

# What does it take to be 4-H Club President or Vice President?

## Characteristics include:



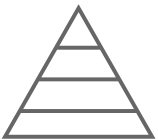
Go-to person for their peers



Solves problems above and below the surface



Brings people together



Enjoys structured settings



Believes in growth and takes pride in team's success

## Time Commitment

What is a club without a leader? Leaders should be promptly on time and available for:

- Club meetings
- Executive meetings prior to club meeting
- Committee check-ins after the club meeting

## Quick Tip

Be sure to review the uses of the gavel and parliamentary procedures

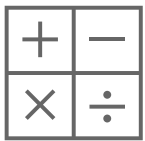


# What does it take to be 4-H Club Treasurer?

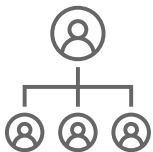
## Characteristics include:



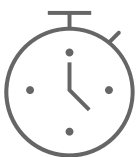
Organized and detailed oriented



Strong mathematic skills



Follows the proper club approval process



Timely in tasks



Collects and stores items for safe keeping and quick reference

## Time Commitment

How will a club know that their financials are up to date? A treasurer should be factual and confident in giving their reports and available for:

- Club meetings
- Executive meetings prior to club meeting
- Committee check-ins after the club meeting

## Quick Tip

Keep your club's EIN in a safe place to avoid identity theft

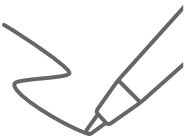


# What does it take to be Club Secretary?

## Characteristics include:



Organized and detailed oriented



Strong writing or typing skills and good penmanship



Enjoys completing tasks



Completes tasks in an efficient manner and promptly responds to others



Collects and stores items for safe keeping and quick reference

## Time Commitment

How will a club stay informed on meetings and attendance? A secretary should be factual and confident in giving their reports and available for:

- Club meetings
- Executive meetings prior to club meeting
- Committee check-ins after the club meeting

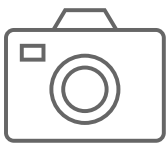
## Quick Tip

Keep roll calls interesting by asking for various responses

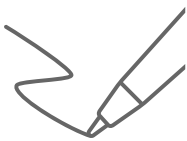


# What does it take to be 4-H Club Reporter?

## Characteristics include:



Creative eye for photos



Strong writing skills



Storyteller at heart



Collect, verify, and analyze newsworthy information



Captures moments to market the club to the community

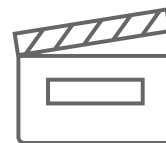
## Time Commitment

How will a club build their reputation? A reporter should be passionate and supportive in their reports and available for:

- Club meetings
- Executive meetings prior to club meeting
- Committee check-ins after the club meeting

## Quick Tip

When writing your news story, share the most important news first to gain interest from your audience



# What does it take to be 4-H Club Healthy Living - Health or Safety Officer?

## Characteristics include:



Mindful on nutritional and fitness needs of youth



Active in activities that better the mind and body



Advocate for awareness on topics that trouble youth



Good public speaking skills



Displays empathy for others

## Time Commitment

How will a club better their overall health? A healthy living officer should be passionate and supportive in their reports and available for:

- Club meetings
- Committee check-ins after the club meeting

## Quick Tip

Think about which method will work best for the topic and location of your activity



Created by Lydia Flores and Audrey Dimmerling, 11/2020



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



**Ohio 4-H**

**Ohio4h.org**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit [cfaesdiversity.osu.edu](http://cfaesdiversity.osu.edu). For an accessible format of this publication, visit [cfaes.osu.edu/accessibility](http://cfaes.osu.edu/accessibility).

# What does it take to be 4-H Club Community Service Officer?

## Characteristics include:



Strong work ethic



Enjoys collaborating ideas



Change maker for the community



Focuses on the needs of others first



Able to gather essential resources

## Time Commitment

How will a club better their community? A community service officer should be passionate and supportive in their reports and available for:

- Club meetings
- Committee check-ins after the club meeting

## Quick Tip

Do not forget to evaluate your club's community service project and include everyone in the process



# What does it take to be 4-H Club Recreation Leader?

## Characteristics include:



Active in activities that better the mind and body



Team oriented



Encourages friendly competition



Finds activities that are inclusive for all members



Enjoys teaching others

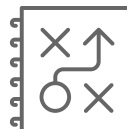
## Time Commitment

How will a club strengthen their team bond? A recreation officer should be passionate and supportive in their activities and available for:

- Club meetings
- Committee check-ins after the club meeting

## Quick Tip

Know when to stop or change games; it's always best to stop while everyone is still having fun

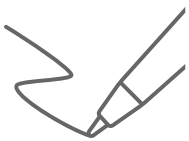


# What does it take to be 4-H Club Historian?

## Characteristics include:



Organized and detailed oriented



Strong writing skills



Creative eye for graphic design



Collects stories to create a book of memories



Closely cooperates with fellow officers to gather information

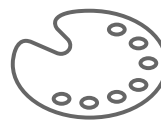
## Time Commitment

How will a club discover their growth throughout the year? A historian should be passionate and creative in their end of the year scrapbook and available for:

- Club meetings
- Committee check-ins after the club meeting

## Quick Tip

Research design elements like color, tone, and balance to improve visual presentation





# Why are 4-H Club Elections Important?

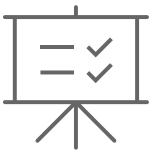
## Elections Provide:



Strong youth leadership for each new 4-H year



Development of leadership skills through the use of parliamentary process



Youth opportunity in goal setting and team building



Structured meeting settings to assist in accomplishing club goals



An environment to empower youth to be active learners

## Election Process

### Points to remember

- Explain officer roles and duties
- Gather nominations
- Offer time for nominees to campaign
- Create a secret ballot voting process
- Prepare an Installation of Officer Ceremony

## Time Commitment

It is best to elect officers at the second or third meeting, after members have had a chance to get to know each other. Plan time for icebreakers and campaign speeches prior to the election.



# Campaigning for a 4-H Officer Position

## Successful Campaign Strategies:



Understand the position



Introduce yourself to club members



Highlight qualities you bring to the position



Create a campaign speech to share at a club meeting



Optional: Create fun promotional posters or materials to share

## Sportsmanship

Good sportsmanship is a critical skill for youth. Competitive events and activities provide a great opportunity for youth to learn how to be fair, respectful and gracious -- whether they win or lose. Remember to recognize and congratulate all nominees.

## Time Commitment

Campaigning may take place during the first few meetings dependent on when elections take place. 2-3 hours of at home preparation (speech, posters, materials).

