

# 4-H Officer Extra Resources Book



Resources to review before  
starting your new leadership role



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# Welcome!



If you are reading this guide, you are interested in being or were elected as a 4-H Officer! This role will allow you to build and grow your leadership, teamworking, and organizational skills.

In this guide, you will find a section for each of the main 4-H Officer Roles. There will be a brief description about the role and additional resources to review and use as an officer.

After reviewing your section of your guide, you may be asked a few questions by your leader to ensure that you fully understand all of your duties.

If you would like hard copies of any of the linked documents, just reach out to your local Extension office.

**Below are a few additional 4-H Officer Training resources for officers and leaders:**

- [Training Effective 4-H Officers](#)
- [Youth Officer Training](#)

Sources: University of Tennessee Extension | Montana State University Extension, Montana 4-H



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# President



## Overview

The 4-H Club President conducts the club meetings and uses parliamentary procedure for the business portion. The President works with the club officers and leaders to develop goals for the year as well as an agenda for each meeting.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a President and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a President?](#)
- [4-H Officer Training: President Video](#)
- [President Resource Guide](#)
- [President Record Book](#)
- [Parliamentary Procedure Basics Video](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Illinois 4-H



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# Vice President



## Overview

The 4-H Club Vice President plays an important role for the club. In addition to assisting the President and running the meetings in case absence, the Vice President has important duties in providing leadership to committees and helping to set goals for the year.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Vice President and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a Vice President?](#)
- [4-H Officer Training: Vice President Video](#)
- [Vice President Resource Guide](#)
- [Vice President Record Book](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Illinois 4-H



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# Secretary



## Overview

The 4-H Club Secretary is in charge of keeping the clubs records organized. Taking attendance, recording minutes, and working with other officers are some of the responsibilities of this leadership role.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Secretary and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a Secretary?](#)
- [4-H Officer Training: Secretary Video](#)
- [Secretary Resource Book](#)
  - pages 1, 2, 3, 8, 9, 10 are most helpful
- [Secretary Record Book](#)
- [Secretary Book Tips](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Washington State University Extension | Illinois 4-H



# Treasurer



## Overview

The 4-H Club Treasurer is in charge of keeping the clubs financial records up to date and accurate. Depositing money, paying the bills, and preparing the treasurers report at the end of the year are just a few responsibilities of the club treasurer.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Treasurer and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a Treasurer?](#)
- [4-H Officer Training: Treasurer Video](#)
- [Treasurer Resource Guide](#)
- [Treasurer Record Book](#)
- [Treasurer Part 1- Overall on Policies Video](#)
- [Treasurer Part 2- Getting Organized Video](#)
- [Treasurer Part 3- Interview with Bank Manger Video](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | University of Missouri Extension, Missouri 4-H | Illinois 4-H



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# Reporter



## Overview

The 4-H Club Reporter writes and reports what the public learns about your 4-H club. The Club Reporter has an impact on what your local community knows about your 4-H club.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Reporter and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a Reporter?](#)
- [4-H Officer Training: Reporter Video](#)
- [Reporter Resource Guide](#)
- [Reporter Record Book](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Illinois 4-H



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# Historian



## Overview

The 4-H Club Historian takes pictures of club activities, members' participation in 4-H events, and documents the club's year. The historian compiles the pictures and other artifacts to create a club scrapbook.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Historian and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [What does it take to be a Historian?](#)
- [4-H Officer Training: Historian Video](#)
- [Historian Record Book](#)
- [Scrapbook Spark Sheet](#)
- [Additional meeting resources](#)
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Illinois 4-H





# Recreation Leader



## Overview

As a recreation leader you help put the FUN into club meetings! You will help plan, organize, and direct activities for your club meeting. You will be able to develop leadership skills by speaking in front of others and keeping everyone engaged and having fun.

## Additional Resources to Review

Review these resources to gain a better understanding of what it means to be a Recreation Leader and how you can best perform the required duties of this leadership role. Below are additional linked resources to provide further information if you have any further questions contact your leader.

- [Recreation Leader Resource Guide](#)
- [Recreation Leader's Record Book](#)
- [Pre-Meeting Activities](#)
- [4-H Recreation Games and Activities via North Dakota State](#)
- [Activity Kits from your local Extension Office](#)
  - Can't find something in the catalog? We may be able to make it for you!
- 4-H Officers Handbook - available at your local Extension office

Sources: Ohio State University, Ohio 4-H | Iowa State University Extension and Outreach | North Dakota State University Extension | Illinois 4-H



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# Leader Review Questions



## **General Officer Questions:**

1. What are three major roles of your officer position?
2. How will you help ensure that a club meeting will run smoothly in your roll?
3. What is one new thing that you learned about this officer role?

## **President Questions:**

1. Which officer takes over duties of the President when he/she is absent?
2. What are the components of an agenda?
3. Thinking on your own.... How can you as President make guests and members feel welcomed and encouraged to participate in meetings and other activities?

Source: Ohio State University Extension, Ohio 4-H



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# Leader Review Questions



## **Vice President Questions:**

1. What are your primary duties as Vice-President of your 4-H club?
2. As Vice-President you will lead your club's \_\_\_\_\_ and \_\_\_\_\_ Committees.
3. Think for Yourself...If you are unable to be at a club meeting, what should you do?

## **Secretary Questions:**

1. Name 3 duties you are to perform as secretary:
2. What are the parts of a motion that you should record in your minutes of meetings?
3. What are 3 roll call questions you can ask to keep your roll call interesting?

Source: Ohio State University Extension, Ohio 4-H



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# Leader Review Questions



## Treasurer Questions:

1. What is the purpose of planning a club budget?
2. Prior to a club meeting you should prepare and then present at the meeting \_\_\_\_\_ report. What information should the report include?
3. TRUE or FALSE: If the President, Vice-President and Secretary are all absent from a meeting, you as the club Treasurer must run the meeting.

## Reporter Questions:

1. What In putting together a story, what are the 5 “W”s of writing a feature article?
  - W\_\_\_\_\_
  - W\_\_\_\_\_
  - W\_\_\_\_\_
  - W\_\_\_\_\_
  - W\_\_\_\_\_
2. TRUE or FALSE: You do not need to have anyone proofread your articles.
3. How many paragraphs should you include in your feature articles?  
\*You are required to write 2 feature articles\*

Source: Ohio State University Extension, Ohio 4-H



# Leader Review Questions



## **Historian Questions:**

1. What is the primary duty of the historian?
2. Give examples of 3 club events you can document in your scrapbook
3. As Historian, are you expected to pay for all the supplies you need to complete a club scrapbook? If not, where should the funds come from?

## **Recreation Leader:**

1. What is the Recreation Leader's primary responsibility?
2. What are the things you should take into consideration as you plan recreation for your club?
  - a.
  - b.
  - c.
3. TRUE or FALSE: It is not important for a Recreation Leader to make sure they plan and have all the materials they need for their activity ready to go ahead of time.

Source: Ohio State University Extension, Ohio 4-H



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