

**CALHOUN COUNTY 4-H TRAILBLAZERS HORSE CLUB  
OFFICER DUTIES \*(subject to change)**

**PRESIDENT**

1. This person shall preside at all meetings of the club and their actions should reflect the best interest of the club at all times. This person should have been a member of the club at least 1 year.
2. Use the simple rules of parliamentary procedures to conduct each meeting (Guide sheet will be available).
3. Stand up straight and get the attention of the group by lightly tapping the gavel twice.
4. Use a strong, clear voice to call the meeting to order.
5. Know the order of the meeting. (Guide sheet will be available).
6. Be ready to take action if another officer is absent or is not prepared. Try to have a substitute for the absent officer before the meeting begins.
7. Before the meeting, check with the 4-H Agent, Leader, or the person giving the program to see if there is anything they need or if anything has changed.
8. Encourage all members to participate in contests and attend activities.

**VICE-PRESIDENT**

1. This person shall lead the pledges at club meetings and shall perform the duties of the President in his/her absence.
2. Stand up straight and use a strong, clear voice to ask everyone to "Please stand." Lead the Pledge of Allegiance first and then lead the 4-H Pledge. Say "Attention, Salute, Pledge" before each pledge so the group will know to begin the pledge at the same time you do. After the pledges, say "You may be seated."
3. Be prepared to lead the 4-H Motto: "To Make the Best Better" at the end of each meeting. Stand up straight and use a strong, clear voice to say, "On the count of three, we will say our motto. One, two, three. To Make the Best Better."
4. Become familiar with the order of the meeting in case the President is absent and you need to lead the whole meeting.

**SECRETARY**

1. This person shall keep a record of all proceedings of the club and shall keep an accurate enrollment count of members. The secretary shall submit meeting minutes quarterly (December, March, June, and September) and submit an up-to-date club

constitution and bylaws to the Calhoun County Cooperative Extension Office by December.

2. Stand up straight and use a clear, strong voice to call the roll at the request of the president.
3. Stand up and read the minutes of the last meeting when the President calls for them; ask for any corrections, and then make the corrections as given by members.
4. Become familiar with the order of the meeting in case the President and Vice-President are absent and you need to lead the whole meeting.

#### **TREASURER**

1. This person shall keep a record of all incoming money and all expenditures. The Treasurer shall also be the chairman of the finance committee. He/she needs to make a quarterly reports to the Calhoun County Cooperative Extension Office (December, March, June, and September).
2. Stand up straight and use a strong, clear voice to give a financial report when the President calls for one.

#### **REPORTER**

1. This person shall write reports of all club meetings and activities and send them to the 4-H Regional Agent.
2. Take pictures of the club's activities and events. Be sure to include club members and leaders in the pictures. Send these to the 4-H Regional Agent.

#### **INSPIRATIONAL LEADER**

1. This person shall present an inspirational message for all meetings.
2. Prepare before the meeting by choosing a quotation or short poem which has a special message. Practice the quotation or poem. Try to learn it.
3. Stand up straight and use a strong, clear voice to give your inspirational message. Be sure to look at the group when you are speaking and tell the group who wrote the poem or quote.

#### **REFRESHMENT COORDINATOR**

1. This person shall make arrangements for different members to bring refreshments to each meeting. Keep a list of members' phone numbers/emails addresses in a notebook.
2. At least one week prior to the meeting, contact 2 or more members and ask them to please bring snacks and drinks along with disposable cups, plates, and napkins to the meeting. You may also ask members at the meeting to sign up to bring these items to the next meeting.
3. Call the members a day or two before the meeting to remind them what to bring.