4-H President’s Checklist

A checklist for a newly elected 4-H club president to confirm preparation, meeting leadership, and communication duties are covered throughout the year. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Review bylaws and club handbook	☐	☐	☐
Meet with the club leader	☐	☐	☐
Set agenda items with the secretary	☐	☐	☐
Open and close meetings on time	☐	☐	☐
Follow parliamentary procedure	☐	☐	☐
Appoint committee chairs	☐	☐	☐
Welcome new members and guests	☐	☐	☐
Check in with other officers	☐	☐	☐
Plan the year-end handoff	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Go through the list before each meeting and mark what is done, so nothing slips between agenda planning and follow-up.

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