

- Collect newspaper articles, thank-you notes, club certificates and awards.
- Collect 4-H event programs and souvenirs.
- Recognize the achievements on your club membership.
- Label and date all scrapbook entries.

## CLUB NEWSLETTER EDITOR

### General Duties

Communicating with club members, adult volunteers and 4-H families is important for your club to be successful. Members, adult volunteers and 4-H families need to know what is happening in the club. It is also important that other 4-H members get acknowledged for their work and accomplishments. As the editor, you are responsible for publishing a monthly or quarterly newsletter and distributing it to all your club members and adult volunteers. Also be sure to share the news on the 4-H Online Record Book where others can comment on and promote your posts.

### During Club Year

- Publish monthly or quarterly club newsletters to report about member accomplishments.
- Ask members to write stories for the newsletter about events, projects and community activities.
- Dedicate a column in the newsletter for the community club leader.
- Provide a club program calendar in the newsletter.
- Post club news on the 4-H Online Record Book.

## CLUB PHOTOGRAPHER

### General Duties

In your new role as club photographer, you create a file of photos of club projects, events, celebrations and meetings, and include photos of members and adult volunteers. The photographer could be a member of a club photography project or a member with an interest in photography. Keep in mind, 4-H is all about stretching yourself and trying new things, even if you don't think you are very good at it yet. If you have a spark for photography, with effort and persistence you will produce some great pictures! Some professional photographers believe that for every 10 photos taken, you get one good one—so click away!

It is also important to remember that there are many events other than those you personally attend. Reach out to other members and try to obtain copies of any photographs they took of their community service event, project meeting or 4-H activity.

Provide photos for the club reporter's stories, for membership recruitment displays and for the club historian to use in showcasing the club's accomplishments during the 4-H program year.

## SERGEANT AT ARMS

What does the sergeant at arms do anyways? The sergeant at arms helps the president with club duties and helps keep order during meetings. You should be available to help officers and officer advisor(s) with errands and responsibilities. This role is really important from a youth governance perspective, because you will help make sure that meetings run smoothly.

### General Duties

- Check on room arrangements for each meeting.
- Arrive early to each meeting, set up chairs and tables appropriately, and heat or cool the meeting space as needed.
- Make sure that club flags and banners are properly displayed and stored.
- Help guest speakers carry and set up their audio-visual equipment.

### At Club Meetings

- Stand in front of the room while the president calls the meeting to order.
- Ask members to stand for pledges, and lead the American flag and 4-H pledges, upon the president's request.
- Help the president count votes during the meeting.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting. Politely ask members and adults who insist on talking to stop or step outside.
- Hand out and collect items.
- After the meeting, clean and put away tables and chairs, if required. Make sure the meeting room is clean.