



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. Report at each meeting the amount received, the amount of bills paid since last meeting, and the balance in the treasury.
3. Be ready to give itemized account of funds at any time on request of members or leader.
4. Pay money out of the treasury only as voted by the club with approval of leader.
5. Be responsible for the club funds until a successor is elected.
6. Have treasurer's report approved and signed by local leader and as auditor or an auditing committee.
7. Send an annual financial statement to the Extension office at the close of the club's year, using the form provided in treasurer's book.

Suggestions to Treasurer

1. Keep all canceled checks and bank statements.
2. Open a bank account if your club has more than \$10 in the treasury. If your 4-H club opens a bank account, you will be asked to furnish the savings institution with an Internal Revenue Service identification number. The Extension office has application forms for this number.

Note: When a 4-H club disbands, the balance in the treasury should go to a county 4-H Foundation. The club should indicate if the money should be used for county, regional, state, national, or international 4-H programs.

Reporter

1. Write interesting news items and send them in immediately after each meeting or event. Old news will not be printed.
2. Send advance information to local papers or radio or TV stations when planning special 4-H events for the public.
3. Make a collection of all newspaper items referring to your club for permanent records or club scrapbook.

Suggestions to Reporter

1. Visit with your local news columnist. Obtain the names and addresses of local newspapers and the dates news items are due.
2. Remember that articles should tell who, what, when, where, why, and how.
3. Give the complete name and identification of all people mentioned.
4. Put the most important fact in your first paragraph. Follow with the least important facts.
5. Consider using a loose leaf notebook to make a collection of newspaper items referring to your club. Cut out the items and paste them in the notebook.

Recreation Leader

1. Plan games and other recreation for each 4-H meeting.

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.

Committees

A committee is one or more members elected or appointed to carry out some part of the club's activities.

A *standing committee* serves for the club year. Examples of standing committees are membership, money-raising, and program.

A *special committee* is selected to plan or carry out an activity. This committee responsibility ends when the job is done. Examples of special committees are refreshment, exhibit, and parent's night.

The club president usually appoints committee members. Sometimes the club elects them. The first person named may be the committee chairman, or the committee may choose its own chair.

Duties of the Committee Chair

1. Call committee meetings.
2. Have committee discuss or act on the committee responsibility.
3. Make a report of committee recommendations at the next club meeting.

It is important for the committee members to attend meetings of the committee, help make plans, and complete any jobs assigned to them.

Program Committee

This committee goes to work after the club has made its program plans for the year. Committee members find speakers on subjects the club wants to know about. Or they see if the county Extension office has films. Or they may ask a 4-H'er who has been to a special conference to talk to the club about it. Whatever they do, they check with the leader before the meeting to be sure the program is set.

Membership Committee

Every live club is a growing one. The membership committee makes sure other boys and girls know how to join your club. They try to reach everybody in the area. They get other members to help. The club could have as its goal: "Each one reach one."

Community Service Committee

This committee finds out what your club can do to make the community better. To get ideas, committee members talk with leaders, parents, neighbors, and local public service organizations. Then they present their ideas to the club. Once the club decides on a project, the committee plans for work days, reports on how much has been done, and coordinates the club's efforts.

Involvement of Members

Members are important, too! Without interested members, the club will not go. Encourage them to take an active part by speaking up in meetings and making their ideas known. They should volunteer for jobs without having to be coaxed.

Each member should serve on a committee or have another important job. That way, members will feel really part of the club. Try to arrange the committees so each member serves on the one that interests him or her most. Also let each member do the job he or she does best. Members will be happiest and most enthusiastic if they can do something that really interests them and something they can do well.

Members also have an important part at meetings. They can make suggestions and come up with ideas that no one else may have thought of. You can encourage this by making the meeting friendly and positive. That means saying things like "I like Sue's idea, but maybe it would work even better if we did..." instead of something like "That won't work" or "That's the wrong way."

Members who attend all the club meetings and activities they possibly can will be most interested. Help them feel that their attendance is really important to the success of the club.

4-H Club Business Meeting

Suggested Program for 4-H Club Meetings

1. Call to order by the president
2. 4-H pledge, pledge of allegiance, song, or other opening
3. Roll call
4. Secretary's report(reading of minutes of last meeting)
5. Treasurer's report
6. News report
7. Reports of committees and health and safety officer
8. Reading of important letters to the club
9. Old business
10. New business
11. Program and recreation
12. Adjourn

How to conduct a Meeting

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 stands approved as read." If corrections are suggested, they are made in the report. In that case the president says, "The report stands approved as corrected."

The president next asks for the treasurer's report. After the report the president says, "Are there any questions?"(He or she waits for questions) Then he or she says "If there are none, the treasurer's report will be filed.

The president asks the news reporter to give his or her report.

The president then asks for a report by the chair of each standing committee or special committee and the health and safety officer.

The president then requests the secretary to read any important letters to the club.

Unfinished business is next called for by the president. This includes any business left from the last meeting, recorded in the minutes.

Next the president will say, "We are now ready for new business."

Following new business the president gives time for any announcements which should come before the club.

When all the business and announcements are over, the president should say, "Is there any further business?" He or she waits and then says, "If not, the meeting stands adjourned." Or the meeting may be adjourned by passing a motion. In some cases, clubs prefer to adjourn the meeting after the program and recreation.

Making a Motion

Obtaining the Floor

Before a member can bring business before the club or make a motion, he or she must "obtain the floor". This is done by standing and saying, "Mr. or Miss President." The president recognizes the individual by saying his/her name. The person then "has the floor."

Making a Motion

After a person "has the floor" he/she can make a motion by saying, "I move" --then stating the business he/she wants action on. For example, "I move that the 4-H Club donate \$1.00 to the County 4-H Foundation."

Seconding the Motion

A motion must be seconded before discussion or vote.

Any member may second a motion by saying (without rising), "I second the motion."

If a motion is not seconded, it is declared lost by the president without a vote.

Discussing a Motion

After a motion has been made and seconded, it is stated by the president. Before putting it to a vote, the president asks whether there is any discussion of the motion. Any member can discuss the motion.

Voting on a Motion

When a motion is put to a vote the president first states the motion. Example: "The motion has been made and seconded that the 4-H club donate \$1.00 to the County 4-H Foundation. Those in favor of the motion say 'aye'." (Or he can ask for a show of hands.) "Those opposed say 'no'."

Announcing the Results

The president then announces the results. "The ayes have it; the motion is passed. We will donate \$1.00 to the County 4-H Foundation." Or "The no's have it. The motion is lost."

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.

Nominations

Nominating is the method of suggesting a person for an office or committee appointment. Nominations may be made from the floor or by a committee. Making a nomination is like making a motion except it doesn't need to be seconded.

Example of Nominations From the Floor

After the president has asked for nominations from the floor, a member may rise and say, "Miss President, I nominate Ann Smith for vice president." The president repeats each nomination, "Ann Smith has been nominated." "Bill Jones has been nominated." Any number of nominations can be made.

When the president thinks all who wish have made nominations he or she asks, "Are there any more nominations?" If there is no reply he or she says, "The chair declares the nominations closed." If any member objects, a motion to close the nominations must be made.

The candidates are then voted on, usually by paper ballot, and the one receiving the highest number of votes gets the office.

Discussion Groups

Rules for meetings are fine, especially for electing officers. But many clubs like to work and plan together without using these rules. Votes --especially if the vote is close--can leave a lot of members with the feeling that they did not have any part in the plan.

Discussion groups let all the members feel they helped in shaping the decision. The group talks about something until everyone--or nearly everyone--agrees on what to do.

Circle Response

To start a discussion, the discussion leader or president says, "I'll call on each one in turn for his best suggestion on our plan. If you don't have a quick idea, you can say 'pass'. Will the secretary please write all the ideas on the blackboard (or this sheet of wrapping paper)?"

Buzz Groups

If your club has 10 or more members, you can use small groups to decide on a plan of action. After all the ideas are up on the board, divide into groups of five or six members each. Divide the

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?