

**DUTIES OF 4-H JUNIOR LEADER OFFICERS  
(as listed in Installation Ceremony, 4-H 78)**

**President**

- Preside over all meetings
- Appoint committees
- Direct the club to the best of your ability
- Open the meeting on time and close it on time.
- Courteous to guests
- Help members cooperate by being a good cooperater
- Impartial in decisions
- Familiar with the business which is to be transacted at each meeting
- Keep the program moving
- Speak clearly and loud enough for everyone to hear
- Guide meetings in a courteous way but avoid talking too much
- Help younger members to learn how to take part in a business meeting
- Familiar with "Robert's Rules of Order"
- Keep in close touch with the county youth extension agent

**Vice-President**

- Preside in the absence of the president
- Act as Chairperson of Program Committee for the club year
- Keep the 4-H reporter and the youth agent informed concerning the program for different meetings so that advance publicity can be given

**Secretary**

- Keep an accurate membership record
- Keep the minutes of each meeting

**Treasurer**

- Hold in trust all money owned by the club and keep a record of this money
- Pay bills on order of the president and the club

**Recreation Leaders (2)**

- Encourage fair play, sportsmanship and playing for the fun of playing
- Plan recreation for every meeting, so that every member will have a part
- Be familiar with the rules and action of games, then explain and demonstrate them to the members

**Reporter**

- Publicity chairperson of the club
- Should inform others of 4-H club work and what it really means
- Work with the Vice-President to learn about 4-H plans so that advance publicity may be prepared
- Report the events of the club to the press as soon as they happen

**Historian**

- Keep the history of the county 4-H junior leader club to preserve our part in local history and show our contributions to the community.
- Do so by keeping a scrapbook of the year's activities and pass it on to future historians

**Community Service Chairperson**

- Encourage the club and its members to participate in activities and programs that will benefit the community
- Bring new service ideas before the club and direct those chosen by the club
- Promote 4-H community spirit in the club

**Refreshment Committee Chairpersons (2)**

- Plan refreshments for monthly club meetings
- Plan special outings and parties
- Obtain help in these areas from other members

## 4-H JUNIOR LEADER OFFICER APPLICATION

NAME \_\_\_\_\_

DESIRED OFFICE(S) \_\_\_\_\_

Activities participated in County Junior Leaders, i.e. work at fair, officer, fundraisers, Share-the-Fun, community service, etc.

Offices or committees in local club:

One thing that I would like to see improved in the Junior Leader program is: