



# 4-H GROWS HERE

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4-H Club Officer Packet  
Position Duties & Resources

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University of Idaho  
Extension

# 4-H Club

# VICE PRESIDENT

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## Overview

The vice president and all 4-H officers are representatives. You not only represent your club but the whole 4-H program. Your skills, abilities, standards, ideas, grooming, speech and even smiles represent 4-H'ers everywhere. Representing others is one of your most important responsibilities—not just while you are at 4-H meetings.

## Duties

Duties of the president include:

- Assist the president.
- Preside at meetings in the absence of the president.
- Utilize basic parliamentary procedure as a tool to conduct effective, orderly meetings. Refer to *Parliamentary Procedure Made Easier* as a procedure guide. There are basic tips included in this tip sheet as well.
- Work collaboratively with the club volunteer and officer team to develop a yearly club plan (date, time, location and agendas) for club meetings.
- Communicate with officers, members, volunteers and parents about assignments and duties for meetings.
- Serve as chairman of the Program Committee, which consists of you, other club members and adult volunteer.
- Arrive early to help setup for meetings and programs.
- Check with 4-H'ers scheduled to be part of the program to see if they are ready or need assistance.
- Introduce and thank program participants (guest speakers, members, etc.).



As vice president, a very important role you have is serving as chair for the Program Committee. This includes working with the club volunteer to select the members who work on the committee, work with the officer team to plan programs and introducing and thanking program participants.

### Program Committee

1. The program planning committee should represent all the interests of the group. The committee should include your club volunteer and wide representation from your club.
2. Survey your club's interests. This will give you useful information as to what your club's interests are as well as inform you on the educational needs of the club. Surveys can be done in a variety of ways such as group discussion, suggestion boxes or roll call.
3. Review what has been done in your club. What was liked? What needs improvement? Was everyone involved? Clubs change every year. It is very important to meet the needs of the club participants. Consider club size, age range of members, the number of volunteers and county events that are planned. Identify goals—what do members, leaders and parents want to accomplish as a group?
4. Seek group approval. Once you have established a plan for the club's programs present the plan to the club and get approval.
5. What needs to be done? To make your program plans become a reality, do you need to delegate?
6. Check on program progress. Check with people to ensure assigned tasks are being completed. Offer assistance if needed.
7. Evaluate. At the end of the year, take a look at your programs. Record ideas, notes and suggestions for next year's planning committee.

### Introducing/Thanking Program Participants

**Introductions of participants** can be very brief. You will want to include: presenter's name, brief information about their background and title or subject of the presentation.

- Example: Lynn Oakland is our club's guest speaker tonight. She is the county conservation naturalist and is here to speak to us about purple martins. Now I present Ms. Oakland.

Don't forget to **thank program participants**. Speeches should be 30 seconds to one minute in length. Listen to the presentation for worthwhile qualities.

- Example: We would like to thank Ms. Oakland for her exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. I am sure many of us are looking forward to building a purple martin house for our own back yard. Thank you again for your presentation!



One of the duties of a club's Vice President is to preside over meetings when the President is absent. Your success depends on your ability, not only to maintain order, but to also guide the meeting so it moves progressively toward its goal. There are a variety of meetings that you may preside over. Examples include formal business meetings, program meetings, banquets or committee meetings.

You should help all members feel at ease, encourage them to participate in discussions and stimulate their interest in the topic that is being discussed.

Meetings should be used to carry out the purpose of the organization. You should understand this as well as the functions and policies of the organization and conduct meetings accordingly.

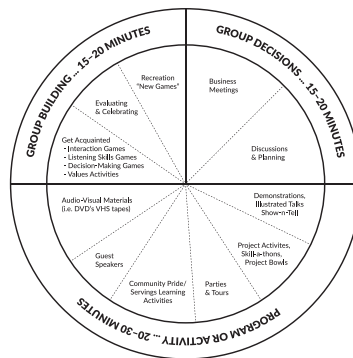
### Preparation

Meetings just don't happen. It takes work and preparation before the meeting to ensure your meetings are effective. 4-H club officers and advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. *(An annual plan form and a sample annual plan are included in the Resources section.)*

When presiding over a meeting, you should work with the club volunteer and officers to develop an agenda that lists parts of the program, time needed and lists the person(s) responsible for each section. *(See the sample meeting agenda on the right.)*

### Meeting Planning Diagram

This diagram illustrates the amount of time needed during meetings for group building, business and for program. *(See page 10 for a larger version.)*



### Sample 4-H Club Meeting Agenda

1. Call to order
2. U.S. Pledge of Allegiance
3. 4-H Pledge
4. Introductions & roll call
5. Reading of Minutes of last meeting
6. Treasurer report
7. Other officers' reports (if needed)
8. Committee reports (if needed)
9. Old business
10. New business & announcements
11. Program
  - Educational component
  - Oral presentations by members
  - Guest speaker
  - Service learning
12. Recreation
13. Refreshments
14. Reminders—Next meeting, action items (if needed)
15. Adjourn



## The Order Of Business For 4-H Meetings

### Call to Order

President: "Will the meeting please come to order. (Raps gavel on desk.) Will everyone please stand for the Pledge of Allegiance and the 4-H Pledge? Will \_\_\_\_\_ and \_\_\_\_\_ lead us in these pledges?" *(Two different members each month or can be appointed by citizenship committee.)*

### Pledge of Allegiance

#### 4-H Pledge

President: "Everyone, please be seated. Will the secretary call the roll?" *(Only clubs with fewer than 25 members should call the roll. Larger clubs should pass a sign-in sheet around or have it at the door for people to sign as they come in.)*

**Secretary calls the roll.** "Will the secretary read the minutes of the last meeting?"

#### Secretary reads minutes.

President: "Are there any additions or corrections to the minutes? (short pause) If not, the minutes stand approved as read. Will the treasurer please give a report?"

#### Treasurer gives report.

"Is the reporter ready with a report?" *(Must report on a 4-H activity and/or new article(s) since last meeting. Not same as secretary's minutes.)*

#### Reporter reports.

President: "Will the health chairman (example committee) give the report?"

**Health chairman reports.** Repeat for other committees if needed.

President: "Is there any old business?"

President: "Is there any new business? Are there any announcements? I will now turn the meeting over to the vice president for the program."

**Program:** Vice president presiding.

"\_\_\_\_ will give a project talk." Or "\_\_\_\_ will present a demonstration today on \_\_\_\_."

Or "\_\_\_\_ will present a special program titled \_\_\_\_."

#### Members present program.

"This concludes our program. I will now turn the meeting back over to the president."

President: "Welcome (Name of guest). I now turn the meeting over to \_\_\_\_ the club leader, a resource volunteer or guest to present a program (or make announcements)."

President: "Does our leader have any additional announcements? Do I hear a motion to adjourn the meeting? Is there a second to the motion? The meeting is now adjourned."

## 4-H Emblem, Motto, Slogan, and Pledge

### Emblem

The 4-H emblem is a green, four-leaf clover with a white "H" on each leaf which represent one of the four H's: Head, Heart, Hands and Health. The white stands for purity. Green, nature's most common color, represent life, springtime and youth.



**4-H Motto:** "To Make the Best Better"

**4-H Slogan:** "Learn by Doing"

### 4-H Pledge

I pledge my head to clearer thinking,  
my heart to greater loyalty,  
my hands to larger service, and  
my health to better living,  
for my club, my community, my country,  
and my world.



# RESOURCES

## Tips to Develop Effective Youth-Adult Partnerships in your Club

- Actively seek youth input and be sure to listen to their ideas and ask questions.
- Ensure that each adult and young person enters a partnership with a clear understanding of everyone's roles and responsibilities.
- Value youth participation and what they bring to the program (new ideas, enthusiasm and a real connection to those youth that are being reached through the program). Encourage youth to value the adults' participation and what they bring - knowledge, experience and access to resources.
- Work with young people to find meaningful roles and responsibilities for all involved. This will result in youth becoming invested in the success of their 4-H programs.
- Prepare both youth and adults for involvement by sharing information prior to meetings/activities. Make sure that information on all programs is equally shared with both youth and adults.
- Set realistic expectations. Effective partnerships don't set young people up for failure by throwing them into situations for which they are not prepared.
- Offer youth and adult training so they can work together and be accepting of one another.
- Develop an atmosphere of mutual trust and respect.
- Be a good role model. Set a good example through language and actions and set the same standards for youth.
- Listen and validate the thinking of youth members and let them know their ideas are welcome.
- Be willing to try youth members' ideas even if those particular ideas did not work in your previous experience.
- Evaluate programs and be willing to change and adapt where necessary.



## General Rules of Parliamentary Procedure

*Parliamentary Procedure Made Easier* (see references section) has detailed information regarding motions and the details of how parliamentary procedure works. Below is a very simplified guide to using parliamentary procedure.

1. Always rise to make a motion or to address a group
2. When making a motion, one should say, "I move that..." NOT "I make a motion."
3. A motion must be approved by a second person saying "I second that motion."
4. The floor refers to the area in which business is being conducted (the meeting room). The president, presiding officer, always has control of the floor except when granted to another member.
5. Use of the gavel:
  - i. One tap: members are to be seated and signifies the pass/fail of a motion.
  - ii. Two taps: calls meeting to order.
  - iii. Three taps: members are to rise.
6. Voting methods include: voice, rising, show of hands, secret ballot and roll call.
7. President only votes in the case of a tie.
8. When used properly, parliamentary procedure will provide for a very orderly and efficiently run business meeting which allows the right of everyone to be heard.

### Types of Motions

1. Main Motions: to present an opinion or propose an action for the group to consider.
2. To Adjourn: to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege: provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. Table: to set aside a main motion until a given time for future consideration.

# Program Planning Form

<b>PROGRAM PLAN FOR CLUB MEETINGS</b>	
<b>MONTH:</b>	<b>MEETING DATE AND PLACE:</b>
<b>MEETING TIME:</b>	
<b>U.S. Pledge of Allegiance</b>	<b>Who Responsible:</b>
<b>4-H Pledge</b>	<b>Who Responsible:</b>
<b>Educational Program Topic:</b>	
<b>Presenter Name:</b>	<b>Presenter Background:</b>
<b>Presenter Contact Information:</b> (Phone number/email address)	
<b>ORAL PRESENTATIONS</b>	
<b>Name:</b>	<b>Title:</b>
<b>Name:</b>	<b>Title:</b>
<b>Name:</b>	<b>Title:</b>
<b>RECREATION ACTIVITY:</b>	
<b>NOTES:</b>	



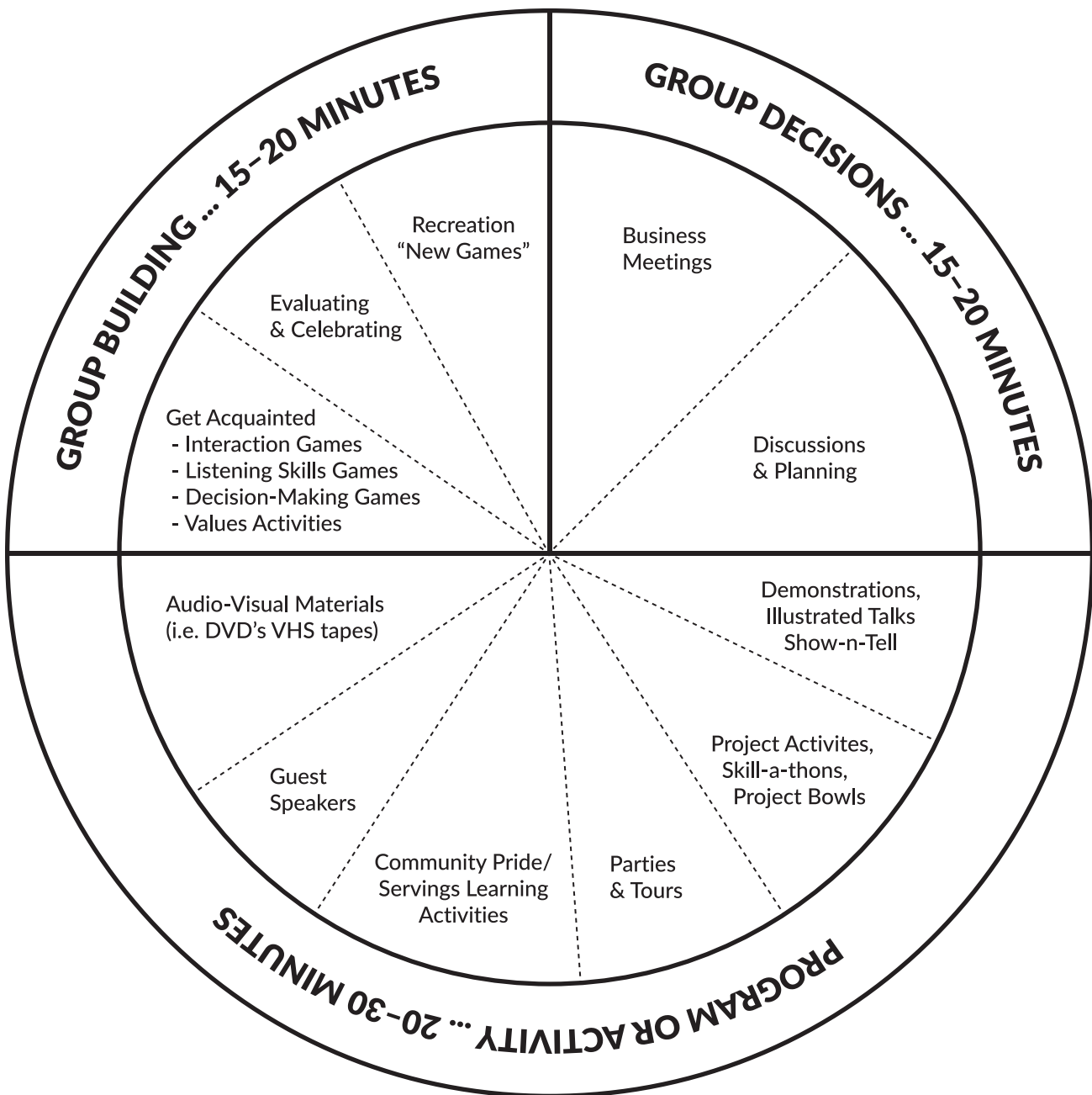
# 4-H Club Annual Plan of Meetings and Activities

<b>Month</b> Date Time Location	<b>Business Agenda</b> Events, Activities, Items for group decision	<b>Program Agenda</b> Educational program or Activity. Speakers, Demonstrations	<b>Recreation Agenda</b> Singing, games, team building, refreshments.	<b>Community Service Project</b>	<b>Special Events</b> Club, County District, State

# Sample 4-H Club Annual Plan

Month Date Time Location	<b>Business</b> Events, Activities, Items for group decision	<b>Program</b> Educational program or activity, Speakers, Demonstrations	<b>Recreation</b> Singing, games, team building, refreshments	<b>Community Service Project</b>	<b>Special Events</b> Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint • Planning committee • National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game)  Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan • fund-raising project for camp • Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1 <sup>st</sup> 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center	Action songs & games		County Fair 2 <sup>nd</sup> 4-H Kids Camp Western Idaho Fair

# Meeting Planning Diagram



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