

4-H CLUB OFFICER HANDBOOK

THIRD VICE PRESIDENT



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Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Third Vice President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Assist the President and Vice Presidents.
- Preside at meetings in the absence of the President and Vice Presidents.
- Arrive at least 30 minutes early to help set up for each meeting.
- Serve as chair of the Membership Committee. You will work closely with the committee adult advisor and members to recruit, enroll and orient new members of the club.



REMINDER:

Plan an orientation on the club and 4-H for new members and families.

MEMBERSHIP COMMITTEE TASKS

- Distribute new member packets to individuals who join the club throughout the year.
- Work with the Membership Committee to help new members fill out enrollment forms.
- Work with the Membership Committee to help re-enroll members into the club.
- Plan an orientation on the club and on 4-H for new members and families.
- See that someone from the Membership Committee arrives at least 15 minutes before each meeting to greet current and new members.
- Introduce new members and guests at meetings.
- Introduce new members to other club members. Make them feel comfortable and welcome.
- Check with new members occasionally to see if they have any questions.
- Conduct a promotion and new member recruitment campaign for your club.
- Work with your club manager and county Extension agent to set up a 4-H display or exhibit in a shopping center, school, public library, or other public places throughout the year.

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Revision