Ford County 4-H Council Officer Duties

President:
1. Preside over all 4-H Council meetings
   a. Run meeting
   b. Arrive early to set-up
2. Miscellaneous 4-H Council Duties
   a. Preside as Master of Ceremonies at 4-H Achievement Night as Council President
   b. Understand Robert’s Rules of Parliamentary Procedure
3. Maintain good working relationship with council officers and extension staff
   a. Work as a team to get things done
   b. Help and assist other officers when needed
   c. Don’t be afraid to ask for assistance
   d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members
   e. Do the work in a timely fashion and eliminate being constantly reminded about duties
   f. Help other members and officers to stay on task
4. Utilize leadership skills to organize committees
   a. Train co-chairs of committee responsibilities
   b. Provide position descriptions and timeline to committee co-chairs and help them get organized
   c. Assist co-chairs with their committees and keep them on task
5. Attend all meetings that require 4-H Council President’s presence
   a. 4-H Council and assigned 4-H Council Committees

Vice-President:
1. Preside as President of 4-H Council if President is absent
   a. Run 4-H Council meeting if the president is away
   b. Preside as Master of Ceremonies at 4-H Achievement Night if President is absent
2. Maintain good working relationship with council officers and executive members.
   a. Work as a team to get things done
   b. Help and assist other officers when needed
   c. Don’t be afraid to ask for assistance
   d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members
   e. Do the work in a timely fashion and eliminate being constantly reminded about duties
   f. Help other members and officers to stay on task
3. Follow through with all leadership roles requested by the President or Extension Agent
   a. Arranging Council events
4. Keep in contact with their assigned committee co-chairs
   a. Keep members on task according to the year schedule
   b. Follow up with co-chairs after the meeting and assist if they need help
   c. Train co-chairs on conducting committee meetings
5. Attend all meetings that require the 4-H Council Vice-President’s presence
   a. 4-H Council and assigned 4-H Council Committees
   b. Communicate with fellow officers and Extension Agent, if you cannot attend
      Communicate with Extension Agents and Council Officers, if you cannot attend
Recording Secretary:
1. Keep record of minutes and agenda
   a. Take notes at meeting and type minutes
   b. Email the minutes for the 4-H council meeting to the Extension Agent at least 2 weeks prior to the 4-H council meeting
2. Call roll, read minutes
   a. Call roll call at Council meetings
   b. Present the previous minutes from last Council meeting
3. Keep communications
   a. Receive communications and correspond with them
4. Read communications and send Thank-You notes
   a. Read all communications
   b. Send Thank-You notes that need to be sent
5. Attend all meetings that require the 4-H Council Recording Secretary’s presence
   a. Contact fellow officers and Extension Agent, if you cannot attend or find a substitute
6. Maintain good working relationship with fellow officers and Executive members
   a. Work together to get things accomplished
   b. Help one another when needed
   c. Don’t be afraid to ask for assistance
   d. Have a positive attitude about duties, fellow officers, and other 4-H members
   e. Do the work that you say you will do in a timely fashion and without having to be constantly reminded
   f. Help other members and officers to stay on task
7. Utilize Leadership skill in helping to organize your assigned committees

Treasurer:
1. Report the financial statements at 4-H Council meetings
   a. Go over the receipts and disbursements
   b. Present budget at the annual January meeting
   c. Report on the Financial and Fundraising Committee
2. Write and sign checks for 4-H Council related events
   a. Sign the signature card at the beginning of the 4-H Year
3. Chair Finance and Fundraising Committee
   a. Oversee all fundraising activities (i.e. Duck Leases, etc)
4. Maintain good working relationship with other officers and Executive members
   a. Work together to get things accomplished
   b. Help one another when needed
   c. Don’t be afraid to ask for assistance
   d. Keep positive attitude about duties, fellow officers, and other 4-H members
   e. Do your work in a timely fashion without having to be constantly reminded
   f. Help other members and officers stay on task