

Abbie 4-H

4-H OFFICERS JOB DESCRIPTION

To be eligible to run for an office, a member must turn in a completed election form with a parent signature by May 1. Only members in good standing with Abbie 4-H, excluding “mini” members under age 9, are eligible to run or vote for an office. To run for office, you must be a regular Community Club Meeting attendee. To run for President, Vice President, Treasurer, or Secretary, if you were an officer the previous year, you must have attended all Officers’ Meetings with two or fewer unexcused absences, or you must wait a year before running again for those positions.

Parental support is necessary for many positions to make this a successful year.

PRESIDENT: Must be a member in Abbie 4-H for a minimum of two full years (Junior or higher in high school).

Presides at all meetings and has in mind the best interest of all the 4-H members. The President shall interact with the community club leader(s) and may call special meetings with the consent of the club leader.

The president has the responsibility to organize and set up the monthly meetings. The president hosts monthly Officers’ meetings prior to the Club meetings in order to discuss the agenda for the following meeting. Any information concerning the club, county, etc. or their activities should be brought to the attention of the president at this time. The president will plan the monthly meeting agenda from the information gathered at the Officers’ meeting.

All club activities should be arranged through the president in order for it to be presented to the club.

The president presides over the monthly meeting and has the authority to represent the club in all areas.

VICE PRESIDENT: Must be a member in Abbie 4-H for a minimum of one full year (Sophomore or higher in high school).

The vice president is to be present at all the club and officer meetings. Supports and aids the president in all activities. If the president is unable to attend or fulfill his/her duties, the vice president is to assume that position. The vice president will lead one community club meeting during the year. He/she is to aid in the planning of the programs for the club meetings and is to contact speakers, etc. if necessary.

The vice president keeps a list of equipment owned by Abbie 4-H and its location.

RECORDING SECRETARY: Must be a member in Abbie 4-H for a minimum of one full year. Must be able to take notes and type.

The secretary has the responsibility to take minutes at all the community club meetings and present them at the following meeting. He/she is to attend the Officers meetings and take minutes at that meeting. He/she must complete the secretary’s book and turn it in to the community club leader at the end of the year. Minutes must be approved at every meeting. Recording Secretary must be able to type.

TREASURER: Must be a member of Abbie 4-H for a minimum of one full year and must be at least 13 years of age. This is a 2 year position. This position needs to be filled in the 2023-2024 year..

The treasurer is to be present at all club and officer meetings. Keeps the checkbook and accounts for the club. Reports should be prepared for each meeting in order to inform the club where the money has come from and where it has gone. Club budget is to be updated as needed.

Deposits and checks should be made with the signature of the Community Club Leader or the designated adult advisor. All receipts should be presented to the treasurer and approved by the club leader to be reimbursed.

Makes copies of budget, Income/Expense report, and monthly bank statements at end of year for county audit. Monthly, the Treasurer’s Report must be approved by members.

This position is a two year commitment.

COMMUNITY SERVICE OFFICER: Member for a minimum of one full year and must be at least 13 years old. You will be responsible for finding members to chair Community Service Events. You should be able to chair or Co-Chair at least 2 events. Attend all club and Officers' meetings.

ALL OF THE FOLLOWING POSITIONS REQUIRE THAT THE MEMBERS HAVE BEEN IN ABBIE 4-H FOR A MINIMUM OF 7 MONTHS.

COMMUNICATIONS OFFICER: Must be at least 13 to apply. Work with Abbie leaders to help update the website, Remind, Instagram, and Facebook accounts with Community Club Meeting notices and anything the club needs updates about. Must have access to a computer. Should attend all club and Officers' meetings.

SONG AND RECREATION LEADERS: The song and recreation leader(s) provide recreation and/or songs during the club meetings. At least one should attend the officers meeting to ensure the recreation activity fits in with the theme of the club meetings. At the beginning of the year, they are also expected to greet members and guests at the door to help them get checked in and seated. Nametags should be given to guests, and they should be introduced to the President for introduction at the meeting. They lead the birthday singing at the end of the meeting. Obviously, they need to attend all CCMs unless excused.

HOSPITALITY OFFICER: This office should consist of 2 - 3 officers. They are responsible to see that there are refreshments at each meeting and that they are distributed at the end of each meeting. They should divide the year meeting up between them in order to make it more convenient and easier. They should coordinate with the other officers so the refreshments reflect the theme of the meeting. The Hospitality Officer keeps attendance records for all the club meetings. They are responsible for the raffle at club meetings. They may coordinate the annual Family Pot Luck Dinner's in December and June.

They should arrive at the community club meetings 20 minutes before meeting time. They must attend all club and Officers' meetings, unless excused.

RECYCLED WHITES: This officer maintains bins with 4-H whites for members to either donate to or take items from. Whites are required to show livestock at the Alameda County Fair, and providing recycled whites helps keep down costs for Abbie members. The officer should attend the Officers' Meeting to help plan the agenda, and should bring the whites bin to all Community Club Meetings.

HEALTH OFFICER: This officer is responsible for communicating health issues to members by presenting them at Community Club Meetings. Topics like the amount of sleep needed, ways to reduce stress, and the value of sunscreen are examples of the types of health issues appropriate for 4-H. Topics must be approved by the Abbie Club Leader. Health Officer should attend all club and Officers' meetings.

CORRESPONDING SECRETARY: The corresponding secretary is responsible for the club's correspondence by reading and writing thank you notes and other correspondence. The corresponding secretary is the club reporter and is responsible for submitting meeting information and articles to the local newspapers.

They must attend all the Officers' meetings and will fill in for the Recording Secretary if they are absent.

SALES TREASURER: The sales treasure orders and maintain 4-H items to sell to the membership. These items to include record book folders, emblems for scarves, hats and any other item agreed upon by the Abbie Club Leader. The sales treasurer should maintain records and present them to the other treasurer to be handled through the club account. Must attend all CCMs and Officers' meetings, unless excused.

HISTORIAN: This committee can be 2 or 3 members who will be responsible for maintaining the Abbie Scrapbook and attending the field days and special events to take pictures for the scrapbook. The scrapbook is to be brought to every community club meeting. Attendance at Officers' meeting not required, but attendance at CCM is.

SERGEANT AT ARMS: One or two members are responsible for helping to set up the room for the meeting every month and help clean up before leaving. They are responsible for contacting the custodial staff at the school for room setup and special accommodations. They are also responsible for maintaining order during the meeting. Attendance at Officers' meetings not required, but attendance at CCM is required.

Contract to run for an Office
Please return this form to Mrs. Michelle Zapada by May 1

Member:

I, _____ want to run for the office of
(Member Name)
_____ for the 2025-2026 4-H year. I have read and understand the
responsibility of the job.

Member Signature: _____

Parent:

As the parent, I understand the responsibility of my child running for /holding an office. I understand that my child needs my support. If elected, I agree to support my child in his/her duties.

Parent Signature: _____

If you would like to run for an office but are unsure of the position and responsibilities; please reach out to one of the community club leaders.