

Oak Town 4-H Officers and Duties

May 2026

GENERAL EXPECTATIONS OF ALL OFFICERS:

- Attend all Oak Town 4-H Community Club Meetings or arrange with fellow officers for coverage when absences are necessary and notify club President and Adult Advisors
- Attend an additional monthly Officers' Meeting to plan and prepare for meetings, usually late Sunday afternoon 8 days preceding the club meetings
- Actively participate in planning & running meetings. The ability to stay on-task is a big plus.
- Practice good communication skills
- Dependability is required
- Involvement in club committees and community service is strongly encouraged
- Officers are expected to adhere to the rules for all members, to perform the duties of the office and serve as role models for the Oak Town 4-H membership
- Officers are expected to participate in Presentation Day and at least one other county event and one outside club event.
- If you are not a member in good standing you may not run for an office.

PRESIDENT (13 and over)

- ◇ Presides at all club meetings using parliamentary procedure to conduct business meetings.
- ◇ Understands responsibilities of other club officers.
- ◇ Holds monthly officer's meetings collaborating to develop club meeting agenda with other officers & advisors.
- ◇ Plans ways to get every member to participate in meetings and delegates responsibility.
- ◇ Appoints committees as needed.
- ◇ Maintains communication with Officer Team and Club as a whole
- ◇ Calls the Vice-President(s) to lead the meeting if unable to attend.

VICE PRESIDENT (13 and over)

- ◇ Leads meetings if the President is absent.
- ◇ Serves as chairperson of the program planning committee.
- ◇ Introduces educational program and guest speakers at club meetings.
- ◇ Thank educational/guest speakers, presenters, member demonstrators, etc.
- ◇ Assists committees as needed.
- ◇ Possibly 2 positions. VP of Programs and VP of Membership

SECRETARY (11 and over)

- ◇ Keeps an accurate written record of the business meetings.
- ◇ Reads club's minutes at each meeting OR posts meeting minutes in NewsBlast.
- ◇ Helps with maintain the club's attendance at each meeting by reminding members to sign in.
- ◇ Writes thank you letters to speakers, sponsors, etc.

- ◇ Writes all club correspondence as directed by the President, Executive Committee and/or organizational club advisor.
- ◇ Can post Minutes on the Club website.
- ◇ **Can be two positions. Recording and Corresponding Secretaries**

- ◇ **TREASURER (12 and over)**
- ◇ Keeps an accurate account of all 4-H club's money received and spent by the club.
- ◇ Receives monthly bank statements and retains them for recording purposes
- ◇ Gives a financial report at each 4-H club meeting.
- ◇ Prepares and completes, with the assistance of the Treasurer's Advisor, an annual financial report at the end of the year and arranges a Peer Review.
- ◇ Prepares a 4-H club budget with Executive Committee, Finance/Fund Raising Committee and/or 4-H organizational club advisor in August and presents to the 4-H club membership in September for approval.
- ◇ Balances the bank statement each month
- ◇ Writes checks for club bills/expenses when approved by the club.

- ◇ **COMMUNICATIONS OFFICER (12 and over)**
- ◇ Help get information about future and past club happenings to the membership
- ◇ Helps to update the Club Website with information useful to prospective and current families
- ◇ Help keep information flowing for both members and potential members in a variety of methods and platforms thought to be useful

- ◇ **OUTREACH OFFICER (12 and over)**
- ◇ Is involved in planning, communicating and conducting outreach events and opportunities
- ◇ Keeps a record of outreach activities
- ◇ Works with Communication Advisor or Club leadership in posting club information
- ◇ **Can be shared position of two**

- ◇ **COMMUNITY SERVICE/CITIZENSHIP OFFICER (10 and over)**
- ◇ Gathers ideas for community service for the club to pursue
- ◇ Plans a comprehensive community program for the club to participate in throughout the program year
- ◇ Plans for a service program that includes a combination of community service drives, club meeting hands-on service activities, and more in-depth off-site service-learning opportunities. Additionally, a list of civic engagement activities for members to complete on their own may be prepared.
- ◇ Coordinates community service into outreach events at Dimond Recreation Center or Off-Site with the assistance of the Community Service Advisor or Club leadership team and works with Communications Officer to calendar and promote them
- ◇ Develops a Club-based Community Service Completion program for members to earn Community Service recognition pins
- ◇ **Can be shared by two members**

◇ **HISTORIAN (10 and over)**

- ◇ Takes photographs at 4-H club meetings and activities.
- ◇ Solicits photos from other members, leaders and parents of events, meetings and projects
- ◇ Collects pictures, articles, etc. from other officers and club members to include in the 4-H club's website to assist Communications Officer.
- ◇ Puts together the 4-H club's end-of-year historical record electronically or as a scrap book as decided by club officers.

◇ **SERGEANT AT ARMS (10 and over)**

- ◇ Makes sure that everyone is paying attention at the meetings
- ◇ Confirms that the rest of the officers have what they need for the meetings
- ◇ Assist with set-up and take-down of club meetings
- ◇ Maintains order

◇ **HEALTHY LIVING OFFICER/RECREATION LEADER (9 and over)**

- ◇ Help members to set a goal every month - to meet the Healthy Challenge.
- ◇ Provides a "Let's Move!" activity at every meeting.
- ◇ Plans games and activities for outreach event(s).
- ◇ Coordinate healthy snacks for each appropriate meeting
- ◇ Helps with community service activities at meetings.
- ◇ **Can be team of up to four members.**

◇ **HOSPITALITY OFFICER (9 and over)**

- ◇ Greets and welcomes people to Club meetings and helps new members feel welcome.
- ◇ Assists members and families in finding provided name badges, flyers, and information.
- ◇ Responsible for handing out door prize tickets to members as they sign in to club meetings
- ◇ Assists with drop-offs at club meetings of any community service drive items
- ◇ Assists with maintaining club member, officer and leader name badges
- ◇ Responsible for Club Meeting Birthday celebrations
- ◇ 9 and over
- ◇ **Can be two members sharing the duties**

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To be turned in to Club Leader

I have read my job description and the general expectations and understand what is expected of me.

Name: _____ Office Seeking:

Signature:

Parent/Guardian Signature:
