

4-H Club Officer PacketPosition Duties & Resources



4-H Club PRESIDENT

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Overview

The president helps everyone in the club work together and does everything possible to make each member feel at home and take part in the club—discussions, activities, events and business.

The president doesn't just put in his/her ideas, but acts more like a referee. Watching, observing, listening and questioning. The questions should challenge the group to think and encourage discussion.

Your success as president depends on your ability, not only to maintain order, but to also guide the meeting so it moves progressively toward its goal.

Duties

Duties of the president include:

- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Preside effectively at all club meetings.
- 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.
- Appoint committees as needed.
- Ensure that the meeting space is ready and that meetings start and end on time.
- Make appropriate arrangments before hand with the vice-president if you can't preside at a meeting.
- Cast the deciding vote if there is a tie.
- Support and assist the officer team.



Your success as a president 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.

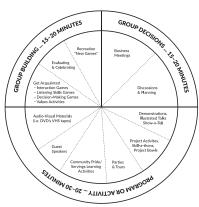
Preparation

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.

As president, 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.

Meeting Planning Diagram

This diagram illustrates the amount of time needed during meetings for group building, business and for program. (See page 9 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 the 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

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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.



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.

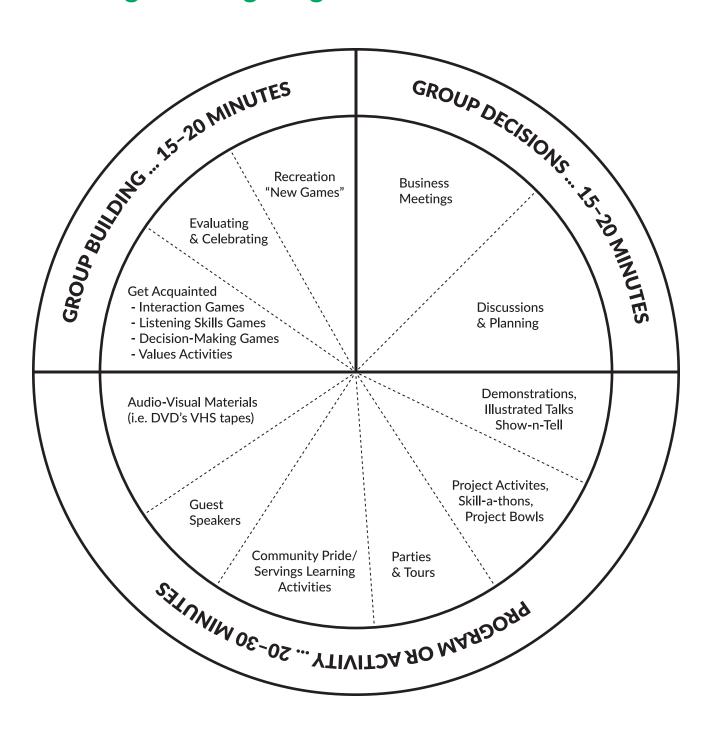
4-H Club Annual Plan of Meetings and Activities

| Month Date Time Location | Business Agenda Events, Activities, Items for group decision | Program Agenda Educational program or Activity. Speakers, Demonstrations | Recreation Agenda Singing, games, team building, refreshments. | Community Service Project | Special Events Club, County District, State |
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Sample 4-H Club Annual Plan

| Month | Business | Drogram | Recreation | Community Service | Special Events |
|--------------------------|---|---|---|---|--|
| Date Time Location | Events, Activities, Items for group decision | Program Educational program or activity, Speakers, Demonstrations | Singing, games, team building, refreshments | Project | Club, County, District State |
| Sept | Elect officers Hand out enrollment forms Appoint | Parliamentary procedure Make posters for National 4-H Week. | Picnic Get acquainted (name game) | Announce fire prevention survey in October | Club Family Night Leader's Council Mtg. |
| | Planning committee National 4-H Week promotion committee | | Watermelon seed spitting contest | | |
| 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 st 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 nd 4-H Kids Camp Western Idaho Fair |

Meeting Planning Diagram



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