

Club Officer Record Book Information

The Club Officer Book is the summary of members, leaders, activities, attendance, financial reports, accomplishments, and an overall narrative of these accomplishments each year.

The task of completing the club officer book is shared by these people: the club president, vice president, secretary, treasurer, and reporter; under the guidance of the general and assistant adult leaders who work with the club officers.-

This information packet is essentially a tool to give you, the club officers, a foundation on how to take records throughout the year and how to summarize or wrap up the information at the year of the year. The outline below will illustrate how the information should be ordered, the following section breaks down what is expected for each portion. However, feel free to change up formatting or process to fit your work style, as long as you provide all the information that is asked of you clearly.

The Club Officer Record Book Outline

- I. Title Page
- II. General Leader(s) Name and contact info
- III. Officer Names and Roles
- IV. The agendas from club business meetings
- V. Secretary Reports
- VI. Treasurer Reports/Financial Statements
- VII. A member list and attendance
- VIII. A summary of the year's activities



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The Club Officer Record Book Sections in Detail

- ✚ **Title Page** - The first page included in the Club Officer Record Book and should include the name of the club and the year

- ✚ **General Leader(s) Name and contact info** - List your 4-H club's adult leaders. General leaders and assistants must be listed, you may also include other certified adults who work with the club in any capacity. Please include contact information - phone, email, and address - for each person

- ✚ **Officer Names and Roles** - List all officers and their positions.

- ✚ **The agendas from club business meetings** - It is the responsibility of the club president or vice president to provide the agendas from club business meetings.

- ✚ **Secretary Reports** – It is the responsibility of the club secretary to provide the year's worth of secretary reports.

- ✚ **Treasurer Reports/Financial Statements** – It is the responsibility of the club treasurer to provide the year's worth of treasurer reports. Each club probably has a separate treasurer's book that is handed from treasurer to treasurer. This may make it easier to have the club treasurer enter (1) a summary of the finances, (2) the incoming money, (3) and the expenses into your Club Officer Record Book. This will become part of your 4 H club's overall records for the year, all kept in one place.

- ✚ **Member List and Attendance** – Provided by the secretary or vice president in whatever format the club uses

- ✚ **Summary of the year's activities** – This could be the job of the historian, club scrapbooker, or officer team, etc. Include pictures and/or other artifacts

If you include all of these sections in your Club Officer Record Book, you will have a complete and accurate record of what your club planned and accomplished in the past year.