



# Now You Are a 4-H Officer

Provided by the UF/IFAS Jackson  
County 4-H Office

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Jackson County Extension



Dear 4-H Officer,

Congratulations on being elected to a local or county office!! The members of your club trust you with a very important position.

Before you get worried and flustered about what you need to do ... calm down, smile, and read the following helpful hints about your office.

Have a great year and good luck with all your 4-H endeavors!

# Now You are a 4-H Officer

## Slide Show

Order in which offices are presented:



- 1) President
- 2) Vice President
- 3) Secretary
- 4) Reporter and/or Historian
- 5) Recreational Leader
- 6) Pledge Leader and/or Sargent At Arms



Note: For your convenience, there is no time set on the slide transitions. When you finish reading a slide, push the arrow key to continue to the next slide.

# PRESIDENT

The 4-H members of your club have shown their faith in your ability to carry out leadership responsibilities by electing you as President.



# Duties of the President

- \* The president presides, calls meetings to order, and directs the business meeting.
- \* The president should be familiar with parliamentary procedure so he/she conducts an orderly meeting.
- \* The president will guide the meeting in a courteous way and avoids giving opinions on a subject under discussion.





The president should delegate responsibilities so every 4-H'er has some job in the club at one time or another.

The president should arrange to have the Vice-President preside, if the President cannot attend the meeting.



The president should keep in close touch with the local club leader and county extension educator(s).



The president should represent the local 4-H Club in the County 4-H Council.



The president should represent 4-H to the school, community, civic leaders, and to the general public.





Welcome to the Wild and  
Exciting World of...



Vice Presidents!!!

# Duties



Know your Parliamentary Procedure.



Learn the duties of the president and be prepared to take his/her place if he/she is absent.



Serve as chairperson of the program committee -this means being responsible for a monthly program.



Work closely with your leaders, officers, and the president. Being a close team will really help your club have a successful year.

# Duties

(Yes, there are still a few more)



Consult with president on special work that needs to be done.



Notify people who are on your program since **YOU** are the program chairman.



Represent your local 4-H club at County Events.



Lead your 4-H club in the 4-H ritual.

Dear...



Your club has entrusted you with the responsibility of keeping and maintaining club records. Without good records, no one will know what has been accomplished by your club.

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One of your most important duties is taking minutes at your 4-H club meetings.



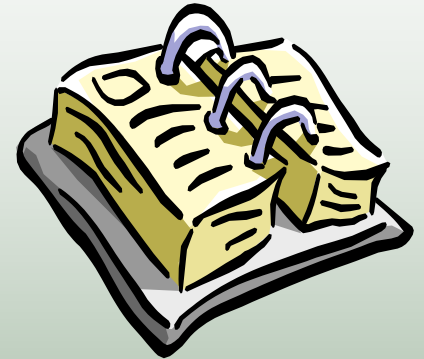
Minutes are a record of action taken at the meeting.

What to include in the minutes:



- \*Name of the club or group
- \*Kind of meeting: regular or special
- \*Date, hour, and place of meeting
- \*Presiding officer
- \*Approval of previous minutes
- \*Unfinished and new business that takes place
- \*Motions made and passed, about activities and business

# Also include the following in your minutes:



\*Names of members appearing on program and description of program presented.

\*Description of educational program given by leader, member(s), or other persons.

\*Signature of secretary and president, if desired.



# Duties of the Secretary



- \*Keep minutes during meetings.
- \*Call roll.
- \*Read minutes of last meeting and make corrections given by participants of the club.
- \*State any unfinished business left from previous meeting when called upon by the president.
- \*Collect and record reports of all committees and all written resolutions.

# More Secretary duties...



\*Cooperate with the reporter/historian in preparing articles for the newspapers.

\*As soon as the programs for the year are determined, record them in the secretary's book.





# SO NOW YOU ARE A REPORTER/or Club Historian...



## Your duties:

- Write articles about 4-H meetings and special events for your local newspaper or radio.
- Collect news items concerning your club and make a notebook of them as part of the permanent record.
- Write a record of each club meeting immediately following the meetings and mail it to the newspaper editor or radio station as soon as possible. Remember that "old news" is worse than "no news".
- Serve as chairman of the publicity committee.
- Work with the county reporter to get 4-H in the news on a county level.



# Where to get 4-H news...

One of your duties should be to keep everyone informed of what is going on in 4-H. Here are some places that you can go to get this information:

- 4-H meetings
- Adult 4-H volunteers and club leaders
- County extension offices
- 4-H events
- Web sites



# Where to report your information...

Once you gather 4-H information, there are several options of where to report it:

- Local newspapers
- Radio stations
- T.V. (for important events)
- Post signs
- Web sites



# Quick pointers for writing an article...



Use the where, what, who, why, and when method.

Where did it take place? Who was involved? Why did the event take place? When did it take place? What was it and what went on at this event?

Write your stories in the third person.

Don't write that "I" or "we" did something; but that the club members or a specific person did something.

Use photos.

Be prompt.

- Get the story in as quick as possible after the event.
- Advertise for events well in advance.



# GOOD LUCK ON YOUR



# ARTICLE!!!



As you fit your story together, put the more important details first, and the less important ones last. This will allow the editor to leave the end off, if space is limited. Don't be too disappointed if all your 4-H stories aren't used in the newspaper or on the radio. Editors and radio newsmen never have enough space or time to use all the news they receive.

# Recreation Leader



Are you ready for  
this?

Recreation Leader is a key  
part to the officer team.  
Let's learn our duties and get  
prepared for some

4-H Fun!

# So What's My Job as Recreational Leader?

- Your number one priority should be to promote cooperation through fun and games.
- Always be prepared with a game that everyone can play.
- Know the games yourself and have equipment ready.
- When playing a game, end before the fun does. This will ensure that things stay under control.
- Make sure you are clear with instructions and project your voice so that everyone can hear you speak.
- **BE ENTHUSIASTIC!!!**



# Want some ideas for being a Recreation Leader?

## Play Name Games:

- ✓ These games will help those that are new in 4-H.
- ✓ They help to build bonds.
- ✓ They help to learn new things about friends.



## Play Strategy Games:

- ✓ These games build the team.
- ✓ Games bring new challenges along with fun.
- ✓ There are always lessons to learn from these games.





# Keep In Mind:



## Games:

1. Create excitement in meetings
2. Unite 4-H members as a team
3. Put visitors at ease about being there
4. Gives members a chance to show their personality

# You're On The Way...



You're ready to go!  
You've got what it  
takes. Just remember  
to have fun and be  
creative. Your efforts  
will be rewarded with  
lots of excitement in  
your 4-H Club!!

To Making the BEST even BETTER!

# Pledge Leader and/or Sargent at Arms

The Pledges are an important part of the 4-H meeting. Everyone should recite the pledge to the American flag and the 4-H Pledge at the beginning of every meeting.



*I pledge:*



**Head**  
for Clearer Thinking



**Heart**  
for Greater Loyalty



**Hands**  
for Larger Service



**Health**  
for Better Living

*...for my Club, my Community, my Country and my World.*

# Jackson County 4-H Livestock Club Officer Team



President

Vice-President

Secretary

Reporter/Historian

Recreational Leader

Pledge Leader/Sargent at Arms

# 2014-2015



If you have any questions about your office, call and ask your 4-H Agent. They are really helpful. You may want to ask them for the *Florida 4-H Officer's Guide*, if you do not already have one.

Remember, being a great officer is more than just fulfilling your duties. You should also set a positive example for your club members and be an active 4-H'er!

Have Fun !!!

