



BANDERA COUNTY 4-H



CLUB OFFICER LISTING

PRESIDENT

- 1 Presides effectively at all club meetings.
- 2 Arrives at least 30 minutes before the meeting to help setup.
- 3 Serves as one of the club's delegates to the County 4-H Council and should be present at council meetings, activities, and training sessions.

FIRST VICE PRESIDENT (in charge of club programs)

- 1 Assists the President. Presides at meetings and performs other duties of the President in the absence of the President.
- 2 Serves as Chairman of the Program Committee.
- 3 Writes a thank-you note to the person presenting the club meeting program.

SECOND VICE PRESIDENT (in charge of recreation)

- 1 Serves as Chairman of the Recreation Committee and sees that recreation is planned and led at each meeting.
- 2 Appoints 4-H families to be hosts and provides refreshments at each meeting.
- 3 Plans other recreational activities of the club such as Christmas parties, end of Year parties, etc.

THIRD VICE PRESIDENT (in charge of membership)

- 1 Serves as chairman of the membership committee to recruit, enroll new members.
- 2 Arrives at least 15 minutes before each meeting to greet members and adults.
- 3 Assists new members in filling out enrollment forms.

COUNCIL DELEGATES

- 1 Reports local club activities and recommendations at county council meetings.
- 2 Reports on county council activities, recommendations, committee reports, and activities of other clubs at club meetings.
- 3 Attends all club meetings and council meetings.

SECRETARY

- 1 Call the roll and checks attendance.
- 2 Reads the minutes of the last meeting.
- 3 Keeps complete and accurate minutes of all meetings.

TREASURER

- 1 Keeps accurate, up-to-date records of all receipts and expenditures of club funds and the balance in the club treasury.
- 2 Plans a club budget and presents to the club for approval.
- 3 Gives reports of club's financial condition at each meeting or as requested by the President.

REPORTER

- 1 Submits interesting reports and pictures of club activities, members, and leaders to local newspapers.
- 2 Reports club news to the County Extension office for the county 4-H newsletters within 7 days of club meeting.
- 3 Works with the secretary in reporting monthly club meetings information to County Extension Office.

PARLIAMENTARIAN

- 1 Provides advice to the presiding officers on parliamentary procedures.
- 2 Instructs members in correct parliamentary procedure.