a page from the Exploring 4-H book.
    - Select different classmates each month.
- Remind members of the upcoming 4-H activities and contests and encourage everyone to participate.
- Make sure the president is notified ahead of time if the vice president will not be at the meeting

### During the meeting:

- Preside over the meeting following the "4-H Order of Business".
- Set a good example for other club members by participating in as many activities & contests as possible.
- Responsible for assisting the 4-H Staff in distributing and collecting all 4-H materials.

## Secretary

### During the meeting:

- Read the previous month's minutes to the group.
- Take notes during each meeting of who participated and what happened during the meeting. Include the date, time, and place of the meeting, contest participants and winners, plus any project reports or program activities.

### After the meeting:

- Using your notes, write an accurate story (called minutes) of the 4-H meeting in The Secretary's Record Book.

### At the end of the year:

- The Secretary's Record Book should have minutes written for each month your 4-H Club met. If your club did not have a meeting record why the meeting was not held, i.e. No meeting due to snow.
- Assist the Service Learning Chairman with reporting service projects on the Service Learning Report Book.

## Service Learning Chairman

A Service Learning Project is an activity that involves the entire club participating in meeting needs in the community or school. A list of opportunities will be given at the first 4-H meeting.

### Before the meeting:

- Discuss and decide on a service project (help or encourage others).
- Promote the project and lead the club in completing it.

### During the meeting:

- Report on the project that was completed the prior month. Include the steps you took to accomplish this project and the results of this project.
- The Service Learning Chairman, along with the Teacher should lead the club in selecting a project for the next month and make sure it is completed.

### After the meeting:

- Report completed projects in the Service Learning Chairman Report Book. You may send pictures of your project to Ms. Ashley at [amccarter@utk.edu](mailto:amccarter@utk.edu) or Mrs. Sami at [samialbright@utk.edu](mailto:samialbright@utk.edu).

### At the end of the year:

- The Service Learning Chairman Report Book should have at least 4 Service Learning Project Pages for your book to be considered complete.