

Jasper County 4-H Club Vice President

Revised 07/19

YEAR-END SUMMARY

This summary will be used to select the outstanding club vice president of the past 4-H year. (Use only space provided. Do not add pages.) The summary may be submitted separately or placed in a notebook with copies of agendas which were coordinated by you, photos of you in action, or other articles that show your actual work.

Name _____

Club _____

Check the months in which you conducted the club meetings

Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept

DID YOU ATTEND AN OFFICER'S TRAINING WORKSHOP? (5 points possible)

YES

NO

Check level of training Club County Region Location _____ Date _____

VICE PRESIDENTIAL DUTIES (20 points possible)

Discuss briefly your role as your club's vice president. List your **MAJOR** responsibilities.

DELEGATION OF WORK APPOINTMENTS (10 points possible)

List all assignments which you delegated to others in order to carry out specific obligations.

WHAT DID YOU LIKE BEST ABOUT SERVING AS VICE PRESIDENT? (7 points possible)

WHY IS THE POSITION OF VICE PRESIDENT IMPORTANT TO THE 4-H CLUB? (6 points possible)

DISCUSS BRIEFLY EACH OF THE FOLLOWING SUBJECTS

Your discussion may include how each was done, time spent, problems you faced, special situations, etc.

1. ***PLANNING THE CLUB AGENDA (7 points possible)***
2. ***DELEGATING RESPONSIBILITIES (7 points possible)***
3. ***USING PARLIAMENTARY PROCEDURES (7 points possible)***
4. ***WORKING WITH THE CLUB LEADER (7 points possible)***
5. ***WORKING WITH OTHER OFFICERS (7 points possible)***
6. ***WORKING WITH ALL MEMBERS (7 points possible)***
7. ***WHAT WAS YOUR MOST DIFFICULT RESPONSIBILITY AS VICE PRESIDENT? (10 points possible)***
Discuss how you carried out this responsibility.

Report must be signed by the officer submitting summary and approved by the club leader.

Date _____ Signature of club vice president Date _____ Signature of club leader