

POLICIES FOR TUOLUMNE COUNTY 4-H CLUB OFFICERS

OFFICER TEAM and ADULT ADVISOR

- Executive officers & Club Leader must attend 1 session of Officer Training
- Final club records due to 4-H Office by August 1

Procedure

- Review Officer manual as a team, copy pages as needed
- Meet monthly throughout year
- Develop plan for club year
- Develop club Budget, have approved by club. Due to 4-H Office by December Council meeting
- Assist each other with officer duties. Fill in when someone is absent.

PRESIDENT

- Monthly meeting agendas
- Preside at meetings
- Supervise committees

VICE PRESIDENT

- Plan programs for club meetings
- Responsible for Club Planner forms (goals)
Record at beginning of year; review plans at end of year with Officer Team

SECRETARY

- Keep current membership list
- Keep list of club officers, club leaders, and club committees
- Keep accurate roll of all club meetings
- Keep minutes of all club meetings; present and read at next meeting for club approval

TREASURER

- Change account signatories, include 4-H Manager
- Keep and review Budget. No funds may be spent without Budget.
- Any fundraiser must be included in Budget or recorded in meeting minutes and approved by 4-H Office, see form.
- Complete monthly ledger sheets, using paper copies or a computer program. Include receipts for income & bills for expenses. You may have your "month" end the same date as your bank statement, but use the same date each month.
- Reconcile monthly bank statements. Attach cancelled checks & deposit receipts
- Give financial report at each club meeting
- Write checks for all bills, receipts for all income, keep checkbook register current
- Complete annual financial summary page
- Complete club property inventory sheet, or could be Secretary's job.
- Turn records in to club leader for Peer Review Audit
- After club reports are approved by 4-H Office, Club Treasurer and 4-H Manager will enter data online for State 4-H Office. This will be done using the UCCE Office computer, by September 30.
- All club bank statements must be mailed to the 4-H Office. We will photocopy the statement and put it in your club mail folder or mail it to you.