So you're the Club President or Vice President – now what?

It is an honor to have been selected as your club's President or Vice-President. Take this role as a privilege and a responsibility to serve your club in this capacity.

As President, you are responsible for the following;

- **Assist in planning monthly meetings** that will accomplish the business, educational, and social goals of the club.
- Use **simple parliamentary procedure** to keep meeting on track.
- **Use committees** to more actively involve members in decision making as well as accomplishing the goals of the committee.
- **Delegate tasks** and responsibilities to other officers and youth.
- Lead discussions that ***recognize all members*** and their ideas yet provide for **orderly and efficient meetings.**
- Be **enthusiastic, tactful and friendly**

✔ Attend monthly meetings – (you were elected to be your club's President, you need to attend your monthly meetings. If you are unable to attend, contact the Vice-President and your club leader in advance.)

✔ Remember to **introduce** and **welcome new families!**

✔ Communicate with your club leader on a regular basis. Be a good example to your club members. Attend club events and represent your club at county events. Share your experiences with your club members. Encourage your fellow members to participate.

✔ Read the monthly Clover Update so you are familiar with the events taking place on the county and club level. Be knowledgeable.

✔ Be polite and willing to give credit to others (Always thank adult leaders or youth after they give a committee report.)

✔ Keep order during the meeting; ask your leader for help if club members are rude or disruptive. Nothing turns away new 4-H families than a disorganized/chaotic meeting – this is very embarrassing.

✔ Act professional in your language, dress, mannerisms, and non-verbal's