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EC5590 Revised 1945 Responsibilities of Officers and Leaders

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Revised
1945

Nebraska
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS
U. of N. Agr. College and U. S. Dept. of Agr. Cooperating
W. H. Brokaw, Director, Lincoln

out of print
Extension
Circular
5590-45

RESPONSIBILITIES OF OFFICERS AND LEADERS

I. President's Responsibilities

- A. The president conducts an orderly business meeting
1. Uses parliamentary procedure and has members familiar with it.
(see circulars E.C. 51 and 52 - "Business Side of a Club".
 2. Plans definitely (make detailed notes) before the meeting for business and program for the day.
 3. Arrives at meeting ten or fifteen minutes before the regular opening time.
 4. Starts and closes meetings on time.
 5. Appoints committees to work on club business.
 6. Presents business not brought up by other club members.
 7. Announces date and place of the next meeting unless planned for in another way.
 8. Adjourns the club meeting.
 9. Calls extra meetings if necessary.
- B. The president keeps up interest of club members in project club
1. Appoints members on different committees instead of the same people.
 2. Encourages members to express their viewpoints.
 3. Passes special favors around to different members.
 4. Appoints a committee, at the beginning of the year to make plans for a club year book for each member.
 5. Encourages members to exercise their right to vote.
- C. The president encourages club members and project leaders to follow up demonstrations.
1. Asks club members to report and show accomplishments at club meetings.
 2. Publicizes what club members have accomplished.
- D. The president encourages an attitude of courteous friendly cooperation among club members, especially toward those who are responsible for the club's program.
1. Serves as alternate leader if one of the leaders cannot attend the leaders' training meeting.
 2. Details some responsibility to each club member.
 3. Assists other officers in performing their duties.
 4. Encourages courteous attention to project leaders during demonstration.

- E. The president interests homemakers in her community to become members of the project club.
 - 1. Is enthusiastic and interested in the women's extension activities.
 - 2. Invites women (not now members) to attend club meetings.
 - 3. Asks interested homemakers to become members of the club.
 - 4. Appoints a membership committee which will interest women of the community in extension clubs.
- F. The president has a genuine interest in the community and county activities which affect the interests of the club.
 - 1. Represents the club at county meetings
 - 2. Appoints substitutes to county-wide meetings if she cannot attend.
 - 3. Reports progress of club at county-wide meetings.

II. The Vice President's Responsibilities

- A. Presides in the absence of the president.
- B. Represents the club in the absence of the president.
- C. Takes over the president's responsibilities in her absence.
- D. Serves as chairman for certain standing committees as appointed by president.
- E. Shares president's responsibilities in encouraging a friendly cooperative attitude among club members.
- F. Shares with president the responsibility for interesting new members.

III. The Secretary's Responsibilities

- A. Keeps a suitable file of all books, reports, letters and papers belonging to the club.
- B. Reads minutes of last meeting and any letters, etc., of general interest to entire group.
- C. Records the attendance of each meeting unless there is other provision for keeping the attendance record.
- D. Presides at meeting or conducts election of temporary chairman in the absence of the president and vice-president.
- E. Records definite action of group.
- F. Prepares a memorandum for president giving facts about any unfinished business or committee reports due.
- G. Sends in club reports when requested and keeps duplicate copies for club files.

IV. News Reporter's Responsibilities

- A. Takes notes at the club meeting about the program for the day.
- B. Gets report to local editor while news is fresh.
- C. Makes news notes interesting by following suggestions found in Special 53, "Tips for News Reporters"
- D. Acquaints club members with "Extension News"
- E. Publicizes special accomplishments by club members.

V. Local Project Leader's Responsibilities

- A. Attends leader's training meeting.
- B. Studies and prepares necessary illustrative material for the demonstration and makes other essential preparation before meeting starts.
- C. Presents demonstration.
- D. Permits discussion, yet moves progressively toward desired action.
- E. Collects reports and turns in records promptly.
- F. Follows up previous demonstration with club members in their homes.

VI. Music Leader's Responsibilities

- A. Attends the training meeting for music leaders.
- B. Is familiar with the songs used in the Song-A-Month and is prepared to lead the club in singing them.
- C. Is on time for club meeting.
- D. Has copies of Song-A-Month for each member.
- E. Gives interesting data about songs and encourages all to sing at each club meeting.
- F. Is so well prepared that the music period may be completed within the allotted time.

VII. The Reading Leader's Responsibilities

- A. Attends the training meeting for the Reading Leaders.
- B. Prepares and presents the reading material as suggested in the reading leader's calendar.
- C. Encourages members to carry on the reading project and to read a variety of books.
- D. Distributes reading series to members.
- E. Obtains reports from members carrying on the project.
- F. Makes a club summary of reading done by the club during the year.
- G. Is so well prepared that the reading period may be completed within the allotted time.

VIII. Health Leader's Responsibilities

- A. Attends the training meetings when health projects are given.
- B. Assists project leaders in presenting health demonstrations at the club meetings.
- C. Works with other groups in developing a county health council (or committee) or other county health projects.
- D. Plans with club members to carry on one or more community health activities during the year.

IX. Service Leader's Responsibilities

- A. Keeps club members informed on home front activities to speed victory.
- B. Cooperates with other groups in giving needed assistance to returning veterans.
- C. Helps club members to become aware of ways of preventing fires and accidents and conserving natural resources.