



4-H GROWS HERE

4-H Club Officer Packet
Position Duties & Resources



University of Idaho
Extension

4-H Club

TREASURER

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Overview

The treasurer and all 4-H officers are representatives. You not only represent your club but the whole 4-H program. Your skills, abilities, standards, ideas, grooming, speech and even smiles represent 4-H'ers everywhere. Representing others is one of your most important responsibilities – not just while you are at 4-H meetings.

Duties

Duties of the treasurer include:

- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Utilize basic parliamentary procedure as a tool to conduct effective, orderly meetings. Refer to Parliamentary Procedure Made Easier as a procedure guide. There are basic tips included in this tip sheet as well.
- Work collaboratively with the club volunteer and officer team to develop a yearly club plan (date, time, location and agendas) for club meetings.
- Work with club officers and club volunteer to develop a club budget for the year.
- Maintain financial records including copies of all invoices, bills and deposits related to the funds and property of your club. Save all of your receipts!
- Keep accurate, up-to-date records of all club funds. This includes: receipts, expenses, income (if any) and balance on hand. If you have access, utilize computer software to help you with this.
- Pay bills as approved by the club.
- Report club's financial condition at each meeting.
- Arrive early to help setup for meetings.



Tips and resources for the 4-H Club TREASURER

Starting the Year Off Right

- You will receive club records (and perhaps funds) from the previous club treasurer. Last year's financial records should have been reviewed for audit. Make sure the amount of money you receive reconciles with the previous treasurer's report.
- o If the records are incomplete, let your club volunteer know immediately. The club volunteer will need to work with the outgoing treasurer to straighten out the records. Do not accept incomplete records.
- Work with the club volunteer on how to become a signer on the club's bank account. Banks require a letter from the officers and a copy of the meeting minutes that show you were elected treasurer.
- Be sure to get a copy of a receipt and/or invoice for all expenses and moneys received through the year.

Club Meetings

Prepare

- Have a complete and up-to-date financial record.
- List all receipts and expenditures since the last meeting.
- Calculate the new balance.

During

- Present any bills received during the previous month. Additional bills may be presented at the meeting by members and volunteers.

- Be sure the club takes action on all bills presented. When presenting a bill you can make the motion to pay the bill.
- Give your monthly financial report.

After

- Pay bills approved by the club.

Club Minutes

- Complete your financial records and make sure they are up-to-date and accurate.
- Turn records over to the club volunteer for audit/review: Annual Club Financial Summary (overview of the year's income/expenses), Financial Audit Certification document and most recent bank statement. These documents get turned into your UI Extension county office.
- Once the audit has been completed, make sure records get turned over to newly elected treasurer (work with club volunteer).
- Make sure your name is removed from the signature card at the bank.



Record Keeping

Tips:

- Write legibly and use ink.
- Fill out the check register first with the check number, date and name of payee (person/business to whom the check is written) and purpose.
- The check register should be up-to-date with record of deposits and deductions.
- All supporting documentation should be marked to prevent reuse. For example, when a bill is paid, write on the bill the date it was paid and the check number.
- Complete a receipt immediately upon receiving cash or check. Use duplicate receipts so the payee has a copy for their records.
- Maintain club paperwork in a three-ring binder that includes bank statements, deposit slips and a copy of your monthly treasurer report.
- Never erase—if you make a mistake, void the check and start a new check.
- Be sure to put the date on the check when you write it. Write the name of the person or business to who the check needs to be written to within the space provided in the “pay to the order of” section.
- Write the amount as close to the dollar sign as possible. Do not leave a space between dollars and cents.
- Write in the memo line what the check is for.
- Sign the check with your authorized signature, the same way you signed the signature card at the bank.
- Your club checking account should require two signers for checks.

Bank Statements

- Prepare bank statements once each month. Compare the statement with the check register. If you see a mistake or adjustment that needs to be made, report it to the bank immediately and record it in your records.
- Checks returned by the bank for insufficient funds should be handled immediately by the club volunteer. A follow-up record should be maintained and bank charges should be paid by the offender.

Sample 4-H Club Treasurer Report

4-H CLUB MONTHLY TREASURER REPORT		
Club Name		
Meeting Location		
Month		
Total Opening Balance \$:		

INCOME (SOURCE/USE/PURPOSE)	AMOUNT	
Total Income \$:		

EXPENSES (DESCRIBE)	AMOUNT	
Total Expenses \$:		
Closing Balance \$:		



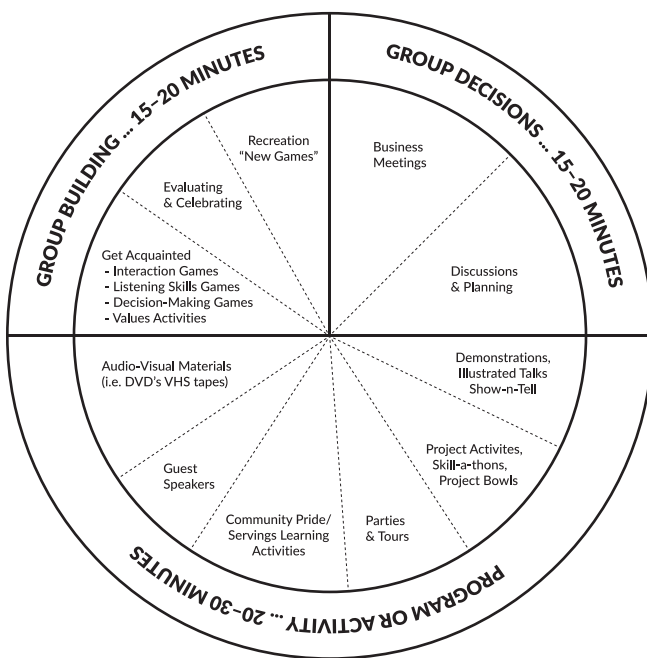
Meetings should be used to carry out the purpose of the organization. You should understand this, as well as the functions and policies of the organization, and help conduct meetings accordingly.

Preparation

Meetings just don't happen. It takes work and preparation before the meeting to ensure your meetings are effective. 4-H club officers and advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities.

Meeting Planning Diagram

This diagram illustrates the amount of time needed during meetings for group building, business and for program. (See page 11 for a larger version.)



Sample 4-H Club Meeting Agenda

1. Call to order
2. U.S. Pledge of Allegiance
3. 4-H Pledge
4. Introductions & roll call
5. Reading of Minutes of last meeting
6. Treasurer report
7. Other officers' reports (if needed)
8. Committee reports (if needed)
9. Old business
10. New business & announcements
11. Program
 - Educational component
 - Oral presentations by members
 - Guest speaker
 - Service learning
12. Recreation
13. Refreshments
14. Reminders—Next meeting, action items (if needed)
15. Adjourn



The Order Of Business For 4-H Meetings

Call to Order

President: "Will the meeting please come to order. (Raps gavel on desk.) Will everyone please stand for the Pledge of Allegiance and the 4-H Pledge? Will _____ and _____ lead us in these pledges?" *(Two different members each month or can be appointed by citizenship committee.)*

Pledge of Allegiance

4-H Pledge

President: "Everyone, please be seated. Will the secretary call the roll?" *(Only clubs with fewer than 25 members should call the roll. Larger clubs should pass a sign-in sheet around or have it at the door for people to sign as they come in.)*

Secretary calls the roll. "Will the secretary read the minutes of the last meeting?"

Secretary reads minutes.

President: "Are there any additions or corrections to the minutes? (short pause) If not, the minutes stand approved as read. Will the treasurer please give a report?"

Treasurer gives report.

"Is the reporter ready with a report?" *(Must report on a 4-H activity and/or new article(s) since last meeting. Not same as secretary's minutes.)*

Reporter reports.

President: "Will the health chairman (example committee) give the report?"

Health chairman reports. Repeat for other committees if needed.

President: "Is there any old business?"

President: "Is there any new business? Are there any announcements? I will now turn the meeting over to the vice president for the program."

Program: Vice president presiding.

"____ will give a project talk." Or "____ will present a demonstration today on ____."

Or "____ will present a special program titled ____."

Members present program.

"This concludes our program. I will now turn the meeting back over to the president."

President: "Welcome (Name of guest). I now turn the meeting over to ____ the club leader, a resource volunteer or guest to present a program (or make announcements)."

President: "Does our leader have any additional announcements? Do I hear a motion to adjourn the meeting? Is there a second to the motion? The meeting is now adjourned."

4-H Emblem, Motto, Slogan, and Pledge

Emblem

The 4-H emblem is a green, four-leaf clover with a white "H" on each leaf which represent one of the four H's: Head, Heart, Hands and Health. The white stands for purity. Green, nature's most common color, represent life, springtime and youth.



4-H Motto: "To Make the Best Better"

4-H Slogan: "Learn by Doing"

4-H Pledge

I pledge my head to clearer thinking,
my heart to greater loyalty,
my hands to larger service, and
my health to better living,
for my club, my community, my country,
and my world.



RESOURCES

General Rules of Parliamentary Procedure

Parliamentary Procedure Made Easier (see references section) has detailed information regarding motions and the details of how parliamentary procedure works. Below is a very simplified guide to using parliamentary procedure.

1. Always rise to make a motion or to address a group
2. When making a motion, one should say, "I move that..." NOT "I make a motion."
3. A motion must be approved by a second person saying "I second that motion."
4. The floor refers to the area in which business is being conducted (the meeting room). The president, presiding officer, always has control of the floor except when granted to another member.
5. Use of the gavel:
 - i. One tap: members are to be seated and signifies the pass/fail of a motion.
 - ii. Two taps: calls meeting to order.
 - iii. Three taps: members are to rise.
6. Voting methods include: voice, rising, show of hands, secret ballot and roll call.
7. President only votes in the case of a tie.
8. When used properly, parliamentary procedure will provide for a very orderly and efficiently run business meeting which allows the right of everyone to be heard.

Types of Motions

1. Main Motions: to present an opinion or propose an action for the group to consider.
2. To Adjourn: to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege: provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. Table: to set aside a main motion until a given time for future consideration.



Tips to Develop Effective Youth-Adult Partnerships in your Club

- Actively seek youth input and be sure to listen to their ideas and ask questions.
- Ensure that each adult and young person enters a partnership with a clear understanding of everyone's roles and responsibilities.
- Value youth participation and what they bring to the program (new ideas, enthusiasm and a real connection to those youth that are being reached through the program). Encourage youth to value the adults' participation and what they bring—knowledge, experience and access to resources.
- Work with young people to find meaningful roles and responsibilities for all involved. This will result in youth becoming invested in the success of their 4-H programs.
- Prepare both youth and adults for involvement by sharing information prior to meetings/activities. Make sure that information on all programs is equally shared with both youth and adults.
- Set realistic expectations. Effective partnerships don't set young people up for failure by throwing them into situations for which they are not prepared.
- Offer youth and adult training so they can work together and be accepting of one another.
- Develop an atmosphere of mutual trust and respect.
- Be a good role model. Set a good example through language and actions, and set the same standards for youth.
- Listen and validate the thinking of youth members and let them know their ideas are welcome.
- Be willing to try youth members' ideas even if those particular ideas did not work in your previous experience.
- Evaluate programs and be willing to change and adapt where necessary.

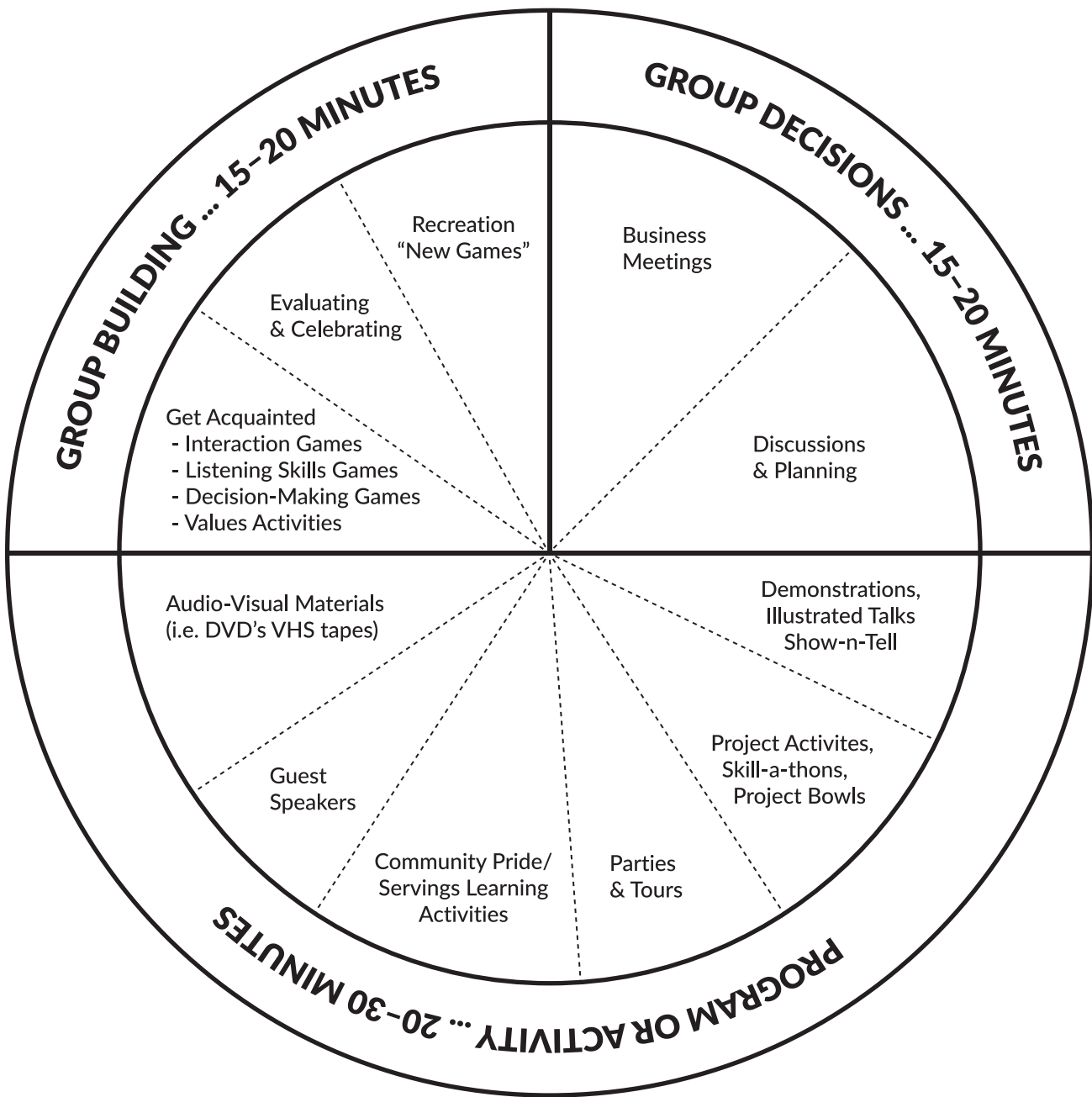
4-H Club Annual Plan of Meetings and Activities

Month Date Time Location	Business Agenda Events, Activities, Items for group decision	Program Agenda Educational program or Activity. Speakers, Demonstrations	Recreation Agenda Singing, games, team building, refreshments.	Community Service Project	Special Events Club, County District, State

Sample 4-H Club Annual Plan

Month Date Time Location	Business Events, Activities, Items for group decision	Program Educational program or activity, Speakers, Demonstrations	Recreation Singing, games, team building, refreshments	Community Service Project	Special Events Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint • Planning committee • National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game) Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan • fund-raising project for camp • Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1 st 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center	Action songs & games		County Fair 2 nd 4-H Kids Camp Western Idaho Fair

Meeting Planning Diagram



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