



4-H CLUB PRESIDENT

General Duties:

- ☺ **Work with your teacher, officers, and club members to plan your meeting.**
- ☺ **Inform your club members of the meeting dates. A schedule for each month will be emailed to your Teacher and on our website: www.smith.tennessee.edu.**
- ☺ **Make sure that the officers are prepared at least one day before your meeting. Don't wait until the day of the meeting to plan everything.**
- ☺ **Follow the outline given.**
- ☺ **Keep order during the meeting. If club members are misbehaving instruct them to be quiet.**
- ☺ **If an officer is absent, ask a member to fill in for them.**
- ☺ **Encourage your club members to participate in the club meetings and contests. *The more members who enter the contests, the higher your club score will be.***

Call Katie Clark at 735-2900 or email kclark54@utk.edu for any questions about your job responsibilities.