

# NM 4-H CLUB OFFICER PROFILE PRESIDENT



Congratulations on being elected President of your 4-H Club! You may be wondering what it is expected of you as the 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
  - Guide each meeting and encourage 4-H member participation
- Lead the team of officers in indentifying annual goals, activities and events
  - Appoint members to participate on club programs and committees
    - Become familiar with parliamentary procedure
      - Plan your monthly meetings
      - Be prepared and organized

## Success Tips:

- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
- Involve every 4-H member at your club in activities, committees and events

## 4-H Connection:

- Visit with your County 4-H Agent on upcoming county, state and national events
    - Attend 4-H Leadership Activities
    - Establish club's events based on member's interests
- For more information: See your County Extension Agent

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