**Candy Bar Officer Installation**

**PRESIDENT**

 It is your responsibility to preside over all executive and community meetings. The club will be relying on you to get these meetings organized and to make them successful. You will be working with the other officers and club volunteers to ensure that your 4-H club has a successful year. We present you with a MOUNDS bar because you have “mounds” of work ahead of you

**VICE-PRESIDENTS**

As Vice-President you will help plan meetings, the annual calendar and various club events. You also offer support and assistance to the president. We present you with a CRUNCH bar because in a crunch you may be called on to preside at a meeting.

**SECRETARY**

Acting as the club’s secretary is a big responsibility, for it is you that will keep all of the official minutes of our meetings. If questions arise regarding anything from past meetings, it is up to you to have record of the information. You also help with correspondence and answering club questions and concerns. We present you with a BUTTERFINGER to remind you not to let the paperwork slip by.

**TREASURER**

You are in charge of all the monies of your 4-H club. You will be required to keep an up-to-date treasurer’s book, accounting for all money collected and any expenditures. You must see that any bills presented will be promptly paid, and you should have and up-to-date report on the club’s financial status for each meeting. We present you with a 100 GRAND bar for although your treasury may never grow to this sum, you must take good care of our money.

**REPORTER**

You, as reporter, will be responsible for keeping the public informed your club events. Every month, we will be expecting a brief article. We present you with WHOPPERS because you’ll always be on the lookout for a “whopper” of a story to report.

**HISTORIAN**

A club as active as ours needs someone to make a good, complete memento of their activities. It is your job to create a memory book to record the history of the year. Several years from now when all the present members are older, the club historian’s book will be greatly appreciated. We present you with and ALMOND JOY bar because you will bring joy to those when they look at your scrapbook and remember those wonderful 4-H moments.

**SERGEANT OF ARMS**

As Sergeant of Arms, it will be your job to pass out and collect things. Your role is also to keep order within the club during meetings. Nothing can be accomplished if a room is in chaos, so you will be asked to remind members to be polite listeners during meetings. We present you with SNICKERS bars as a reminder to keep snickering people under control.