

# Bexar 4-H Fishing & Shooting Sports Club Officers and Duties

## OFFICERS and ELECTIONS – General Information

- Officers shall be elected annually in June of each year
- Officers shall serve a term of one year beginning September 1<sup>st</sup> and shall not be eligible to serve in the same office the following year.
- All officers must be members in good standing of the Club and any projects they participate in. If an officer's membership should become inactive, that officer shall be considered vacant and elections held to fill the position.

## DUTIES OF OFFICERS

### President:

- To preside at all meetings of the Club, plan agenda for meeting, coordinate activities of the Club, and use basic parliamentary procedure as a tool to conduct meetings.
- To see that a yearly plan of Club meetings and activities is made.
- To appoint committees as deemed necessary.
- To serve as an ex-officio member of each committee formed.
- To serve as delegate of the Club to the County 4-H Council.

### First Vice-President:

- To assist the President, and perform the duties of the President, in the absence of that officer.
- To see that a yearly plan of Club programs for monthly Club meetings is made.
- To arrange for regular meeting location and time.

### Second Vice-President:

- To plan recreation and refreshments for each meeting and other activities/events of the Club.
- To plan annual banquet and awards ceremony for the Club.

### Third Vice-President:

- To welcome, enroll and orient new members of the Club, prepare packets to give the new members who join during the year and introduce them and their families at the Club meetings.
- To enroll members of the coming year at the June meeting of the Club or before the first member of the Club calendar year.

### Secretary:

- To keep a full and correct record of all proceedings of the Club.
- To have charge of Club correspondence
- To keep the roll and read the minutes at each meeting
- To contact members who have missed two (2) consecutive meetings and encourage attendance.
- To be responsible for writing and mailing (or delegating to others to write and mail) thank you letters to person(s) presenting programs and to person(s) donating services/materials to the Club.
- To be responsible for reading any correspondence/thank you notes received by the Club.

### Treasurer:

- To prepare a budget for approval by the Club
- To receive, hold and pay out all moneys of the Club as approved by the Club.
- To keep an accurate record of the receipts and expenditures of all funds
- To present a financial statement when requested to do so.

### Council Delegate:

- To serve as official delegate to the Travis County 4-H Council and present a report to the Club regarding the Council Meeting.
- To report Club news to the County Extension office to be included in County 4-H newsletters.
- Attend County Council meetings when called.

### Reporter /Historian:

- To submit reports and pictures of Club activities to local news media.
- To report Club news to County Extension office to be included in County 4-H newsletters.
- To create and publish a club newsletter
- To collect photographs and newspaper articles pertaining to the Club and place in a scrapbook
- To enter the Club Scrapbook (completed) into the County Club Scrapbook competition

### Special Notes :

No officer will be working alone. There will always be at least one adult leader ready to help them.

The rules set down by the State for dealing with Club money requires basically three separate/different people.

- 1) Person who can write and sign checks
- 2) Person who will receive club funds and arrange for deposits
- 3) Person who will remain neutral between the two and balance the books.

No one person can have all three roles, this allows for a valuable checks and balances of the club money. Typically the club manager takes the first role. The Club Treasurer takes the second role. And an Assistant Club Manager takes the third role. The club treasurer still must create a general budget for the club to follow, but it is often hard to judge amounts until the club has existed for some period of time.