

VICE PRESIDENT

The Vice President's role is to develop and carrying out of an club's program year, calendar and provide leadership and direction for the club's educational programs. It is also important that the Vice President works with the officer team to identify annual goals, activities and events for a program calendar.

VICE PRESIDENT'S RESPONSIBILITIES

- Arrange club meeting programs
- Chair the program portion of club meetings
- Distribute the annual program/calendar to all club members and their families
- Learn the duties of the President and preside at meetings when the President is absent
- The Vice President should follow-up with any committees who have not reported to the club
- These committees should provide 2 copies of the committee reports. One goes to the secretary and the second to the club leader.

FOR YOUR 4-H CLUB MEETINGS

- Work with program committee to plan the program for each club meeting
- Fill out the program section of the Club Meeting Planner form
- Contact program guests, speakers immediately after plans for a program have been made
- Assist the presenter or special guest with any help for the presentation

Leadership is the art of getting someone else to do something you want done because he wants to do it.

Dwight D. Eisenhower

