

Illinois 4-H

Club Officer Guide



**1-page tip sheets to make the
Best Officers Better!**



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President



The President works closely with club leaders and members to run organized club meetings. The President is elected for a one-year term by being nominated and voted into office. As President, you are the listener and meeting coordinator, not the decision maker for the club. You work to make sure everyone in your club is involved.

Before Meeting

- Create the meeting agenda.
- Understand the basic rules for running meetings.
- Understand the responsibilities of the other officers.
- Call the Vice President to preside over the meeting if unable to attend. Make sure you are communicating your absence with your leader, as well.

During Meeting

- Facilitate Parliamentary Procedure during the club meeting.
- Appoint the committees as needed.
- Stay in control of the meeting.
- Make members feel welcome and heard.
- Find ways to get all members involved in the meeting.
- Help other officers with their tasks.

After Meeting

- Lead by example at all 4-H activities.



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Vice President



The Vice President works closely with the President, club leaders, and members to run organized club meetings and plan programs. The Vice President is elected for a one-year term by being nominated and voted into office. As Vice President, you are responsible for taking over the President's responsibilities in their absence, bringing in outside programming to enrich the club meetings, and serving on all committees within the club. You work to make sure everyone in your club is involved and learning.

Before Meeting

- Work with the President on plans and special tasks.
- Plan program activities for the club (tours, guest speakers).
- Understand the basic rules for running meetings.
- Check with committees to see that they are on task and ready to report to the club.
- Ensure chairs, tables, and other setups are ready before meetings. .

During Meeting

- Introduce Guests/Presenters who are visiting.
- Lead the meeting if the President is not there.
- Make members feel welcome and heard.
- Find ways to get all members involved in the meeting.

After Meeting

- Attend events on behalf of the club if the President is not available.
- Serve on all club committees or delegate another officer to do so.



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Treasurer



The Treasurer is responsible for keeping an accurate record of all income and expenses for the 4-H club. The Treasurer is elected for a one-year term by being nominated and voted into office. As Treasurer, you will maintain the financial records of the club, complete end-of-year reports, and provide a year-end audit. You work to make sure your club has the fiscal means to serve the community and do programming.

Before Meeting

- Reconcile the bank statement with the club check book registers.
- Complete the monthly report found in the Treasurer's Record Book to share with the club.

During Meeting

- Give the Treasurer's Report during the business meeting. Follow the format on the Report Form.
- Present any bills received and get club approval by getting a motion, second, discussion, and voting. Once the bill has been approved, then you can pay it. Do not write checks during the meeting. Focus on the meeting and write the checks later to help you stay on track and avoid errors. This also sets a good example for other club members.



After Meeting

- Pay all the approved bills as soon as you can before the next meeting.
- Complete the monthly record of club finances. Also, write on the receipt the date it was paid and the check number, and keep it in your Treasurer Binder.
- At the end of the 4-H year, complete the Annual Verification Report Form in the Treasurer Record Book. Have the Treasurer Book and Annual Verification Report Form audited by your leader and at least 3 auditors. Be sure each auditor signs the Annual Verification Report Form after auditing the book. The audit process is to make sure that no errors are in the financial information and that your records match bank statements.



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Secretary



The Secretary maintains attendance records and takes detailed notes of all club meetings. The Secretary is elected for a one-year term by being nominated and voted into office. As Secretary, you play an important role in the recordkeeping of the club.

Before Meeting

- Keep an updated member list.
- Understand the basic rules for running meetings.
- Print copies of your neatly typed minutes to read and have approved by the members.
- Inform the President and club leaders if you will be absent from a meeting. Send them your minutes to be read and approved, if so.

During Meeting

- Distribute the minutes to the officers, leaders, and members.
- Take attendance at each meeting. Have a fun question or response for roll call, like "What is your favorite animal?"
- Record detailed notes of each meeting. Write down motions made and who makes and seconds them.
- Update the minutes with any corrections mentioned at the meeting.
- Read any correspondence (letters, notes) that the club receives.

After Meeting

- Neatly type up your meeting minutes within a day or two after the meeting, while it's still fresh in your mind.
- Write and send any correspondence needed (thank you notes, etc).
- Complete the Secretary's Record Book and give it to the club leader at the end of the 4-H year.



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Reporter



The Reporter works with the Historian to promote the club and record history. The Reporter is elected for a one-year term by being nominated and voted into office. As Reporter, you publish the club newsletter and send articles to news sources. You highlight the impactful work of 4-H members, the enjoyable experiences a club offers, and the positive contributions the members are making to the community.

Before Meeting

- Cut out copies of photos or news articles you've written and had published. Make photocopies for members to use in their 4-H record books.
- Print copies of your monthly newsletter and bring them to the meeting for members to read.
- Make sure any photos you send to media include only 4-H members with a signed photo release on file. Check this with your club leader.

During Meeting

- Share your report with members when called upon. Show the photocopies of submitted articles and the newsletter. Give a copy to the Historian for the scrapbook.
- Take photos at every meeting. Work with the Historian and Photographer (if you have one) so you all have each other's photos. Take photos at county events involving club members, too.
- Interview at least 1 4-H member or volunteer each month.

After Meeting

- Use who, what, where, when, why, and how to interview and to write.
- Publish the club newsletter. Include at least 1 interview of a 4-H member or volunteer per month.
- Submit at least 1 article per month to the Extension Office for publishing on the Club Reports website and to local newspapers. Detail what happened at your last club meeting and any upcoming events.
- Be absolutely certain all names of people and places are spelled correctly. Use first and last names, not just first names.



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Historian



The Historian works with the Reporter to promote the club and record history. The Reporter is elected for a one-year term by being nominated and voted into office. As Historian, you compile the club scrapbook. You preserve the club's legacy by tracking its milestones and events, collecting images, articles, and memorabilia.

Before Meeting

- Make sure any photos you use include only 4-H members with a signed photo release on file. Check this with your club leader.
- Mark any pictures you need names for with a sticky note
- Make any last-minute adjustments to the scrapbook (physical or digital) so it's ready to be viewed at the meeting.

After Meeting

- Complete at least 1 page of your scrapbook per month. Use photos, newsletters, articles (even ones not written by your club reporter), and memorabilia.
- Use who, what, where, when, why, and how to caption your pages.

During Meeting

- Pass around the scrapbook during the meeting for members to see, or publish a link to your digital scrapbook and update it for each meeting. Free resources for a digital scrapbook are Canva, Google Sites, or Google Slides.
- Take photos at every meeting. Work with the Reporter and Photographer (if you have one) so you all have each other's photos. Take photos at county events involving club members, too.



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Recreation Chairman



The Recreation Chairman keeps members entertained and helps them get to know each other. The Rec Chair is elected for a one-year term by being nominated and voted into office. As Rec Chair, you plan and lead fun activities and games for the club.

Before Meeting

- Organize games and activities for club meetings and events. Plan something for those who arrive early.
- Gather any supplies needed for the activities ahead of time. Plan twice as much as you think you will need.
- Coordinate with the President and other officers to fit activities into the meeting agenda.
- Be creative! Come up with new and exciting activities for the club.
- Plan celebrations and events with other club members and volunteers.



During Meeting

- Explain and lead the games during meetings. Give directions clearly, briefly, and correctly.
- Make sure everyone gets involved and has fun. Avoid games where people are “out”.
- Show excitement and energy to encourage others to join in. Enjoy the game yourself! The group is just like a “mirror.” If you are having fun leading, the group will have fun playing.
- Have a signal for bringing the group back to you when it’s time for them to get quiet and listen (lights flipped, clap, etc).

After Meeting

- Check with your members; ask for their feedback. Did they or did they not like the activities you planned? Do they have any requests for next time?



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Health Officer



The Health Officer informs and educates club members on easy ways to incorporate physical activity and healthy eating habits into their lives. The Health Officer is elected for a one-year term by being nominated and voted into office. The Health Officer works with other officers to provide leadership for all health-related activities throughout the year. In this position, you will educate, inspire, and lead club members as they dedicate their “health for better living.”

Before Meeting

- Meet with other club officers to develop a yearly plan for including health activities in each 4-H club meeting.
- Provide recommendations for club policies related to health.
- Lead by example – model healthy living practices.

During Meeting

- Provide the club with ideas on how to incorporate physical activities and healthy eating into club meetings and members’ personal lives.
- Report activities and accomplishments to club Reporter and Historian.



After Meeting

- Work with local 4-H staff to help facilitate Healthy Living programs.
- Collaborate with other club Healthy Living Officers to set up interactive booths at local community events.
- Assist with the Healthy Living booth at the State Fair.
- Maintain the Healthy Living Club Officer record book. Also keep records of your club’s participation in the Health Club Challenge



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Guide to Officer Elections



Electing officers is an important part of building leadership and responsibility in your 4-H club. Follow these steps to ensure a fair and organized election process.

Step-by-Step Election Process

1. Start with the President

Begin elections with the President and proceed in this order:

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Historian
- Any additional positions

2. Open the Floor for Nominations

The acting president asks, "Are there any nominations for the position of [office]?"

- Members raise hands to nominate others or themselves.
- Confirm each nominee accepts the nomination.

3. Close Nominations

Allow time for all nominations. Then ask for a motion to close nominations.

4. Candidate Introductions

Each candidate gives a short speech about why they want the position.

5. Voting

- If more than one candidate: vote by secret ballot.
- If only one candidate: a motion can be made to cast a unanimous ballot.

6. Counting Votes

Two impartial members (not running or related to candidates) count the ballots and report the results to the acting president.

7. Announce Results

The acting president announces the winner and moves on to the next position.

8. Destroy Ballots

After all positions are filled, ask for a motion to destroy the ballots.

Tips for a Smooth Election

- Encourage participation and self-nominations.
- Remind members that elections are about leadership and service.
- Keep the tone respectful and inclusive.
- Allow time for thoughtful speeches and fair voting.

Remember: Elections are a learning opportunity. Help members understand the process and build confidence in their leadership skills.



Preparing for a 4-H Club Meeting as an Officer



Before Meeting

- Review the agenda thoroughly and understand your role.
- Coordinate with other officers to delegate responsibilities.
- Reserve and prepare the meeting space (seating, equipment, cleanliness).
- Gather all necessary materials (handouts, supplies, sign-in sheets).
- Confirm attendance of guest speakers or special guests.
- Send reminders to members about the meeting time, location, and agenda.
- Plan icebreakers or team-building activities to start the meeting.

After Meeting

- Follow up on action items and assigned tasks.
- Distribute meeting minutes and updates to absent members.
- Begin planning for the next meeting.



During Meeting

- Start on time and follow the agenda.
- Balance business, education, and recreation.
- Encourage participation and make members feel welcome.
- Present officer reports clearly and concisely.
- Keep the meeting structured but engaging.

Tip: Keep the 4-H Pledge in mind - Heads, Heart, Hands, Health - as you lead and serve your club.



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How to Make (and Amend) a Motion - A Step-by-Step Guide



Parliamentary procedure helps 4-H meetings run smoothly and fairly. One of the most important tools is the motion; a formal way to bring up ideas, make decisions, and take action as a group.

Steps to Make a Motion

1. Make the Motion

A member stands, is recognized by the president, and says:

"I move that we..."

Example: *"I move that we host a community clean-up day next month."*

a. Second the Motion

Another member must agree by saying: *"I second the motion."*

2. Discuss the Motion

Members share thoughts, ask questions, and suggest changes.

3. Restate the Motion

The president clearly restates the motion before voting.

4. Vote on the Motion

The group votes using one of the approved methods (voice, show of hands, ballot, etc.)

5. Announce the Result

The president announces whether the motion passed or failed

Tip: Only one amendment can be discussed at a time. Keep things simple and respectful!

Steps to Amend a Motion

Sometimes a motion needs a small change before the group is ready to vote. That's where an **amendment** comes in!

An **amendment** is a change to the original motion. It can add words, remove words, or replace words.

To Amend a Motion:

1. Propose the Amendment

A member stands, is recognized by the president, and says:

"I move to amend the motion by..."

Example: *"I move to amend the motion by changing 'next month' to 'April 15th.'"*

2. Second the Amendment

Another member says: *"I second the amendment."*

3. Discuss the Amendment

The group discusses only the proposed change

4. Vote on the Amendment

The group votes on the Amendment first.

5. Return to the Main Motion

If the **amendment** passes, the president restates the amended motion. If it fails, the original motion stays the same.

6. Vote on the Final Motion

After discussion, vote on the final version of the motion.



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