**Duties of 4-H Club Officers:**

The President:

1. Presides at all business meetings of the 4-H club.
2. Carries out the meeting according to parliamentary rules.
3. Decides points of order fairly.
4. Casts the deciding vote in case of a tie vote.
5. Appoints committees unless otherwise instructed by meeting.
6. Has a definite program well in mind and knows what is to be done before meeting time.
7. Introduces visitors of the club.
8. Is largely responsible for orderly conduct of the meeting.

The Vice-President:

1. Learns the duties of the president.
2. Serves as presiding officer in the absence of the president.
3. May lead the pledge of allegiance to the flag.
4. May act as chairman of the program committee.
5. May be responsible for meeting room arrangements.

The Treasurer:

1. Has charge of all the money taken in by the club, whether from gifts, dues, or club earnings.
2. Shall keep an accurate record of:
   1. All money received and its source.
   2. All money paid out and to whom.
3. Shall report at each meeting:
   1. The amount of money collected.
   2. The amount of bills paid since the last meeting.
   3. The balance in the treasury.
4. Must be ready to give an itemized account of funds at any time on request of members or leader.
5. Shall pay money out of the treasury only as voted by the club and with the approval of the leader.
6. Is responsible for the club funds until a successor is elected.
7. Must turn over funds and accurate records to the successor when new officers are elected.

The Secretary:

1. Keeps accurate minutes of all club meetings.
2. Takes the roll and keeps record of attendance.
3. Handles club correspondence, makes club reports, and notifies members of meetings.
4. Is ready to read any part of the record of any meeting when called upon to do so by the president.
5. Keeps a file of correspondence, committee reports, club programs, and any rules developed by the club.
6. Prepares, with the president, an order of business for the meeting.
7. Reads the minutes of the previous meeting for approval or information.
8. Brings secretary’s book to every meeting.
9. Sends monthly reports to the county 4-H office on time.