Congratulations on being elected Parliamentarian of your 4-H Club! You may be wondering what it is expected of you as the Parliamentarian. 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
  - Keep order at the club meetings
- Assist in training the other officers in their duties and in parliamentary procedure
  - Make parliamentary rulings during the business portion of the meetings
- Become familiar with the majority of motions that might be used in 4-H meetings
- Become familiar with the following actions that may take place in a 4-H business meeting:
  - Motions—Bringing an item of business before the 4-H club, Nominations, Amending a Motion and Committee Reports

**Success Tips:**

- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
  - Attend your 4-H Club meetings

**4-H Connection:**

- Contact your County 4-H Agent for upcoming county, state and national 4-H events
  - Participate in Parliamentary Procedure Contest
- Present at club meetings about Parliamentary Procedure
  - Attend 4-H Leadership Activities

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