4-H Vice President’s Checklist

A checklist for the 4-H club vice president covering presiding in the president's absence, program planning, and committee support during 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
Learn the president's duties as backup	☐	☐	☐
Review the agenda before each meeting	☐	☐	☐
Plan the yearly program calendar	☐	☐	☐
Line up demonstrations and speakers	☐	☐	☐
Confirm committee chairs have what they need	☐	☐	☐
Greet and introduce guest speakers	☐	☐	☐
Follow up on assigned tasks	☐	☐	☐
Report program progress to the club	☐	☐	☐
Prepare notes for the next officer	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Check the program list with the club leader early so speakers and activities are confirmed well ahead of the date.

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