

4-H Club Leader

Cooperative Extension Educator—4-H

20

Of the 4-H Club  
Is the Duly Elected PRESIDENT



DUTIES OF THE PRESIDENT

- Is familiar with the club program and checks on arrangements for meetings in advance
- Presides at all business meetings
- Is familiar with rules of order and decides points of order fairly
- Appoints committees unless otherwise instructed
- Is always an example for the entire club of cooperation, courtesy, enthusiasm, loyalty, and punctuality
- Is familiar with duties of other officers

DUTIES OF THE VICE PRESIDENT

- Learns the duties of the president and performs these duties in case of absence or disability
- May be asked to introduce guests, serve as program chair or record clerk, or lead pledge of allegiance to the flag and 4-H Club pledge

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## 4-H CLUB ORDER OF BUSINESS

1. Call to order
2. Club song
3. Flag salute
4. Roll call
5. Introduction of guests
6. Reading of minutes of previous meetings
7. Treasurer's report
8. Correspondence
9. Reports of committees
10. Unfinished business
11. New business
12. Appointments of committees
13. Club songs and cheers
14. Reading and approval of minutes
15. Announcement of program for next meeting
16. 4-H Club pledge
17. Adjournment

Note: It is courteous to allow an outside speaker to speak early in the program. You may do the following:

- a. Introduce your speaker before you start the business meeting
- b. Adjourn the meeting after roll call, introduce the speaker, and when finished, complete the meeting

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