



4-H Club Officers' Handbook

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Election of Officers

Give your club every opportunity for a purposeful and enjoyable year by electing officers who will accept responsibility. Every club member will have a chance to help elect officers who will guide the club through the year. Some clubs elect officers every 6 months to give more members experience. Let's consider seriously what to look for in club officers. Officers and members working together make good club meetings.

We want officers who will:

Be enthusiastic, tactful, and friendly
Work with all members and give everyone an opportunity to participate.
Share leadership with many and thereby give others an opportunity to develop.
Represent the best interests of the group in outside contacts.
Be dependable.
Help plan a program for all to enjoy.
Cooperate with the other officers and executive committee members.
Prepare to do a good job.

Duties of Officers

President

1. Check on arrangements for the meeting. Be sure that each person listed on the program is ready.
2. Check with the secretary and the club leader about business to be considered.
3. Preside over all meetings.
 - a. See that meetings start and adjourn at the scheduled time.
 - b. Follow the recommended order of procedure.
 - c. Follow parliamentary procedure in conducting meetings.
4. Cast the deciding vote when there is a tie.
5. Appoint committees, unless otherwise instructed.
6. Be familiar with the duties of other officers and all committees, and help them when needed.
7. Guide the meeting and encourage all members to take part.
8. Keep in touch with the 4 H leader.
9. If you must be absent from a meeting, notify the vice president who presides. If the vice president is also absent, the secretary calls the meeting to order and chairman pro tem is elected.

Suggestions to President

1. Stand when speaking to the group.
2. Remain seated during reading of minutes, reports of committees, and addresses.
3. Avoid the use of the personal pronoun "I." Say, "your president," "the chair."
4. If you wish to take part in a discussion, call the vice president or someone else to the chair and take the floor as any other member. Return to the chair after the question under consideration is decided.

Vice-President

1. Learn and be prepared to assume the duties of the president.
2. Preside at meeting when president is absent.
3. Assist other officers in arranging for and conducting meetings.
4. Serve as chair of program committee (this is usually the case).

Suggestions to Vice-President

1. When you preside, follow the same suggestions as listed for president.
2. When you serve as chair of program committee, have this committee plan the program several meetings in advance. List the topics and who is responsible. Check in advance of meetings to be sure that the persons are prepared for their parts on the program.

Secretary

1. Keep the records of the club in a permanent form.
2. Take minutes of all meetings and be prepared to read them at the next meeting.
3. Keep a complete list of all members and take attendance at all meetings.
4. Send a report of each meeting to the county Extension Educator on form provided.
5. Call the meeting to order if both the president and vice president are absent.
6. Read letters to the club and handle all correspondence.

Suggestions to Secretary

1. Generally sit at front table with president.
2. Stand when reading minutes.
3. Have minutes complete but briefly stated.

Treasurer

1. Keep an accurate record of:
 - a. All money received and its source.
 - b. All money paid out and for what purpose.

2. Lead games at 4 H meeting.

Suggestions to Recreation Leader

1. Use a committee: it can be very helpful to you and more members will have the opportunity to lead.
2. Plan for each meeting more games than you think you will need.
3. Select games that are suitable to the age, space, and desires of the group.
4. Know the game well.
5. Be friendly, enthusiastic, and interested in each person. SMILE.
6. List your games in the order in which they will be played.
7. Be where you can be seen and heard by everyone.
8. Give instructions slowly and distinctly.
9. Demonstrate the game when possible.
10. Play the game yourself or watch with keep interest.

Song Leader

1. Lead the singing at 4 H club meetings and other 4 H events.
2. Enjoy what you are doing and spread enthusiasm to the group.
3. Learn and teach new songs.
4. Keep song books and music of your club. Distribute and collect song books at meetings.

Suggestions to Song Leader

1. Select appropriate songs in advance of the meeting. Always start with a familiar one.
2. Give clear instructions as to the name or number of the song, number of verses, and whether to stand or remain seated.
3. Be ready to learn an appropriate song on short notice. You may be called on unexpectedly.

Health and Safety Officer

Be responsible for a health and safety program in your club. This may consist of:

Health and safety talks, demonstrations
Using health score sheets
Other health activities

Suggestions to Health Officer

1. Talk with local health and safety officials for program suggestions.
2. Invite health and safety officials to speak at an occasional meeting.
3. Watch in magazines for suggestions for health and safety programs.
4. Use 4 H health publications available from your Extension office.

The 4-H club president leads the business meeting. He or she stands in front of the club members except when someone is presenting a report.

When opening a meeting the president says, "The meeting will come to order." If the club owns a gavel, the president may strike the table with the gavel--hard enough to get the attention of the members.

The president asks the members to stand and join in the pledge of allegiance, 4-H pledge, and the songs led by the song leader. The president then asks for the roll call of members, which is read by the club secretary. In most 4-H clubs the roll call is answered in a special way which has been announced at the previous meeting.

When the president is ready to have the secretary's report, he or she says, "We will now have the reading of the minutes of the last meeting," or he or she may say, "We will have the secretary's report."

Following the secretary's report the president asks, "are there any additions or corrections to the report?" If no corrections are suggested the president says, "The report sta

Making a Motion

Ways to Vote:

Voice vote:	The president says "All in favor of the motion say aye (yes); all opposed say nay(no)."
Standing vote:	The members stand so their votes can be counted.
Show of Hands:	The members raise their hands so the president can count their votes.
Ballot:	The president has one or more helpers hand out blank slips of paper so the members can write down their votes.
Roll call:	Each member votes as his or her name is called.
Honor System:	Each member closes his or her eyes and votes by raising his or her hand.

Amendments

Amending a Motion

When a motion is brought before a 4-H club for consideration, some members may wish to change it before it is voted on. This is called amending a motion.

Amendments may take any of the following forms:

1. To substitute
2. To add
3. To strike out and insert
4. To insert
5. To strike out

Withdrawing or Substituting Motions

A motion may be withdrawn or another substituted for it by the same person who made the original motion provided the one who seconded it approves and the motion has not been stated by the chair. If stated by the chair, the motion may be withdrawn or changed only with the consent of the club.

ideas on the board into two or more sections, one section for each group. After buzzing for four or five minutes, each group reports back on its "best" idea.

Group Discussion

Group discussion of the two, three, or four "best" ideas comes next.

Decision

The president asks, "Does the group agree that this is what we should do?" If the members say yes, the next step is to ask for volunteers to carry out each part of the plan. Everyone has some ideas in the plan, so it's easier for each to do his or her part. After all, it's everyone's plan.

For Better Meetings...

Why not ask your leader or regional Extension Educator for a county-wide or regional officer training school? You'll enjoy knowing officers from other clubs and you'll learn even more about planning and holding meetings.

Definitions

Parliamentary procedure-- A tool to accomplish group goals and objectives efficiently, fairly, and harmoniously. More specifically, parliamentary procedure provides a flexible plan for transacting business at hand--the "birth," "growth", and "disposition" of an idea within the group. The introduction of a main motion within the group may be compared to the "birth" of an idea; debate on the motion is the idea's "growth" period; and its "disposition" is the final vote by the group. Parliamentary procedure provides for the orderly transaction of these three steps.

Address the chair

To speak to the president.

Adjourn

To close the meeting.

Amend a motion

To change it.

The chair

The president.

Committee

One or more members selected to study a problem or take action on a decision by the club.

Lay a question on the table

To put a motion aside; it may be considered later.

Minutes

Report of all the business carried on in the meeting.

Motion

A suggestion by a member that certain action be taken by the club.

New Business

Business which is brought before the club for the first time.

Obtain the floor

To get the right to speak in a business meeting.

Officer Pro Tem

An officer temporarily appointed to carry out the duties of an officer who is not present at the meeting.

Put the question

President asks for action on a motion.

The question

The business before the club.

Quorum

Number of members who must be present to have business legally carried out.

Second a Motion

Another member shows his approval of the motion.

Unfinished business

Any business that is carried over from a previous club meeting(old business).

Let's Check on How You Did?

- Were your club meetings planned?
- Did the members help make the plans?
- Did the president and other officers get together to plan the order of business for each meeting?
- Were materials and equipment ready?
- Did meetings start on time?
- Were the officers ready to make each meeting go smoothly?
- Were committee chairs ready with their reports?
- Did the president help members take part in the discussion?
- Did you follow the order for a business meeting?
- Did you use parliamentary procedure to elect officers?
- Did you use circle response or buzz groups to work out ideas?
- Did each member carry out his part of the plans?
- Did meetings close on time?