

PRESIDENT

The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committee and club activities. The president should also direct the implementation process of the club meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

PRESIDENT'S RESPONSIBILITIES

- ◆ Lead the team of officers in identifying annual goals, activities and events
- ◆ Establish a sense of team with the officers and make all participants feel welcome
- ◆ Upon club approval, president and secretary should sign official minutes
- ◆ Guide meetings in a courteous and tactful manner as well as avoid talking too much. The meeting belongs to the members. The president is only the guide of the meeting and should avoid giving opinions on the subject under discussion.
- ◆ Meet with club officers and the 4-H organizational volunteer leader before each meeting to plan the agenda
- ◆ Ensure that officers have reports and activities prepared for the meeting
- ◆ Notify the vice president to chair the meeting if unable to attend
- ◆ Appoint a temporary secretary if the elected secretary is absent.
- ◆ Cast the tie-breaking vote when required. The president can vote only when voting by ballot, or to break a tie.
- ◆ Attend 4-H Officers' training session when it is held in the county, district or state.



" A leader is one who knows the way,
goes the way, and shows the way."
John C. Maxwell

PRESIDENT'S RESPONSIBILITIES

- Appoint members to participate on club program and activity committees
- Communicate with Vice President on committee progress. Make sure the Vice President has a written report from each committee
- Delegate responsibilities so that every 4-Her has some job in the club at one time or another
- Ask for volunteer leaders to advise and coach committee
- Become familiar with parliamentary procedure
- Have members approve, by budget approval or specific request, all funds spent by treasurer
- Cast deciding vote in case of a tied vote. You may vote when voting by ballot.
- Coordinate yearly program planning for the club by consulting with other officers or an appointed committee. Use monthly planning guide each month



AT YOUR 4-H CLUB MEETINGS

- Begin and end meeting on time
- Follow the planned agenda
- Check on meeting arrangements, seating, light and temperature of facility
- Preside and call meeting to order and chair the business meeting
- Fairly decide any points of order
- Appoint an alternate recording secretary if the elected one is absent
- Guide the meeting. During discussions, focus on leading the discussion, not sharing your own opinions
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year
- Approve payment of bills after action by the club

END OF YOUR 4-H YEAR

- Thank your officers for their year of service
- Have the treasurer, yourself and 4-H volunteer leader prepare the club's treasury books for audit

"Attitude is a little thing that makes a big difference."

Winston Churchill