

Club Officer Resources

Being a club officer is a position of responsibility that assists the club with completing its regular functions and meetings as well as promoting the club throughout the community.

As a club officer you should use this website, that has many resources, to further the knowledge that each officer should have going into their recently elected position.

<https://ohio4h.org/officerresources>

Resources for each position are listed below and the website also has great instructional videos!

PRESIDENT

[President's Record Book \(2020\)](#)

[President's Resource Guide \(2020\)](#)

[President's Handbook](#)

Additional Resources

- [Planning the Meeting Agenda](#)
- [President Sample Meeting Script](#)

VICE PRESIDENT

[Vice President's Record Book \(2020\)](#)

[Vice President's Resource Guide \(2020\)](#)

[Vice President's Handbook](#)

Additional Resources

- [Club Member List](#)
- [Club Yearly Calendar](#)
- [Committee Planning Sheet](#)
- [Committee Summary Sheet](#)
- [Guest Speaker Guidelines](#)
- [Planning the Meeting Agenda](#)

SECRETARY

[Secretary's Record Book \(2020\)](#)

[Secretary's Resource Guide \(2020\)](#)

[Secretary's Handbook](#)

Additional Resources

- [Club Roll \(Word Doc\)](#)
- [List of Advisors and Officers \(Word Doc\)](#)
- [List of Committees \(Word Doc\)](#)
- [Meeting Notes Worksheet \(Word Doc\)](#)
- [Official Meeting Minutes Form \(Word Doc\)](#)

TREASURER

[Treasurer's Record Book \(2020\)](#)

[Treasurer's Resource Guide \(2020\)](#)

[Treasurer's Handbook](#)

Additional Resources

- [Budget Worksheet](#)
- [Check Balancing / Reconciliation Form](#)
- [Record of Club Finances](#)
- [Treasurer's Report](#)
- [Yearly Summary](#)

NEWS REPORTER

[News Reporter's Record Book \(2020\)](#)

[News Reporter's Resource Guide \(2020\)](#)

[News Reporter's Handbook](#)

Additional Resources

- [Meeting Report Form](#)
- [News Reporter Summary](#)

HEALTHY LIVING HEALTH & SAFETY OFFICER

[Healthy Living Officer's Record Book \(2020\)](#)

[Health Officer's Handbook](#)

[Safety Officer's Handbook](#)

HISTORIAN

[Historian's Record Book \(2020\)](#)

[Historian's Handbook](#)

Additional Resources

- [Historian Event Information Form](#)



RECREATION LEADER

[Recreation Leader's Record Book \(2020\)](#)

[Recreation Leader's Resource Guide \(2020\)](#)

[Recreation Leader's Handbook](#)

Additional Resources

- [Activity Planning Worksheet](#)
- [Blue Ribbon Games](#)
- [Recreation Plan for the Year](#)

COMMUNITY SERVICE OFFICER

[Community Service Officer's Record Book \(2020\)](#)

[Community Service Officer's Resource Guide \(2020\)](#)

[Community Service Officer's Handbook](#)

FLAG BEARER

[Showing Respect for American and 4-H Flags](#)

4-H AND SOCIAL MEDIA

[Click here](#) to learn all about using Social Media as a club communication tool.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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