

# NM 4-H CLUB OFFICER PROFILE HISTORIAN



Congratulations on being elected Historian of your 4-H Club! You may be wondering what it is expected of you as the Historian. This officer profile sheet is a short description of your duties and tips to make your officer year a success.

## DUTIES:

- Work with your 4-H club officer team and 4-H organizational leaders to establish yearly club goals, monthly meeting agendas and programs and develop club activity calendar
  - Keep a scrapbook of all articles submitted and published articles
- Keep a record of the 4-H club's past. Collect and record the present to preserve it for the future.
  - 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
  - Provide column in the newsletter for the leader's thoughts
  - Photograph the 4-H members at various 4-H events
- Send reports and photographs to the County 4-H Agent for the County 4-H Newsletter

## Success Tips:

- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
  - Attend your 4-H Club meetings
- Develop a Club Newsletter with your club 4-H Reporter

## 4-H Connection:

- Contact your County 4-H Agent for upcoming county, state and national 4-H events
    - Send your County 4-H Agent reports of your club events
    - Attend 4-H Leadership Activities
- Contact your County 4-H Agent for more information

Kathryn E. Ramsey, Otero County 4-H/Agriculture Agent  
New Mexico State University Cooperative Extension Service



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