

(provided by Clever Clovers 4-H Club)

Installation of Officers

Installer: "4-H Members of _____ 4-H club, we will install the officers you have elected to serve for the coming year." (Call officers to front of room)

Installer: "A good 4-H Officer is dependable, kind, tactful and courteous; always fair in decisions, shows good sportsmanship, works well with others, is neat in appearance, can learn to plan and organize, is on time, and is prepared to do his or her job."

Will you accept these responsibilities?

Installer: "You each have individual responsibilities as well. When I call your name please step forward."

President: _____

Installer: "To you, _____, we entrust the honor and responsibilities of the office of President. You shall:

- Preside at business meetings
- Pre-plan meeting agenda's with other officers and leaders
- Appoint committees as needed
- Show courtesy and fairness to all
- Include all members in discussions
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Vice President: _____

Installer: To you, _____, we entrust the honor and responsibilities of the office of Vice President. You shall:

- Act as the president when the president is absent
- Become familiar with the duties of that office and lend assistance when needed
- Attend County Council meetings, vote as a representative of our Club when necessary and report important information from council meetings to our Club meetings
- Assist in new member outreach
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Treasurer: _____

Installer: To you, _____, we entrust the honor and responsibilities of the office of

Treasurer. You shall:

- Keep a complete account of all club receipts and expenditures
- Disburse club funds only upon approval from Club members
- Maintain bank account and work with leaders to reconcile bank statements
- Report club finances at each meeting
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Secretary: _____

Installer: To you, _____, we entrust the honor and responsibilities of the office of

Secretary. You shall:

- Keep accurate written minutes of all meetings
- Make copies of minutes of previous meeting to share at next meeting
- Be responsible for all club correspondence
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Communications Officer: _____

Installer: To you, _____, we entrust the honor and responsibilities of the office of

Communications Officer. You shall:

- Coordinate the activities of and develop the communication messages for the Telephone Officers
- Assist in the contact of all 4-H members when necessary by telephone in a timely and polite manner
- Provide accurate information for upcoming events and necessary materials that a 4-H member may need
- Coordinate with leaders any changes to 4-H member contact information
- Attend Executive Council meetings
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Telephone Officers: _____, _____, _____

Installer: To you, _____, _____, and _____, we

entrust the honor and responsibilities of the office of Telephone Officer. You shall:

- Assist in the contact of all 4-H members by telephone in a timely and polite manner
- Provide accurate information for upcoming events and necessary materials that a 4-H member may need
- Coordinate with Communication Officer any changes to 4-H member contact information or problems
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Sergeant At Arms: _____, _____, _____

Installer: To you, _____, _____, _____, we entrust the honor and responsibilities of the office of Sergeant At Arms: You shall:

- Arrive prior to meeting time and see that all chairs, tables and materials are properly set up for the meeting
- Make arrangement for refreshments when necessary and supervise distribution
- Assist the other officers in acting as a host/hostess prior to meeting
- Remain after the meeting and supervise the clean-up of materials, trash, chairs and tables
- Remind fellow 4-H members to behave in an orderly manner and to be quiet during meeting time and adhere to the 4-H code of conduct
- Attend Executive Council meetings
- Lead by example for greater achievement

Do you accept the responsibility of your office?

Installer: Ladies and Gentleman may I introduce your (4-H year) (4-H club)
Officers!