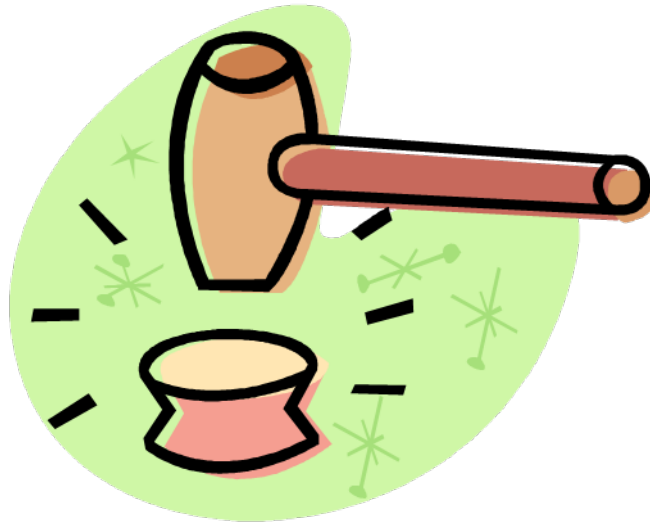


Training Effective 4-H Officers



NAME: _____

CLUB: _____



Training Effective 4-H Officers

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Adapted from:

Finley, K., & Mann, T. (2012). *Robertson County 4-H Officer Manual*. Springfield, TN: University of Tennessee Extension Robertson County.

Jordan, J., & Terry, B. (2009). *Florida 4-H Officer's Handbook*. Gainesville, FL: University of Florida IFAS Extension.

Lucas, A. (1997). *4-H Club Officers Manual*. Lexington, KY: University of Kentucky Cooperative Extension Service.

Topics that are discussed in this manual include:

- I. Club Officers — Roles and Responsibilities
 - A. President
 - B. Vice President(s)
 - C. Secretary
 - D. Reporter/Historian
 - E. Recreation Leader
 - F. Chairs
 - G. Service Learning Chair
- II. Parliamentary Procedure
- III. Implementation of Club Meetings



Congratulations!

You have been elected as an officer for your club. Now comes the training you need to become an effective leader.

One important lesson to remember is that 4-H is youth-led. This is **YOUR** club and it has to be your priority. The success of the club depends on how much you put into leading the club.

It will be extremely important that you handle the club meeting in a business-like and professional manner! You will want the Executive Board (all of the officers serving together) to work as a team to get the most work accomplished in a minimal amount of time. There is a time and place for fun activities. During the business meeting is not the time for silliness. Allocate some time before and after the meeting for social time or recreation.

As an officer, you are responsible for making sure that your club makes everyone feel welcome and that you and/or your members are nondiscriminant when it comes to race, national origin, religion and disability. 4-H is open to everyone ages 9-19.



Using the Four H's to be an Effective Leader

Head

- Be open-minded.
- Begin with the end in mind.
- Be intelligent.
- Be a good communicator.

Heart

- Be friendly to everyone.
- Be respectful of every person's opinions.
- Be loyal to the people involved in your club.
- Be honest with yourself and others.

Hands

- Be a good representative for your organization.
- Help others.
- Have a service-oriented mind.

Health

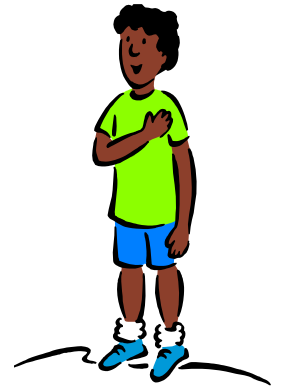
- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make good choices for the good of all involved.

Officer Responsibilities

THE PRESIDENT

The president provides leadership to the officers, works with the other officers, assists the 4-H agent in developing an annual program plan, and facilitates the club meetings.

- Work with the 4-H agent/leader to plan the business part of your meeting.
- Assist the 4-H agent/leader with preparing the agenda.
- Ensure that all officers have their prepared reports prior to the meeting.
- Be familiar with parliamentary procedure.
- Start and stop the meeting on time.
- Preside over the business meetings.
- Represent club at other group meetings.
- Assist Service Learning Chairs with planning and organizing activities.
- Appoint committees as needed.
- Be a role model for all members.



THE VICE PRESIDENT(S)

The vice president provides leadership in the president's absence.

- Assist the president in planning the business meeting.
- Ask specific members to lead the American Pledge and the 4-H Pledge.
- Call on a member to give a thought for the day.
- Try to share opportunities with club members.
- Participate in the monthly club activity and lesson.
- Be a role model for all members.
- Represent club at other group meetings.

THE SECRETARY

The secretary is the record-keeper for each month's meeting.

- Use a Secretary's Book (F 241) and fill in the minutes each month.
- Remind club members of upcoming meetings.
- Keep the roll of members.

THE SECRETARY (Continued)

- Write the minutes of each meeting. Be sure to include:
 - ✓ The date of the meeting
 - ✓ Name of people in attendance
 - ✓ Items discussed
 - ✓ Next activity planned or club meeting
- Write letters for the club, such as thank you notes or invitations.
- Assist other officers with their needs.
- At the next meeting, read the minutes of the meeting. Be sure to use a clear, loud voice as well as eye contact.



Example of Secretary's Minutes

The first meeting of _____ 4-H Club was held at _____
(name of club - teacher's name) (name of school)

on _____. Our 4-H Leader, _____, led the meeting to organize our 4-H club.
(date of 1st club meeting) (name of 4-H leader)

_____ led the American Pledge while _____ led the 4-H Pledge.
(name of 4-H member) (name of 4-H member)

Old business discussed was: _____,
_____, and _____.

New business discussed was: _____,
_____, and _____.

A special program was taught by _____ on _____.
(name of person teaching lesson) (list the topic of the special lesson)

Our next 4-H club meeting will be _____. The meeting was adjourned by the
president at _____ a.m./p.m.



REPORTER/HISTORIAN

The reporter/historian reports any news inside or outside of the club.

- Work with the 4-H agent/leader and president to identify events and activities that are newsworthy.
- Write newspaper articles.
- Submit reports to the 4-H agent/leader in order to include information in the monthly newsletter.
- Represent club at other group meetings.



RECREATION LEADER

The recreation leader is responsible for any recreation, including games that members will participate in before, during or following club meetings.

- Have a fun and interactive game ready at each meeting.
- Be sure to include all members in the game.
- Work with your 4-H agent/leader to make sure you have any supplies or equipment you may need for your activity.

CHAIRPERSON (Service, Hospitality, Fundraising)

Different counties have different needs. The president of each club may appoint a chairperson to handle specific responsibilities. In some counties, the chairperson may focus on something specific, such as service projects, hospitality, fundraising, etc. Instead of “running” for this office, presidents normally select someone for the position.

- Report on the committee’s work.
- Handle any issue that may need to be addressed.
- Be willing to assist the president when dealing with specific issues or reports.
- Plan and conduct activities for the committee assignment.



PARLIAMENTARY PROCEDURE



The term “parliamentary procedure” is the proper way to handle meetings. It provides rules for conducting an orderly meeting and is also a fair way to give everyone an opportunity to participate.

Vocabulary List

parliamentary procedure
minutes
vote

gavel
second
adjourn

motion
roll call
rap

Let’s look at some basic rules of parliamentary procedure...

The president calls the meeting to order. He/she will rap the gavel twice to call the meeting to order. The president recognizes the person who has raised their hand to speak. Members don’t speak out of turn. Each person should address the presiding officer as, “Madam or Mr. President.”

Making a Motion

The word “motion” means “to move.” In order to bring up business in a meeting or to approve business that is taking place, a club member must “move” to make a motion. To conduct business, such as approving the minutes, adjourning the meeting, or voting on a community service project, a member must make a motion. To bring the motion to a vote, another member must second (or agree) to the first motion. The president will recognize a club member to make the motion and then a second club member to second the motion. The vote of the majority decides.

To make a motion, say “I move....”

To second a motion, say, “I second the motion.”

The president may ask for discussion. The discussion is a time for the group to talk about what is being proposed. Then all members vote, either “yes” or “no.” “Aye” is another word for yes and is pronounced “I.” The membership may vote by secret ballot, show of hands, or by saying “aye.” The president decides how the vote will be taken. The president will announce the results and rap the gavel **one** time.

Officer Script

President: The 4-H meeting will please come to order. The vice president will begin our program.

Vice President: Everyone please stand for the Pledge of Allegiance led by _____.
The 4-H Pledge will be led by _____.

Vice President: The Thought for the Day will be read by _____.

President: All members answer as the secretary calls the roll.

Secretary: *(Calls the roll. If a roll call response is expected, say...)* Please answer the roll by saying _____.

President: Secretary, please read the minutes from our last meeting.

Secretary: *(Reads the minutes written in Secretary's Record Book.)*

President: Thank you. Are there any additions or corrections to the minutes? (Pause) Do I hear a motion that the minutes be approved?

4-H Member: I move that the minutes be approved as read.

President: Is there a second?

4-H Member: I second the motion.

President: The motion has been made and seconded to approve the minutes. All those in favor, say "aye." All opposed, say "nay." The motion carries and the minutes are approved.
(Rap the gavel once to make the motion official.)

President: We will now hear a report from our Chairs about their reports.

Service Leaders: *(Give report or open discussion for ideas.)*

Fundraising Chair: *(Give report or open discussion for ideas.)*

Hospitality Chair: *(Introduce visitors or anyone who has recently been initiated.)*

President: Do we have a motion to accept the reports from our Special Chairs?

4-H Member: I move that the reports be approved as given.

President: Is there a second?

4-H Member: I second the motion.

President: The motion has been made and seconded to accept the reports as read. All those in favor, say "aye." All opposed, say "nay." The motion carries and the minutes are approved. *(Rap the gavel once to make the motion official.)*

President: Thank you for your report. Now our Recreation Leader will lead us in an activity.

Recreation Leader: *(Leads song or activity planned.)*

President: I will now turn the meeting over to our 4-H agent/leader for today's program.



At the conclusion of the meeting:

President: Do I have a motion that this meeting be adjourned?

Call on someone. You will need a motion and a second.

President: This meeting is adjourned at _____ p.m.



Inspirational Thought Suggestions

“It is health that is real wealth and not pieces of gold or silver.”

— **Mohandas Gandhi**

* * * * *

“When I use my time wisely, there is usually enough time to do what I want to do.”

— **Unknown**

* * * * *

“If a man empties his purse into his head, no one can take it from him.”

— **Benjamin Franklin**

* * * * *

“An apology is the superglue of life. It can repair just about anything.”

— **Lynn Johnston**

* * * * *

“If the sky is the limit, then what is space, over the limit? Reach for the stars.”

— **Unknown**

Tips and Tricks...

THE GAVEL

- The gavel is the visible sign of authority. The president or the vice president (in the president's absence) are the only ones who use the gavel.
- The gavel should never be banged. A light tap is sufficient.
- When the gavel is not in use, it should be placed on the table.
- Times when the gavel should be used
 - 1) To restore order
 - 2) Open and adjourn the meeting
 - 3) When conducting a ceremony
- Never use the gavel as a weapon. Respect it!



THE MEETING

- Be prepared and dependable.
- Have a script and follow it.
- Be attentive to the agenda and what MUST get done in the time you have available.
- Listen to what others have to say. Practice active listening!
- Use parliamentary terms when speaking.
- Ask questions of others or your 4-H agent/leader if you do not know the answer.
- Try to be unbiased and be respectful of every person present.
- Practice your public speaking skills!

HELPFUL RESOURCES

- Robert's Rules of Order – 11th Edition
- The Complete Idiot's Guide to Robert's Rules
- The Meeting Will Come to Order by Optimist International