



Vice-President

Responsibilities:

- Chair the Club's business meetings if the President is absent.
- Assist the President and other officers in preparing meeting agendas.
- Understand and use proper parliamentary procedure in meetings.
- Encourage the participation of a 4-H members.
- Provide leadership to other officers and 4-H members.
- Know the roles of other officers in your Club.
- Take over any projects the Club has assigned to the position of Vice-President.
- Take over the President's role and responsibilities if the President leaves the Club.

