



## 4-H CLUB VICE-PRESIDENT

### General Duties:

- ☺ **Fill in for the President when he/she is absent.**
- ☺ **Prepare for the meeting at least *two days* before the meeting is scheduled. A schedule for each month will be emailed to your Teacher and on our website: [www.smith.tennessee.edu](http://www.smith.tennessee.edu).**
- ☺ **Follow the agenda given to you, get club members to volunteer to do the following:**
  1. **Lead the club in the American Pledge.**
  2. **Lead the club in the 4-H Pledge.**
  3. **Thought for the day.**
  4. **Extra credit such as read a poem, do a demonstration, skit, special music, etc. *This helps your club gain points on your club's monthly banner score.***
  5. **Make sure the activity leader has an activity prepared for the meeting.**
- ☺ **Encourage members to participate in the club meeting 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](mailto:kclark54@utk.edu)  
for any questions about your job responsibilities.