

NM 4-H CLUB OFFICER PROFILE REPORTER



Congratulations on being elected Reporter of your 4-H Club! You may be wondering what it is expected of you as the Reporter. 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
 - Report and tell your 4-H club, community and county about 4-H club events
 - Promote 4-H and encourage new members to join
 - Photograph 4-H meetings, events and programs
 - Write and submit news releases about 4-H activities and events to media
- Keep a scrapbook of all articles submitted and published articles, if you do not have a 4-H Historian
 - Send reports and photographs to the County 4-H Agent for the County 4-H Newsletter

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
 - Develop a Club Newsletter

4-H Connection:

- Contact your County 4-H Agent for upcoming county, state and national 4-H events
 - Send your County 4-H Agent reports of your club events
 - Attend 4-H Leadership Activities
- Contact your County 4-H Agent for more information

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