Littlefield 4-H Officer Application

2014-2015 Officer Elections will be held on April 6th, 2015. Please read the characteristics necessary for holding any office and then read the responsibilities of each officer BEFORE you sign up to run for an office.

To be qualified to hold office in the Littlefield 4-H Club, the following characteristics are important:

* Regular club meeting attendance and participation
* Past record of responsibility in carrying out assignments
* Experience in the 4-H club
* Appropriate age for the office
* Willingness to serve as an officer
* Past officer experience
* Participation in club and county activities (fund raisers, community service, 4-H projects, record book)
* Positive Attitude

Elected Officers are expected to attend all meetings and perform all duties of their office. Senior officers will guide the junior officers in understanding and fulfilling their duties. The duties of each office are:

Duties of the **president** shall be:

1. To preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
2. To appoint standing and special committees.
3. To serve as an ex officio member of each committee, except the nominating committee.
4. To serve as delegate of the club to the county 4-H council.

Duties of the **first vice-president** shall be:

1. To assist the president.
2. To perform the duties of the president in the absence of that officer.
3. To serve as chairman of the program committee.
4. To plan all club educational programs one year in advance.

Duties of the **second vice-president** shall be:

1. To assist the president.
2. To perform the duties of the president in the absence of the president and first vice-president.
3. To serve as chairman of the social committee.
4. To plan recreation and refreshments for each club meeting and plan special social events of the club.

Duties of the **third vice-president** shall be:

1. To assist the vice-president.
2. To perform the duties of the president in the absence of that officer, the first vice-president, and the second vice-president.
3. To serve as chairman of the membership committee.
4. To enroll members into the club and be in charge of promotion and recruitment of new members.
5. To keep the roll at each meeting.

Duties of **council delegates** shall be:

1. To serve as official delegate to the county 4-H council
2. To keep the club informed of county 4-H activities and assist in the coordination of local and county activities.
3. To encourage all 4-H members to become involved in county 4-H activities.

Duties of the **secretary** shall be:

1. To keep a full and correct record of all proceedings of the club.
2. To have charge of club correspondence.
3. To read the minutes at each meeting.

Duties of the **treasurer** shall be:

1. To prepare a budget for approval by the club.
2. To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditure over $100, not included in the budget, must be approved by the executive committee.
3. To keep an accurate record of the receipt and expenditures of all funds.
4. To present a financial statement when requested to do so.
5. To serve as chairman of the finance committee.

Duties of the **reporter** shall be:

1. To report activities of the club to the local news media.
2. To report activities of the club to the extension office.

Duties of the **parliamentarian** shall be:

1. To provide advice to the presiding officer on parliamentary procedure.
2. To instruct members in correct parliamentary procedure.

If you would like to run for an office in the Littlefield 4-H club, please complete this form with the required signatures and turn in to the county office by **Tuesday March 31st 2015**.

I have been a 4-H member for \_\_\_\_\_\_ years. I am \_\_\_\_\_\_\_\_\_ years old.

I will be running for a: ­­­­\_\_\_\_\_ Junior Office or a \_\_\_\_\_\_ Senior Office

Please include my name on the ballot for the following offices:

\_\_\_\_\_\_ President \_\_\_\_\_\_ First Vice President \_\_\_\_\_\_ Second Vice President

\_\_\_\_\_\_ Third Vice President \_\_\_\_\_\_ Fourth Vice President \_\_\_\_\_\_ Council Delegate

\_\_\_\_\_\_ Secretary \_\_\_\_\_\_ Treasurer \_\_\_\_\_\_ Reporter

\_\_\_\_\_\_ Parliamentarian

The 5 most important qualifications that I can bring to this office are:

Senior officer candidates need to prepare a 2 minutes speech/presentation for the club to be presented at the April 6th meeting before the elections are held.

I have read and understand all responsibilities associated with this (these) office(s) and I am willing to fulfill the duties of the office for which I am elected.

4-H Member signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Parent/Guardian Signature: \_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My son/daughter is running for senior/junior president. They have my permission to run for this office and I commit to serving as club manager/assistant manager if they are elected. Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_