

Community Club Officer Nomination Form

Name: _____ Grade: _____ Years in 4-H: _____

Number of Community Club meetings attended last year: _____ or Check if new member

I would like to nominate myself for the following office:

<input type="checkbox"/> President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Historian/Reporter
<input type="checkbox"/> Vice President	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Activities Coordinator

President-

- ◆Presides at all meetings
- ◆Conducts meetings using parliamentary procedure
- ◆Appoints committees
- ◆Helps plan the yearly program

Vice-President-

- ◆Presides when President is absent
- ◆Assists in arranging and conducting meetings
- ◆Chairman of the Program Committee
- ◆Hosts and introduces guest speakers

Secretary-

- ◆Keeps minutes of meetings and submits to leader
- ◆Reads minutes and correspondence to the club
- ◆Writes club letters
- ◆Takes roll call

Treasurer-

- ◆Receives, records, and deposits money
- ◆Pays invoices when approved by club
- ◆Keeps accurate and up-to-date financial records
- ◆Gives financial report at each meeting

Historian/Reporter-

- ◆Organizes photos and memorabilia into a scrapbook
- ◆Writes and submits articles to local newspaper
- ◆Collects all newspaper items for permanent records

Activities Coordinator-

- ◆Plans games, recreation, and special activities
- ◆Explains and leads games at meetings
- ◆Arranges for refreshments at each meeting

Briefly explain your leadership experience, skills, and ideas that would make you the best person for this office:



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