



## What are the Responsibilities of Officers?

Not every club or group has the same elected officers. Most groups elect a president, vice president, secretary, treasurer and reporter. Additional offices may include song leader, recreation leader, historian or any other office to fit the needs of your group.

Officers need to be proud of their jobs, do their best and get things done on time. They need to work with members, parents and leaders to plan and carry out the club or group program.

### PRESIDENT

The president is the presiding officer, the leader of the organization and the spokesperson for the group. The president conducts the meetings. The president sometimes is called the chair.

#### Areas of responsibility

- Presides over all regular meetings
- Calls regular and special meetings
- Appoints all committees and may serve as an ex-officio member
- Serves as representative and contact person for the club or group whenever necessary
- Assists the group by helping set goals, coordinating activities and evaluating results
- Helps plan an agenda for the meetings
- Works with leaders and other members to plan yearly club or group programs
- Delegates tasks and responsibilities to other officers and leaders
- Arranges to have the vice president take over if he/she cannot attend the meeting
- Supports other officers
- Serves on executive committee

#### Specific duties of the president

- Begins the meeting on time
- Makes sure a quorum (majority) is present before beginning to handle business at a meeting
- Conducts the meeting using basic parliamentary rules
- Keeps the meeting under control. Limits discussion by any one person to keep the meeting on a subject.

- Recognizes members who have a desire to speak. Gives everyone a chance to participate. Encourages timid members to speak up.
- Does not permit discussion until a motion is made and seconded
- Is impartial at all times; usually the president does not take part in the discussions
- Does not vote in a voice vote except in case of a tie
- Always states motions clearly before voting so members will know what is being voted on
- Announces the result of the vote after a count has been made
- Closes the meeting on time

### VICE PRESIDENT

(or president-elect)

The vice president is in charge of all committee work and acts as backup for the president. Cooperating with other officers and committees is a vital part of this responsibility.

#### Area of responsibility

- Assists the president and is prepared to assume the president's duties and responsibilities if needed
- Supervises the work of committees
- May serve as chairman of the program committee
- Serves on the executive committee

#### Specific duties

- Assists committee chairpeople in completing their responsibilities
- Assists the president and presides when the president is absent

### SECRETARY

The secretary records the minutes of the meetings and acts as the official group or club correspondent.

#### Areas of responsibility

- Reminds members when and where all meetings, special events, etc., will be held. Reminders may be in person, or by phone, email or postcard.
- Keeps official records of the organization
- Prepares and reads the minutes
- Does official correspondence for the group, including requests for information, invitations and thank you letters
- Assists in counting votes
- Keeps a record of committee reports and accomplishments

- Keeps and brings to each meeting all official documents and papers of the group, including the secretary's minutes, lists of committees and reports, copies of plan of work, and copy of the constitution and bylaws
- Serves on the executive committee
- Conducts the meeting when both the president and vice president are absent

### **Specific duties of the secretary**

- Records the minutes of all meetings (regular, informal and special)
- Records what is done, not all that is said
- Records the exact wording of motions, whether they are carried or lost, and records the names of people making and seconding the motion
- Stops the meeting if necessary to get the exact wording of the motion, whether it is carried or lost
- Reads correspondence to the club or group at the meetings
- Records in the minutes the names of members appointed to committee work and the name of the chairperson
- Records the minutes, well written, in a permanent secretary's book
- Reads the minutes to the group clearly at the designated time at each meeting. Makes all necessary corrections or additions.
- Calls roll when appropriate and keeps an attendance record of all meetings and events
- Records the program plan for the year in the secretary's book and keeps it up to date
- Advises the president on business items and procedures as requested and needed
- Turns in a secretary's report to the county Extension office after each meeting (if requested by the county)
- Turns in a completed 4-H secretary book at the close of the 4-H year to a leader

### **Writing and Keeping Minutes**

The official minutes of the meeting are a permanent record of the club or group activities and actions. Minutes need to be neat and easy to read. Record the correct or exact wording of all motions and the action taken on them.

Read the minutes to the group at the meeting.

Include essential facts and record what was done in the minutes. Do not include opinions of the secretary.

Well-written minutes are easily understood by anyone whether or not they were at the meeting. Members who make committee reports give a written copy of the report to the secretary.

### **Minutes of meetings include:**

- Name of club or group, hour, date and place of meeting
- Name of presiding officer and roll call, if taken
- Business transacted, including all motions, results of votes and actions to be taken
- Statement about the educational and recreational programming
- Statement that meeting was adjourned

## **TREASURER**

The treasurer is the keeper of the money and financial reports of the organization.

### **Areas of responsibility**

- Assists in preparation of annual budget for the group
- Receives, records and takes care of funds for the club or group
- Collects dues, if applicable
- Keeps neat, up-to-date financial records in the treasurer's record book
- Pays bills for club or group when required
- Serves on the executive committee

### **Specific duties of the treasurer**

- Keeps an accurate, neat and permanent record of all receipts and expenses
- Receives and takes care of all club or group funds
- Issues receipts for all money received. Keeps a copy or duplicate of each receipt issued.
- Gives an accurate, up-to-date treasurer's report at each regular meeting. Your group may decide whether the report should be written or oral.
- Keeps a record of members showing dues paid, if applicable
- Collects all dues early in the year
- Handles checking account if club or group has one

### **The report given by the treasurer includes the following items:**

- Balance (amount of money) on hand at the last meeting
- Itemized and total receipts
- Itemized and total expenses
- Balance on hand and date
- "Respectfully Submitted" and name of treasurer

The treasurer completes a written final report at the end of the year. The president appoints an audit committee to review the financial books and be sure everything is in order before a new treasurer takes office. The financial records need to be correct.

## REPORTER

The reporter is in charge of the public relations program and activities for the organization. The reporter tells the community what your club or group does.

### Areas of responsibility

- Keeps the public informed about activities of the group or club
- Prepares news releases or stories of the group for publication or radio broadcast
- Takes photographs of group or club activities

### Specific duties of the reporter

- Contacts and works with local newspapers
- Writes and sends a news story about each meeting to newspapers that agree to print the stories
- Serves as the historian if the organization does not have such an office
- Sends advance information to a local paper or radio station when your group plans a special event such as a picnic or tour
- Collects news clippings and photos for the secretary or historian

## SONG LEADER

The song leader uses a variety of songs to help the group have fun and to create a feeling of unity and enthusiasm.

### Area of responsibility

- Assists with group singing at regular meetings and special activities

### Specific duties of song leader

- Selects songs that encourage participation
- Creates a sense of enjoyment and enthusiasm for singing
- Is prepared
- Selects music appropriate for the occasion
- Considers the ability and interest of the members
- Leads singing or gets others to lead at meetings or special events
- Keeps song books or song sheets for the club or group and passes them out and collects them at each meeting (optional)

## RECREATION LEADER

The recreation leader involves all members in a variety of games and physical and mental activities.

### Areas of responsibility

- Plans and organizes recreation for each meeting and special activities or events

### Specific duties of the recreation leader

- Plans the recreational program to accomplish specific purposes
- Secures the equipment and facilities needed for the activity
- Considers the needs and interests of the members as participants
- Practices a new game or activity before using it with the members
- Teaches the rules as needed
- Stops games while members are enjoying them and before members become bored with the game
- Brings activities to a definite close
- Sees that the meeting room and facilities are cleaned up following a recreational activity

## USE OF THE GAVEL

The president may wish to use a gavel. It is used as a symbol of authority to support self-government and an orderly meeting.

Two taps of the gavel usually are used to call a meeting to order.

Three taps of the gavel is often a signal for all members to stand (this could be used for the pledge to the flags, etc.).

A single tap of the gavel of the gavel is a signal to be seated. One tap of the gavel follows the announcement of the result of a motion being passed or defeated. Also one tap of the gavel follows the announcement that a meeting is adjourned.

The gavel is an instrument for maintaining order during the meeting. If at any time returning the meeting to order is necessary, sharp taps of the gavel restores order.