

DUTIES OF OFFICERS, LEADERS, AND MEMBERS

Much of the success of the organization will depend upon the care with which the officers and leaders are chosen. They should be willing to give, unselfishly, of their service for their club and community. They are selected by the group because that group recognizes in them certain qualities such as a genuine interest in and understanding of people, and a willingness to assume responsibility. A good leader is honest, sincere, and loyal. Wise leaders will develop other leaders who will also "carry on".

The President

1. Arrange for local meetings
2. See that all members are notified of any change of meeting date or place. The secretary may be given this responsibility but the president is responsible for seeing that it is done.
3. Plan with secretary prior to opening of the meeting the order of business and the program of the day.
4. Preside at all meetings.
5. Open and close meetings at appointed time.
6. Call meetings to order, announce order of business, present all business not presented by members.
7. See that the requirements of the Constitution are carried out.
8. See that the proceedings are conducted by parliamentary procedure.
9. Announce the result of each vote and then the next order of business to come before the house.
10. Vote only to break a tie, or to make a tie.
11. While presiding, the president never participates in a debate. If she wishes to do so, she may relinquish the chair to the vice chairman or anyone she may choose.
12. Preserve order.
13. Appoint Project Leaders.
14. Appoint Program Planning Leaders.
15. Appoint Standing Committees. Committee appointments may be made by the chairman, or by the chairman after consultation with other officers, or the chairman may appoint only the chairmen of the committees and let the committee chairmen select the other members of their committees, or committees may be elected by the group.
16. Appoint special committees.
17. Call special meetings of entire club or committee meetings.
18. Have charge of special and regular elections.
19. Attend Officer's Training Meetings

Etiquette of Office

1. The president sets a good example by close observation of parliamentary usage. For instance, she refers to herself as "your president" or "the chair."

Etiquette - continued...

2. The president stands when:
 - a. Calling meeting to order
 - b. Putting a question and announcing a vote
 - c. Recognizing a member
 - d. Addressing house on any subject
 - e. Introducing participants in program and visitors.
3. She remains seated during:
 - a. Reading of minutes
 - b. Talks, demonstrations, reading of papers
 - c. Debate, unless necessary to demand order.

Responsibilities

1. Cooperate with county and state Extension workers.
2. Understand the aims and objectives of Extension work and the broad scope of the work.
3. See that Extension Agent or project leaders have sufficient time for presenting the demonstration.
4. Be responsible for appointing substitute project leaders if regular project leaders cannot attend training meetings.
5. See that State Chairmen's programs are carried in the county. Be responsible for reports getting to the proper persons.
6. Visit every club in your county during term of office.
7. Know your district chairman and cooperate with her at all times
8. Help and encourage project leaders. Create and maintain good attention for them.
9. See that every member has some responsibility during the year.
10. See that arrangements are made for taking care of children at meetings.
11. See that members understand their responsibility toward getting annual reports.
12. Encourage song and recreation leaders to function at every meeting.
13. See that group sponsors 4-H club work.
14. Welcome new women in community to membership.
15. Encourage club participation in community and county affairs.
16. At the close of term of office, turn over to successor the chairman's material and explain the work of the office.

The Vice-President

1. Presides in the absence of the president and assumes other duties of president on request.
2. In case of resignation of president, succeeds her in office.
3. Chairman of one standing committee.

The Secretary

Qualifications

1. Ability to organize material in writing minutes. Bear in mind that minutes are merely a record of what is done at meetings; therefore, the secretary should not inject her personal comments or opinions.
2. Knowledge of parliamentary law and Constitution and By-Laws of organization.

Secretary - continued....

Duties

1. Keep accurate record book - minutes, financial record, etc.
2. Keep reports - Monthly and Annual
3. Send out notices of meetings if necessary.
4. Prepare order of business with chairman.
5. Call roll when requested.
6. Read minutes of meetings.
7. Read any communication that should be brought before the body.
8. During course of meeting, address president as to what business is in order.
9. Assist president on questions of parliamentary procedure.
10. Sign, jointly with the President, all orders on the treasury authorized by action in business meetings, unless this is otherwise specified in the By-laws.
11. Notify officers, delegates, or committee members of appointment or election if absent when appointment or election took place.
12. Preside at meetings in absence of President and Vice-President until President pro tem is elected.
13. Collect accomplishment reports.
14. Have charge of all special documents of organization except Treasurer's books.
15. If there is but one secretary, she conducts all the official correspondence of the organization.

Etiquette of Office

1. The secretary is seated at the right of the president and is ready to assist president at all times.
2. The secretary stands when:
 Calling roll
 Reading minutes
 Presenting communications and bills

The Treasurer

Qualifications

1. Should be familiar with simple accounting methods.
2. Must be honest and accurate.

Duties

1. Has charge of all funds of organization.
2. Presents statement at every business meeting, unless only given quarterly, and makes annual report.
3. Pays all bills authorized by organization. Use financial blanks to send contributions to State Treasurer.
4. Is prepared to furnish evidence of receipt or disbursement of funds.
5. Always has specific authorization from organization to spend money.
6. In case of a community project where the treasurer is handling sums of money, for her own protection she should ask for a periodic audit of the books.

Members

Duties

1. Attend every meeting of the club possible and take an active part in business meetings, programs, and recreational features.

Members - continued...

2. Attend county meetings.
3. Assist in the planning of the year's program.
4. Participate in community and county project undertakings.
5. Pass on the information gained to others in the community.
6. Cooperate by carrying out in the home the teachings of the Extension Service.
7. Keep records and make reports.
8. Interest new members.
9. Be on time.
10. Accept committee or program responsibilities cheerfully.
11. Strive to grow mentally and spiritually.
12. Be loyal to self and fellow members. Discourage destructive criticism.

Etiquette

1. Stand when addressing the chair, as in making a motion, discussing a question before the house, or making a committee report. After addressing chair, wait for recognition.
2. Address chair as "Madam President."
3. Never stand to get recognition from the chair while another member has the floor.
4. Be considerate of others; show officers and project leaders an appreciation of their efforts. Refrain from whispering and talking during business meeting or program.
5. Refrain from hand work during business meeting, or any other part of program unless it is part of the program.
6. Consider assembly as a whole and speak loudly enough to be heard by all.