

NM 4-H CLUB OFFICER PROFILE PARLIAMENTARIAN



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
- Contact your County 4-H Agent for more information

Kathryn E. Ramsey, Otero County 4-H/Agriculture Agent
New Mexico State University Cooperative Extension Service



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