



PVP 4-H CLUB BOARD POSITIONS



President: Conducts the Community Meetings, organize the work, assign tasks, check to make sure those tasks are successfully completed. Follow a prepared agenda. Helps run leadership meetings and is in charge of planning the Dates to Remember for the year. In addition, the President will be required to attend two District/Fair meetings during the year.

Vice President: Serves as program chairman, planning and organizing the Community Meeting Programs so that the members remain active and interested throughout the year. In the absence of the President, the Vice President leads the meetings. In addition, the Vice-President will be required to attend two District/Fair meetings during the year.

2nd Vice President: Serves as special event chairman, planning and organizing the 4-H Club Special Events throughout the year Also, is responsible in getting a chairperson(s) report from each planned club activity during the year. In addition, the 2nd Vice-President will be required to attend two District/Fair meetings during the year.

3rd Vice President: Serves as parent participation chairman, organizes and schedules parent(s) for specific duties in being parent-for-the-day at club, district, and county events throughout the year. In addition, the 3rd Vice-President will be required to attend two District/Fair meetings during the year.

Secretary: Takes all of the minutes of the Community Meetings. Keeps records of the clubs roster, keeps attendance records of the Community Meetings, and club calendar. In addition, the Secretary will be required to attend two District/Fair meetings during the year.

Corresponding Secretary : In charge of all correspondence for the club. Writing thank you letters to speakers, contributors and friends of the club.

PVP 4-H Clover Corner Reporter: In charge of writing 4 correspondences for the club to the Los Angeles County 4-H Clover Notes during the 4-H program year.

Treasurer : Keep all accurate, financial transactions for the club. In charge of enrollment fees and financial summary at the end of the program year. In addition, the Treasurer will be required to attend two District/Fair meetings during the year.

News Reporter: In charge of writing 4 correspondences for the club publicity, chart news articles written, submitted to and published in local newspapers.

Historian: Keep good record of events held during the 4H year such as photos, flyers, newspaper clippings, club newsletters, announcements, correspondence received by the club.

Community Service: In charge of community service, is responsible in making a flyer, sign-up sheet for each monthly community service and talking about the event at the monthly club meeting. Also, is responsible for calling all members and parents-of-the-day to remind them at least 4 days before the event. In addition, the Community Service Board Member is required to attend as many of the community service events during the year and they are not able to attend, they are required to find a replacement to handle the event they are missing.

Parliamentarian: In charge of keeping meeting on track using a moderate form of parliamentary procedure.

Flag Chairman: In charge of the monthly flag salute. Can lead it or ask others to lead.

Refreshment Chairman: In charge of refreshments each month for the Community Meeting, Bringing and clean up and taking the trash home to their trash cans.

Recreation Chairman: In charge of recreation each month at the Community Meeting From 6:45-7pm

Song Leaders: In charge of leading 4H songs at the Community Meeting each month.

**All Board Members are required to attend as many community meetings during the year.
Board members HAVE to take directors position at the SGV 4-H Fair.**



CLUB OFFICER AGREEMENT



Name: _____

Current Year: _____ Years in 4-H: _____ Age: _____ Birthdate: _____

Office Running for: _____
(1st Choice) (2nd Choice)

List duties of the position you are running for (see officers manual)

Why do you want to run for board position(s) above. *(Use the back if you need more space)*

4-Hers Agreement

I have read the job descriptions for the positions I wish to run for. I understand the duties and responsibilities and I selected will carry them out to the best of my ability.

Signature

Date

Parent's Support Agreement

I agree with the commitment my child/youth is making, I promise to support him/her in attending meetings, activities as well as with encouragement at home. I realize that once selected my child's presence is necessary for the smooth running of the club.

Signature

Date

**Mail completed form to PVP 4-H Club 26750 Eastvale Road, PVP, CA 90274
Must be received no later than May 13, 2012.**