



4-H Club Vice-President

You are a youth leader for your club. Below is a review of your basic responsibilities. Make sure you have a discussion with your adult leader for any additional responsibilities they may have for you.

- You need to be prepared to take over for the President in his/her absence. Be familiar with parliamentary procedures so you are able to run the meeting if necessary.
- You will serve as the chairperson for the program committee of your club.
- You may delegate responsibilities to other committee members for the programs. Be sure to follow up with those members to make sure they complete the task.
- You may be asked to create the club calendar of events. The calendar should include the following activities/programs throughout the year:
 1. 4-H Health Program
 2. 4-H Safety Program
 3. Conservation Activity
 4. Community service projects
 5. Citizenship Activity
- There is a sample calendar attached to help you stay organized. Please note the items on this sample are simply a guide. Discuss with your adult leader on what they want included on the club calendar.
- Other activities that may have a place on the club calendar may include:
 1. Officer Elections
 2. Talks and Demonstrations
 3. Club and Fair deadlines
 4. Fundraiser activities
 5. Camp dates/registration deadlines
- The calendar you create should be a key document in the communication of club activities and responsibilities to all members. You should update it throughout the year with changes and additions to specific dates.



Berkeley County 4-H Officers' Training Series 10/09

**4-H Club Calendar
Proposed Events for 2009-2010 Club Year**

October	<ul style="list-style-type: none"> • Registration Paperwork Due – Leader • Officer Training & Achievement • Vote on final club bylaws/calendar/budget for year
November	<ul style="list-style-type: none"> • Citizenship Project – Can Food Drive
December	<ul style="list-style-type: none"> • Holiday Celebration – Spirit Committee • Fundraiser Kick Off – Fundraiser committee • Steer Check in at Fair
January	<ul style="list-style-type: none"> • Deliver Books - Leader • Discuss Talk and Demonstration Expectations. • Fundraiser funds are due.
February	<ul style="list-style-type: none"> • Talks/Demonstrations – Everyone participates! • Conservation Challenge – Possible to win a prize!
March	<ul style="list-style-type: none"> • Work on project books • Health Program Guest Speaker – Dental Hygiene
April	<ul style="list-style-type: none"> • Safety Program Guest Speaker on School Bus Safety • Set Up Picnic Committee • Camp Registration is now available.
May	<ul style="list-style-type: none"> • Community Project – Planting flowers at school • Non-Market animal registration forms are due. • Market Hog, Lamb, Goat, and rabbit check in at fair.
June	<ul style="list-style-type: none"> • Books Due to Leader • Officer Elections for 2010-2011
July	<ul style="list-style-type: none"> • CLUB PICNIC • Style Review at Martinsburg Mall
August	<ul style="list-style-type: none"> • Community Service – Fair – 4H concessions, gates, clean up, and Guardian Angels • Indoor exhibit check in – Task Leader
September	<ul style="list-style-type: none"> • Member/Club read proposed bylaws, budget, and calendar for upcoming 4H year.

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