



WHAT IS YOUR ROLE AS TREASURER

4-H Fact Sheet: What is the role of an Officer Team?

Dear 4-H Treasurer:

The following are suggestions for you to consider in making your club/committee run even better! You don't have to do everything listed here; these are just some pointers for you to consider. Use what works for you!



United States Treasurer Rosa Gumataotao Rios

McClain, Matt. Rosa Gumataotao Rios. Digital image. Gettyimages. Washington Post, 30 Aug. 2012. Web. 15 Nov. 2016.

**“Organizing is what you do before you do something, so that when you do it, it is not all mixed up.”
-A. A. Milne**



Vintage image of campaign for county Treasurer

For County Treasurer / Charles H. Bear. Digital image. Old Politicals. N.p., 3 Apr. 2015. Web. 15 Nov. 2016.

Special note to all officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your fellow members learn and use Parliamentary Procedures too! The better you are at Parliamentary Procedures, the smoother your meetings will run!
2. Your attitude affects the meeting and those attending! Go with a positive attitude!
3. You are a role model to other 4-H'ers! Always, always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Make guests feel welcome by introducing them to the club/committee.
6. Do your best to make the meeting a positive experience for all attending.
7. Delegate responsibilities in a tactful manner. Cultivate leadership in those around you.
8. Remember, as a presiding officer, you are not only representing your club/committee at meetings, but you are representing Arizona 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES, are 4-H to the public.
9. Make your meetings welcoming to all!!! We want everyone to feel like they BELONG in 4-H, and you are the first step!
10. Above all, make your 4-H meetings FUN for ALL!
We want members to come back!

What really is your role as Treasurer?

- ◆ Take thorough notes on expenses and income discussed at the meetings.
- ◆ Keep a Treasurer's Portfolio or Binder to keep all bills, receipts, invoices, checkbook, register, bank statements, etc. organized and in one place.
- ◆ Balance the checkbook monthly.
- ◆ Prepare your Treasurer's Report for each meeting ahead of time.
- ◆ Help the President maintain and follow Parliamentary Procedures.

What should you include in your Treasurer's Report?

- ◆ Kind of meeting (regular or special)
- ◆ Name of club/committee
- ◆ Date of meeting
- ◆ Number of members and guests present
- ◆ Secretary's Report was read and approved or amended
- ◆ Treasurer's Report
- ◆ Complete motions, with the name of the people making the motions
- ◆ Important points discussed and persons appointed to committees and assignments
- ◆ All matters related to financial decisions, including financial spending voted on by the club and the outcome
- ◆ Treasurer's signature



What should the Treasurer do **BEFORE** the Meeting?

1. Plan to attend the Officer Team Meeting with all officers and the organizational leader.
2. If you cannot attend the meeting, notify the president ahead of time, and appoint one of the officers to do the Treasurer's Report. Be sure to get the information to them that they will need in order to do the report.
3. Know what you are talking about on the agenda and know all the details ahead of time!
4. Make sure the checking account is balanced and you know how much money is in the account before you get to the meeting.
5. Complete the "Monthly Financial Report" prior to the meeting to help you to report all expenses and income in the past month.

What should the Treasurer do **DURING** the Meeting?

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an officer TEAM - make sure to do your part!**
2. Present the "Monthly Financial Report" to the club/committee.
3. Be prepared to answer any financial questions club members or leaders may have – the key is to BE ORGANIZED!
4. Be careful about writing checks in the chaos of the meeting, make sure to write down all information needed in the checkbook register and to make notes on all receipts.
5. Inform all club members and leaders that it is imperative that they have receipts for all club expenses and that they forward those receipts to you.

What should the Treasurer do **AFTER** the Meeting?

1. Help with clean-up after the meeting.
2. Update the checking account after the meeting if any financial transactions took place.
3. Make all transaction notations in the Club/Committee Treasurer's Book in addition to making them in the checkbook register.



Why have 4-H Officers?

Having an Officer Team is a great privilege! It means your club/committee has....

1. peers willing to allow peers to lead them!
2. adults willing to mentor youth through a youth and adult partnership!
3. determined it's important to give you the opportunity to learn some awesome life skills!
4. agreed to recognize you for your leadership characteristics!
- 5.

It means your club/committee is doing 4-H right!

But with every privilege, comes great responsibility. As an officer you are making a commitment to your peers and your mentors to become a better leader, take responsibility for your role, be organized, and be reliable. As an officer you should be completing your tasks by working with a 4-H mentor, not just showing up and taking credit for what your mentor/leader did.

If you're ready to fulfill your commitment, try asking your team and mentor these questions...

1. How can I best communicate with all of you?

Not everyone communicates the same way. Some people communicate better through email, while others prefer a phone call. You may have to adjust your communication method to work well with your team or mentors.

2. What is the best way to express my concerns?

Like communication, everyone handles their concerns differently. Some people will internalize their frustrations until they explode or leave the program, while others have no problem confronting people face-to-face. You will have the honor of learning how your team deals with difficult situations! And trust me every team is going to have it's ups and down, but the best teams work through it and come out on the other side better people! Be prepared for the five stages of team development, and know that when you're struggling it's because you're with passionate people who want what's best!

(Continued on next page.)

The Stages of Team Development

Forming
Team acquaints and establishes ground rules. Formalities are preserved and members are treated as strangers.



Storming
Members start to communicate their feelings but still view themselves as individuals rather than part of the team. They resist control by group leaders and show hostility.



Norming
People feel part of the team and realize that they can achieve work if they accept other viewpoints.



Performing
The team works in an open and trusting atmosphere where flexibility is the key and hierarchy is of little importance.



Adjourning
The team conducts an assessment of the year and implements a plan for transitioning roles and recognizing members' contributions.



3. What do you expect from me as an officer?

Be open with your team about your expectations of each other. If the expectation is to share your report or your meeting plan with the team a week prior to your club's/committee's business meeting, then you make sure to make that a priority. Your club's/committee's officers may work independently, or your officer team may work closely together. Either way, you need to make sure you've accomplished your portion of the meeting responsibilities to ensure things run smoothly.

4. What goals do we want to set as an officer team?

Think of your officer position as another project. Just as you set personal goals for your 4-H project, you should set personal goals for your officer role and share those goals with your peer officers. By sharing your goals with your peers, you have caring people who are going to strive to keep you accountable and push you to achieve more!

When setting goals think of the acronym S.M.A.R.T.

S	M	A	R	T
Specific Who, What, Why, Where, When, Which Define the goal as much as possible without ambiguous language. WHO is involved, WHAT do I want to accomplish, WHERE will it be done, WHY am I doing this, WHICH constraints/requirements do I have?	Measurable From and To Can I track the progress and measure the outcome? How much, how many, how will I know when my goal is accomplished?	Attainable How Is the goal reasonable enough to be accomplished? Make sure the goal is not out of reach or below standard performance.	Relevant Worthwhile Is the goal worthwhile and will it meet your needs? Is each goal consistent with other goals you have established and does it fit with your immediate and long term plans?	Timely When Your objective should include a time limit. "I will complete this step by month/day/year." It will establish a sense of urgency and prompt you to have better time management.

SMART Goal-Setting tool issued November 1981 in *Management Review* journal by George T. Doran

Being a great officer doesn't happen overnight, sometimes it takes learning from your mistakes, constructive criticism, tough decisions, and a lot of encouragement. But with the right attitude, and a trustworthy mentor, being a 4-H Officer is a lifelong skill. As an officer you set the tone for the club/committee, you can either take the club/committee to new places or stand and watch. Get going!

“Review your goals twice every day in order to be focused on achieving them.”

-Les Brown



What should a 4-H meeting look like?

- 1) Call to order
- 2) Pledges
- 3) Roll Call & introduction of guests
- 4) Secretary's Report
- 5) Treasurer's Report
- 6) Other Officer & Committee Reports & Leader's Reports
- 7) Unfinished (Old) Business
- 8) New Business
- 9) Announcements
- 10) Adjournment
- 11) Talks & Demonstrations
- 12) Recreation / Snack



**Shake It
Up! And
Step
Out of
the Box!**

**Try one of these ideas
to spice up your
meeting!**

- **Turn your report into a game show.**
- **Make “big” checks for photo opps.**
- **Have a guessing game with candy to guess how much you raised.**
- **Keep it fun and your fellow members will be more engaged.**