



**Vice  
President**



**President**



**Pledge  
Specialist**



**Secretary**



**Treasurer**



**Song  
Leader**

<ul style="list-style-type: none"> <li>• Welcome everyone to the 4-H club meeting</li> <li>• Turn time over to the Pledge Specialist for pledges.</li> <li>• Turn time over to Secretary for the roll call and minutes.</li> <li>• Turn time over to Treasurer for the finance report.</li> <li>• Turn time over to Vice President to introduce guests and make announcements.</li> <li>• Turn time over to Song Leader for the song. (Optional)</li> <li>• Turn time over to Club Leader to take care of club business.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce any guests.</li> <li>• Make announcements provided by the Club Leader.</li> <li>• Preside if the President is absent.</li> </ul>
<ul style="list-style-type: none"> <li>• Record minutes from this meeting.</li> <li>• Read the minutes from the last meeting.</li> <li>• Take roll of those in attendance and record on Roll Call Form.</li> </ul>	<ul style="list-style-type: none"> <li>• Select two members to hold the flags at the front of the room.</li> <li>• Have club members stand to recite the American Pledge, followed by the 4-H Pledge.</li> </ul> <p style="text-align: center;"> <b>I Pledge:</b>  <b>My head to clearer thinking.</b>  <b>My heart to greater loyalty.</b>  <b>My hands to larger service.</b>  <b>And my health to better living,</b>  <b>For my club, my community, my country, and my world.</b> </p>
<p>(Optional)</p> <ul style="list-style-type: none"> <li>• Lead the 4-H Club in a song. This song may be whatever you choose.</li> </ul>	<ul style="list-style-type: none"> <li>• Stand up and inform members of the income received and expenses paid since the last meeting.</li> <li>• Provide an account balance.</li> </ul>