



Officers Guide



_____ Year

_____ County

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Club Name _____

Organizational Leader _____

President _____

Vice President _____

Secretary _____

Treasurer _____

News Reporter _____

Congratulations!

Congratulations on being elected to an office in your 4-H Club! It is an honor to have been selected as an officer of your 4-H club. You have an important job of giving leadership to help your club reach its goals. Your fellow 4-H members have shown faith in your ability by electing you to your position. This experience will help you learn what it means to be a good citizen, accept responsibility, and gain leadership experience.

Special duties are assigned to each office. To be a good 4-H officer, you must know what is expected of you and how to carry out your responsibilities. You must also know the duties of the other officers so that all of you can work together as a team.

This 4-H Officer Guide will help you prepare for the job ahead. Read it carefully. You may also obtain help from your leader, junior leader, or others who have served as officers in the past.

Responsibilities of 4-H Officers:

Being an officer of a 4-H club carries special responsibilities. A few items you will want to be aware of are to:

- Help the club set goals for the year then work with all of the members to reach those goals.
- Help the club work together in harmony. The club does not belong to the officers nor is it necessary for the officers to do everything. Make certain everyone has a chance to speak, even the youngest and newest members of the group. Help all members feel good about belonging to the group.
- Help other members be involved. Encourage younger members to participate in discussion and activities and older members to do some of the more difficult tasks.
- Be fair to everyone and respect their rights to ideas and opinions.
- Be a good example for the club. Be on time, be courteous to members and leaders, and do your best on tasks assigned to you.

Involving the whole 4-H Club

For the 4-H club to operate smoothly and get things done, each person must perform the duties assigned to them. Briefly, they are:

President –

Presides at the meeting of the club
Gives leadership to the club by:

- Planning the meeting with the other officers and leaders
- Appointing committees, assigning tasks to members
- Keeping informed of activity in the club
- Representing the club when necessary

Vice President –

Presides when the president is absent.

May have special leadership assignments:

- Chair the program committee
- Lead the opening pledges to the flag
- Introduce program speakers and guests
- Help the officers and leaders, when necessary

Secretary –

Keeps a record (minutes of the meeting) of the activities and decisions of the club and:

- Reads minutes at the business meeting
- Writes letters for the club.
- Review secretary's book for more information

Treasurer –

Keeps the club money and:

- Keeps an accurate record of money received
- Pays the club's bills
- Gives a treasurer's report at the business meeting. Review treasurer's book for more information

News Reporter

Spreads the news about the club and:

- Prepares news reports about the activities of the club for the newspapers, radio and TV stations
- Keeps a scrapbook of news clippings. Review news reporter's guide for more information

Other Officers or Assignments –

The club may decide to have additional officers or give special assignments to individuals in the club. Examples include:

- Recreation leader – Plans recreational activities for the club.
- Music leader – Leads club in singing or has special music at the meetings
- Safety leader – Presents safety tips or lesson at club meetings. Watches for safety in club activities.
- Citizenship leader – Leads 4-H citizenship activities such as pledges to the flag, 4-H Pledge, organizing a community service for the club.
- Historian – Keeps historical record through notes, photos, etc for the club

Committees

A committee (a small group of members) may be appointed to do certain tasks for the club. See the section on USING COMMITTEES.

Members

The members of the club should be just as involved in the meetings and activities of the club as the officers. Listen to what is going on. Ask questions when discussions or reports are not clear. Bring ideas to the meetings and be willing to talk about them. Discuss the ideas of others. Vote when a motion is being decided. Members should get involved in as many of the club activities as possible.

Planning for the club

Besides conducting the club business meeting, the officers may also help with planning the club program for the year. The club program will include:

- Goals for the club to work toward
- Where the meetings will be held
- What will be done at each meeting
- What activities the club will have

Planning for the club may be done in several ways. If the club is small, all members and leaders may work

together to plan what will be done for the year. If the club is larger, the leader, junior leaders and officers may work out the program. Still another way is to form several committees to plan parts of the program. A recreation committee may plan the fun part of the program while the activities committee plans for taking part in various county or state-wide activities. The club's program should be recorded in the secretary's record on the page provided.

Using Committees

The well-organized 4-H club will make use of committees to carry out certain parts of the club program. The president, usually with the assistance of the 4-H leader or the other officers, may appoint members to the special or standing committees. Committees may also include parents.

A **special** committee is one appointed to do a certain job. The president may appoint several 4-H members and a parent to plan and carry out a club tour. After the tour is over, the committee's work is completed.

Standing committees are those appointed to serving for the entire year. Examples of standing committees and duties they may perform include:

Membership Committee – Tell others about 4-H and brings new members into the club. Helps start a new club.

Citizenship Committee – Responsible for the flag salutes, patriotic programs, community service to others.

Health and Safety Committee – Encourages club to plan special health and safety activities such as the home fire check.

Recreation Committee – Club recreation conducted by a small group of members.

Each committee should have a chairman. A report of progress may be given at the business meetings.

Planning the Meeting

The business session is only one part of the 4-H meeting. Recreation, guest speakers, demonstrations, project lessons and other activities may be included. Decide if the club president will preside through the entire meeting or just at the business session.

Good meetings do not just happen. They are the result of:

- Officers who know their job
- Planning before the meeting
- Use of good meeting procedures
- Interested and involved members

It is a good idea for the officers to meet with the 4-H leader and/or junior leader before the meeting. Make a list of everything that must be done.

The order of business provides an outline for the meeting. The president should know who will give each report or lead the discussion on topics brought before the club. Is there unfinished business from a previous meeting to be decided? The secretary's minutes should have a record of topics not finished at the last meeting.

Any member of the club may bring up new business. It is helpful if the president knows about new business ahead of time. Have some ideas in mind of how to decide the question to be discussed. Planning a picnic? What are the suggested dates and location? Can a committee plan the food and activities? Have someone in the club be ready with suggestions.

Making it Work

Set up the meeting room so all the members can hear, speak, and vote. If guests (parents) are present, provide a place for them to sit. The president and secretary should have a table from which to work. A flag set and 4-H banners will add to the meeting.

Start on time. Move through the business promptly without wasting time. Keep the meeting as short as possible, but still finish all the business before the club. Encourage all the members to express themselves. Do not let discussion go too long before taking a vote or deciding.

Discuss one topic at a time. Permit only one person to speak at a time. Members should receive recognition from the president before speaking. A member who wants to discuss a county fair question while the picnic date is being decided is "out of order". The president should ask the member to discuss only the picnic question until it is decided.

A club or group can decide several ways. If everyone is in favor of a proposal (like going on a picnic), there is a consensus, and it may not be necessary to pass a motion. The president may ask, "Does everyone agree we want a picnic?" If yes, there is a consensus, and the group is ready to set a date.

If the members have different ideas, a motion and a

second to the motion will help the group to decide the question.

Many books on parliamentary procedure (rules for conducting meetings) say a proposal can only be presented to the group as a motion with a second required before discussion and a vote. A better way for informal groups (like many 4-H clubs) is to discuss the topic first to find out all the possibilities. When all the ideas have been presented, then have a member make a motion.

Example: A picnic after the county fair seems like a good idea. Several dates are suggested. Some families have conflicts. After the date that seems best is determined, someone makes the motion for the picnic to be held on August 20. The motion is seconded. After any final discussion, the motion is voted upon.

The secretary should record "consensus decisions" as well as motions in the minutes.

Follow up to the meeting is important. Are there appointments or assignments to be made? Arrangements for the next meeting to be made? The president should follow up on all club action as soon as possible.

Presidents Guide to Conducting Meetings

Here is a suggested procedure that officers may use as a guide in conducting club meetings. Check with the 4-H club leader before the meeting to plan what needs to be discussed. Parliamentary Procedure guides can be found on 4h.unl.edu.

Agenda Item	Phrase to be used by Club President
Call to Order	"The Meeting will come to order."
Pledges	"(Name) will now lead us in the Pledges."
Roll Call	"The Secretary will please call the roll."
Reading of the Minutes	"The Secretary will read the minutes of the last meeting."
Approval of the minutes	"Are there any additions or corrections to the minutes? If not the minutes stand approved as read." OR "Is there a motion to approve the minutes?"
Treasurer's Report	"The Treasurer will present the treasurer's report."
Committee Reports	"The _____ committee will now report."
Unfinished Business	"Is there any old unfinished business that we need to cover?"
New Business	"We will now move to new business."
List New Business Items on the Agenda Prior to the Meeting	"We will discuss the following items."
Add New Items during the Meeting	"Is there any other new business to add to the agenda?"
Adjournment of Business Meeting	"Do I have a motion to adjourn?"
Club Activity <ul style="list-style-type: none"> • Educational Program • Social /Recreation • Demonstrations • Refreshments 	"We will now move to the Club Activity."

Election of Officers

At the close of the term of office, it will be necessary to elect officers for the next term or year. The election includes nominating several candidates for each office and voting to decide who will be elected to each office.

A nomination committee may be appointed by the chairman or elected by the group to present a list of candidates for each office. Nominations can be made from the floor (by members of the group).

The president says: **“Nominations from the floor are now in order for president.”** A member, after being

recognized by the president, says: **“I nominate John Smith for president.”**

The nominations need not be seconded but must be accepted by the nominee. After nominations have been made for each office, the president says: **“Are there further nominations?”** If not, the president says: **“Nominations are now closed.”** A member may make a motion to close the nominations.

Following closing of nominations, the club members will place their votes.

4-H Emblem

The emblem is a green four- leaf clover with a white letter “H” on each leaf. Each “H” represents one of the four-fold developments of Head, Hands, Heart, and Health.



4-H Colors

Green and White

Green – Nature’s most common color and emblematic of springtime, life, and youth.

White – Symbolizes purity and high ideals.

4-H Motto

To Make the Best Better

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 county, and my world.