

## Club Officers

Youth members choose their own club officers. Officers conduct the business meetings and may also help with planning for the club.



- **President**—Presides (leads) the business meetings. Gives leadership to the club by planning the meetings with the other officers and leaders.
- **Vice President**—Presides (leads) the business meetings when the president is absent. May have special leadership assignments.
- **Secretary**—Keeps a record (minutes of the meeting) of the activities and decisions of the club. Reads minutes at the business meetings.
- **Treasurer**—Keeps the club's money and keeps an accurate record of money received. Pays the club's bills. Gives a treasurer's report at the business meetings.
- **Pledge Leader**—Leads the opening pledges to the flag.
- **Recreation Leader**—Plans recreation for the meeting when needed.
- **Communication Leader**—Calls/texts/emails members to remind them about date, time, place, etc. before club meetings.
- **Nebline**—Is responsible for reading all 4-H announcements in *The Nebline* newsletter. At club meetings, reports announcements which may interest the club.
- **Historian**—Keeps a scrapbook of pictures and news clippings about the club.
- **Technology Leader**—Prepares devices (laptop, microphone, sound system) needed for club meeting presentations.
- **Other Officers or Assignments**—The club may decide to have additional officers or give special assignments to individuals in the club. Examples include: News Reporter, Music Leader, Safety Leader and Citizenship Leader.

\*All club officers may not be needed for each club

## Committees

A committee (a small group of members) may be appointed to do certain tasks for the club.

- **Special committee**—is appointed to do a certain job. After the job is done, the committee's work is completed.
- **Standing committee**—is appointed to serve for the entire year.

## Member Duties

The members of the club should be just as involved in the meetings and activities of the club as the officers. They listen to what is going on and ask questions when discussions or reports are not clear. They bring ideas to the meetings and discuss the ideas of others. All members vote when a motion is being decided.