DUTIES OF THE PRESIDENT
Is familiar with the club program and checks on arrangements for meetings in advance
Presides at all business meetings
Is familiar with rules of order and decides points of order fairly
Appoints committees unless otherwise instructed
Is always an example for the entire club of cooperation, courtesy, enthusiasm, loyalty, and punctuality
Is familiar with duties of other officers

DUTIES OF THE VICE PRESIDENT
Learns the duties of the president and performs these duties in case of absence or disability
May be asked to introduce guests, serve as program chair or record clerk, or lead pledge of allegiance to the flag and 4-H Club pledge.
1. Call to order
2. Club song
3. Flag salute
4. Roll call
5. Introduction of guests
6. Reading of minutes of previous meetings
7. Treasurer’s report
8. Correspondence
9. Reports of committees
10. Unfinished business
11. New business
12. Appointments of committees
13. Club songs and cheers
14. Reading and approval of minutes
15. Announcement of program for next meeting
16. 4-H Club pledge
17. Adjournment

Note: It is courteous to allow an outside speaker to speak early in the program. You may do the following:
   a. Introduce your speaker before you start the business meeting
   b. Adjourn the meeting after roll call, introduce the speaker, and when finished, complete the meeting