

CRITERIA FOR 4-H COUNTY COUNCIL OFFICERS

President: 4-H'er should be between the ages of 14-19 years old, and have been a 4-H member at least 3 years (including current year)

Vice-President: 4-H'er should have at least 2 years 4-H experience (including current year), between the ages of 9-19 years old

Secretary: 4-H'er should have at least 2 years 4-H experience (including current year) between the ages of 9-19 years old

Reporter: 4-H'er should have at least 1 year 4-H experience (including current year) between the ages of 9-19 years old

Song/Recreation Leaders: should have at least 1 year 4-H experience (including the current year) between the ages of 9-19 years old

Inspirational Leader: should have at least 1 year 4-H experience (including current year) between the ages of 9-19 years old

Parliamentarian: 4-H'er should have at least 1 year 4-H experience (including current year) between the ages of 9-19 years old

- * All officers are expected to attend **ALL** County Council Meetings. If unable to attend, each officer should notify the 4-H agent prior to the council meeting. **Two unexcused absences** will result in that officer being replaced.

OFFICER DUTIES

President

- Stand up straight with good posture
 - Get the attention of the group
 1. look around the group, especially for those who are not quiet
 2. Tap the gavel
 3. Use a strong, clear voice, to call the meeting to order
 4. Call name of individuals if you have to as a last resort.
 - Know the order of the meeting. If not the exact words, know which items come first, second, third, etc.
 - 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
 - Encourage all members to enter contests. Sometimes the encouragement is all they need.
 - Check with 4-H Agent or the person giving the program to see if there is anything they need or that has changed.
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Vice-President

- If everyone is not standing, ask them to “Please stand.”
 - For those who do not know, tell the group that will say the Pledge of Allegiance before the 4-H Pledge.
 - Say, “**ATTENTION, SALUTE, and PLEDGE**” so the group will know to begin the pledge at the same time you do. Do this before each pledge.
 - Tell the audience that they may sit down by saying, “**You may be seated.**”
 - Be prepared to lead the 4-H Motto: “**To Make the Best Better**” at the end of each meeting. Be sure to give the group a signal so everyone knows when to start. “On the count of three we will say our motto.”
 - Know the order of the club meeting in case the president is absent and you need to lead the whole meeting.
 - Encourage all club members to enter the contest and attend activities.
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Secretary

- Take notes during the club meeting so you can write an accurate report of the events during the meeting.
 - Rewrite the notes in paragraph form so you can easily read them to the group at the next meeting. Try doing to this immediately after the club meeting so you do not forget to do it.
 - Be ready to read the minutes at the meeting when the president calls on you. If there are corrections, make them immediately.
 - Encourage all members to enter contests and activities.
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Reporter

- Report any activities to the group during the meeting.
- Keep up with the Club of the Year score sheet.
- Hand the score sheet to the agent when he/she comes for a 4-H meeting.
- Add scores up and be ready to tell the group the scores when the president calls on the reporter after the program and before adjournment.

- Encourage all members of club to enter contests and activities.
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Inspirational Leader

- 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.
 - During the meeting, use a strong voice, stand up straight and try to look at the group as you say the inspirational message.
 - Be sure to tell us who wrote the poem or who you are quoting.
 - Finish speaking before you start to sit down.
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Song/Recreation Leaders

- Choose your songs/activities before the meeting. If it is a song, learn the tune, so you can teach others if they do not know it.
 - If you need song sheets from the 4-H Agent, ask for them and pass them out as quickly as possible at the beginning of the meeting. Be sure to take them up afterward.
 - Ask the group to stand. **“Please stand.”**
 - Announce the name of the song or activity. If doing an activity, please explain the activity before beginning. Give the group a starting cue. **“On the count of three, we will begin.”**
 - Use a strong and pleasant singing voice to lead the song.
 - When the song/activity is completed, let the group know to sit down. **“You may be seated. Please pass song/activity sheets to the front.”**
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Representative

- Attend County Council Meetings
 - Bring pencil and paper to take notes.
 - Use your program and any handouts to prepare a short (1-2 minutes) report for the next club meeting.
 - When the president calls on you, stand up, speak loudly to the group.
 - Complete your report before being seated.
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Parliamentarian

- Keep officers and members on the correct procedure.
- Only one motion on the floor (one subject being discussed) at a time.
- Make sure all motions are seconded and voted on.
- Help president maintain order.