



FORAGERS 4-H BEEKEEPING CLUB



# Officer Training

# CLUB OFFICERS

- ▶ Congratulations on being elected as a club officer.
- ▶ Forager Officers are:
  - ▶ President
  - ▶ Vice President
  - ▶ Treasurer
  - ▶ Secretary
  - ▶ Reporter
  - ▶ Historian
  - ▶ Pledge & Motto Leader

# As a club officer, you will

- ▶ As a club officer, you will:
  - ▶ Work with your club leader and other club officers to plan for and conduct club meetings, activities and events for the year.
  - ▶ Do your part to help your club fulfill reporting responsibilities.
  - ▶ Be a role model.
  - ▶ Encourage member participation.
  - ▶ Ask for assistance, when/if needed.

# President Duties

- ▶ Prepare the agenda for the monthly meeting
- ▶ Chair the monthly meeting
- ▶ Make tie-breaking votes if necessary
- ▶ Become familiar with parliamentary procedures and consensus methods of making decisions

# Vice President Duties

- ▶ Chair the monthly meeting if the President is not present
- ▶ Learn the duties of the president
- ▶ Become familiar with parliamentary procedures and consensus methods of making decisions
- ▶ Greet and introduce visitors at the monthly meetings

# Secretary Duties

- ▶ Take minutes of each meeting
- ▶ Maintain the club's Secretary book for the year, which includes the club's roster, attendance, and minutes. This is given to the club leader at the end of the year to be reviewed and scored for an award.
- ▶ Read the minutes from the last meeting.
- ▶ Make corrections to the minutes if a club member indicates so.

# Secretary Minutes

- ▶ Record times that meeting begins and ends
- ▶ When recording motions, include name of people who make the motion and second the motion.
- ▶ Enter the final motion and vote in the minutes.
- ▶ Record the Treasurer's report in the minutes.

# Treasurer Duties

- ▶ Keep track of all money received and spent.
- ▶ Maintain the Treasurer's book with the Payment Processing and Deposit Forms, bank statements, and monthly Treasurer reports. Submit the completed book to the club leader at the end of the year to be reviewed and scored for an award.
- ▶ Complete the appropriate Payment Processing form for expenses and Deposit form for income.



# Treasurer Report

- ▶ Completed and kept in Treasurer's book.
- ▶ Identify the starting balance for the month.
- ▶ Treasure gives the report at every monthly meeting.
- ▶ List the expenses, give a description of expense.
- ▶ List any income and the source of the income.
- ▶ Identify the closing balance for the month.

# Pledge & Motto Leader

- ▶ After the meeting is called to order, lead the club in citing the Pledge of Allegiance and the 4H Pledge and motto.



***“To Make the  
Best Better”***

# Reporter

- ▶ Document the club's activities and submit an article every other month to include in the 4H newspaper, the Clover Clips.

# Historian

- ▶ Document the club's activities through the creation of the club's year scrapbook.
- ▶ Take pictures.
- ▶ Create pages in the scrapbook for the different activities we do through the year.

# Parliamentary Rules/Robert's Rules of Order - Agenda

- ▶ Call to Order
- ▶ Pledges
- ▶ Welcome Guests
- ▶ Roll Call
- ▶ Minutes
- ▶ Treasurer's Report
- ▶ Old Business
- ▶ New Business
- ▶ Announcements
- ▶ Adjourn Business Meeting
- ▶ Program

# Parliamentary Rules/Robert's Rules of Order – Making a Motion

- ▶ A member makes a motion (any member)
- ▶ A member seconds the motion (any member)
- ▶ The presiding officer states the motion and it is discussed (the President unless not available, then the VP)
- ▶ A vote is taken by stating ayes and nays (President) “All in favor say aye, all opposed say nay.”
- ▶ The outcome is announced (President) “The motion carries, repeat of the motion.”

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