4-H | GUIDE

4-H Officer Handbook

A step-by-step reference for 4-H club officers covering what each office does, how to run business, and how to hand off duties to the next officer at year end.

Farm / unit: _____ Date: _____ By: _____

1. Read the club bylaws and handbook first
2. Learn the duties of your specific office
3. Meet with the club leader before each meeting
4. Prepare your part of the agenda ahead of time
5. Keep your records current after every meeting
6. Report to members clearly and briefly
7. Support committee chairs and new members
8. Write handoff notes for your successor

YOUR NOTES

TIP Keep this guide in your record binder and add notes after each meeting so your successor inherits real examples.