

NM 4-H CLUB OFFICER PROFILE VICE PRESIDENT



Congratulations on being elected Vice President of your 4-H Club! You may be wondering what is expected of you as the Vice President. This officer profile sheet is a short description of your duties and tips to make your officer year a success.

DUTIES:

- Work with your 4-H club officer team and 4-H organizational leaders to establish yearly club goals, monthly meeting agendas and programs and develop club activity calendar
- Develop and carry out of a club's program year, calendar and provide leadership and direction for the club's educational programs
 - Arrange club meeting programs and chair the program portion of club meetings
 - Distribute the annual program/calendar to all club members and their families
- Learn the duties of the President and preside at meetings when the President is absent
 - Follow-up with any committees who have not reported to the club
- Contact program guests, speakers immediately after plans for a program have been made and assist the presenters at your 4-H club meetings

Success Tips:

- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
- Successful 4-H meetings have great programs and educational components—Establish these based on 4-H members interests

4-H Connection:

- Visit with your County 4-H Agent on upcoming county, state and national events
 - Attend 4-H Leadership Activities

For more information: See your County Extension Agent

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