

## Roles of Officers in a Meeting

### **President:**

- Run the meeting
- Appoint committees and serve on them as an ex-officio (non-voting) member
- Coordinate the activities of the club
- Any person in the meeting room wishing to speak must be recognized by the chairman (president) **before** they may speak
- Votes only to break a tie
- Remains neutral in discussion
- Makes sure all members and leaders are heard
- Control distractions
- Make an agenda prior to the meeting and follow it to keep the meeting running efficiently (may need a leader's help with this)
- Use of the Gavel:
  - 1 tap: following the announcement of adjournment or the completion of an item of business
  - 2 taps: call meeting to order
  - 3 taps: signal for all members to stand
  - Series of taps: restore order to the room

### **Vice President:**

- The vice president runs the meeting in the absence of the president
- Make sure to know the duties of the president, if you have questions ask a leader, ambassador, or other member.

### **Secretary:**

- Take accurate minutes during the meeting. This includes:
  - ✓ Time the meeting was called to order
  - ✓ Who was present (members and leaders)
  - ✓ Write down that the minutes were read and approved
  - ✓ Write down the club account balance given in the Treasurer's Report
  - ✓ Write down any committee reports
  - ✓ Old Business:
    - ❖ Topics discussed (main motions made)
    - ❖ Who made the motion
    - ❖ The decision/vote of each topic (did the motion pass or fail)
  - ✓ New Business:
    - ❖ Topics discussed (main motions made)
    - ❖ Who made the motion
    - ❖ The decision/vote of each topic (did the motion pass or fail)
  - ❖ If there was a program, what did you do?
  - ✓ Any announcements given
  - ✓ The time the meeting was adjourned
- Write the minutes in a legible format, then send them to the County Extension Agent
- In charge of Roll Call at meetings

### **Treasurer:**

- Keep the club's account up to date
- Be ready to give the treasurer's report during the meeting