

4-H Volunteer Leaders' Series

4-H Club Officers

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A good team of officers is at work in every successful 4-H club. The number of officers needed is determined by the size of the club. The club officers usually consist of president, vice president, secretary-treasurer, reporter, photographer, song leader and recreation leader.

General Responsibilities

As visible leaders in the 4-H club, every officer has general responsibilities to the group in addition to the specific duties of his/her office. The organizational leader should point out the following general responsibilities to club officers:

- Represent a large, respected organization.

4-H club officers are representatives, not only of the local club, but of the 4-H program throughout the state. Their skills and abilities, standards and ideals, and even their smiles, represent other 4-H members. This is an important responsibility because it exists at all times – not just while they are at 4-H meetings. People not acquainted with 4-H judge it by its officers.

- Help plan and carry out club activities.

4-H officers need to work closely with the leaders to carry out the club's activities. The leader is an advisor, but responsibility for planning and carrying out activities lies with 4-H members

and 4-H officers. Officers need to take the initiative for planning and carrying out club activities.

- Help every member find a place in the club.

A 4-H club prospers when every member takes an active part. As officers they can help see that every member has a chance to contribute.

- Set standards.

Officers can set high standards by performing their duties well. Every officer should know 4-H objectives and be able to talk with others about the 4-H program.

Specific Duties

In addition to these general responsibilities, each officer accepts some specific duties. The "4-H Club Officers Manual," C-408, outlines the major responsibilities of each officer. If your club decides on different responsibilities for any office, be sure this is clear to all the officers and members.

Who Does Club Officer Training and When?

The 4-H club organizational leader is responsible for the guidance of the 4-H club officers. This includes planning and conducting training for newly elected club officers and for directing and advising the officers throughout the year.



*18 U.S.C. 707

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The ideal time for officer training is between the election and the first club meeting where they function as officers. It is suggested that a new club elect officers at their third meeting; refer to the fact sheet "The First Three Club Meetings." The officer training session would be held between the third and fourth club meeting. Continuing clubs should elect officers during the September club meeting and train them before the October meeting. The new officers take over in October, which begins the new 4-H year.

The most effective officer training is where the outgoing officers explain their responsibilities to the incoming officers. This allows for review of specific material and the opportunity to clear up questions the new officer may have.

The organizational leader of a continuing club should utilize the outgoing officers to train the new officers. The officers of a new club can be trained by officers from another club. Local resource people, other 4-H leaders and Extension agents can also be of assistance in officer training.

A county-wide 4-H officer training workshop may be held to supplement the training provided at the club level.

4-H Officer Training Agenda

1. Begin with a general meeting of all club officers. Discuss the importance of their job and how the success or failure of the club has a lot to do with their leadership. Explain that leadership does not mean that one is the boss and can make the group do what they want. Leadership means helping the group decide what it wants to do and then assisting it in reaching the goals. This could be followed by a mock meeting using the "4-H Club

Meeting Agenda." The experienced officers would work with the newly elected officers and walk them through a club meeting. Distribute a copy of the "4-H Club Officers Manual," C-408, to each officer. Give a general review of the material in this manual.

2. Divide the group by offices. Have each experienced officer explain specific responsibilities to the new officer and explain any materials or records that relate to the office. Each experienced officer should cover in detail the responsibilities for that office listed in the "4-H Club Officers Manual," C-408.

Officer Training Resources

Printed Booklets:

4-H Club Officers Manual, C-408
Secretary's Book, C-402
Adventures With Your Camera – Unit 1

4-H Volunteer Leaders' Fact Sheets:

(located on the Extension website at www.uaex.edu/Other_Areas/publications/4-H_Volunteer_Leaders_Series.asp)

4-H Club Program Planning, 4HCF1
Successful 4-H Meetings, 4HCH1
Conducting Meetings, 4HCH2
Order of Business, 4HCH3
4-H Club Meeting Agenda, 4HCH4
Good 4-H Meeting and Checklist, 4HCH5
Leadership Styles, 4HCI2
Working With Committees, 4HCI4
Making Group Decisions, 4HCI5
The First Three Club Meetings, 4HCB2

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