

LINCOLN COUNTY 4-H LEADERS' ASSOCIATION, INC.
Officer Position Descriptions

President

1. The President shall preside at all meetings of the Lincoln County 4-H Leaders' Association, Inc. and Board of Directors, and shall provide the usual duties of a presiding officer.
2. The President shall act as parliamentarian unless he/she calls on someone else.
3. The President, as leader of the group, shall use discretion in expressing personal opinions.
4. The President shall keep in close contact with the UW-Extension 4-H Youth Development Educator and other staff.
5. The President shall know the articles of incorporation and bylaws or where to find the article in discussion.
6. The President shall submit an outline of the meeting agenda to the UW-Extension office for distribution at least one week prior to meetings.
7. The President shall start the meeting on time and try to end on time.
8. The President shall carry out and follow all other duties specified in the bylaws.

Vice President

1. The Vice President shall be ready to preside in the absence of the President or when called to the chair by the President.
2. The Vice President shall be in close contact with the President so as to support him/her in every way.
3. The Vice President shall know the articles of incorporation and bylaws or where to find the article in discussion.
4. The Vice President shall be informed on parliamentary procedure.
5. The Vice President shall attend all meetings of the Lincoln County 4-H Leaders' Association, Inc. and the Board of Directors.
6. The Vice President shall serve as the chairperson of the nominating committee and recruit two-three members to serve on this committee to locate candidates to fill vacant positions on the Board of Directors. All nominees must be contacted before the names may be placed on the slate.
7. The Vice President shall keep in close contact with the UW-Extension 4-H Youth Development Educator and other staff.
8. The Vice President shall carry out and follow all other duties specified in the bylaws.

Secretary

1. The Secretary shall record minutes of all meetings of the Lincoln County 4-H Leaders' Association, Inc. and Board of Directors. All motions, passed or failed, must be recorded.
2. The Secretary shall handle correspondence for the above groups at their direction or that of the President, or UW-Extension 4-H Youth Development Educator.
3. The Secretary shall maintain a record of attendance at meetings of the Lincoln County 4-H Leaders' Association, Inc. and Board of Directors.
4. The Secretary shall submit a copy of the minutes to the UW-Extension office within two weeks of the meeting.
5. The Secretary shall be knowledgeable of content of minutes of previous meetings and the articles of incorporation and bylaws.
6. The Secretary shall carry out and follow all other duties specified in the bylaws.

Treasurer

1. The Treasurer shall pay bills authorized by the Board of Directors.
2. The Treasurer shall deposit all money received in designated accounts.
3. The Treasurer shall enter all transactions in accounting system set up by the incorporation.
4. The Treasurer shall report expenditures, receipts and bank balances at each Board of Directors meeting and Association meeting or whenever called for by the President. The Treasurer shall prepare a written copy to be submitted to the Secretary at that time.
5. The Treasurer shall balance and reconcile checkbook with bank statements.
6. The Treasurer shall check with the UW-Extension office frequently for deposits which they may have received and for bills which must be paid.
7. The Treasurer shall balance the books and complete the annual financial report included in the 4-H Charter Renewal document.
8. The Treasurer shall prepare and present the annual fiscal report and budget at the Annual Association meeting in November.
9. The Treasurer shall attend all meetings of the Lincoln County 4-H Leaders' Association, Inc. and the Board of Directors.
10. The Treasurer shall carry out and follow all other duties specified in the bylaws.