



# 4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

## Officer Training – Mock Meeting Skit

FREEZE FRAME:

President:

Vice President:

Secretary:

Treasurer:

News Reporter:

Recreation Leader:

Health Officer:

Safety Officer:

Historian:

President: I would like to call the meeting to order. Would the Secretary please call the Roll?

**FREEZE FRAME: President forgot the pledges.**

President: Can I have someone lead the Pledge of Allegiance and the 4-H Pledge?  
Now will the secretary call the roll?

Secretary: Call Roll. *(Call all the officers/members present selecting a theme for response)*

President: Introduction of guests – “Welcome the Audience.”

President: Call for the reading of the minutes.

Secretary: Read the minutes.

President: Can I have a motion to approve the minutes?

Vice President: I move to approve the minutes.

Historian: I second that motion.

President: All in favor say “aye,” all opposed the same sign. Motion Passed.

President: May I have a treasurer’s report?

Treasurer: (Fumbles around and mumbles numbers)

**FREEZE FRAME: Treasurer is not prepared, has money lying around the table.**

Treasurer: We have a balance of \$500.00 in the account, and we have an outstanding bill of \$60.00 for the fair sponsorship.

President: Can I have a motion to submit the treasurer’s report to audit?

Vice President: I move to submit the treasurer’s report to audit.

News Reporter: I second that motion.

President: All in favor say “aye,” all opposed same sign. Motion passed.



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

President: Next, on to Old Business.

News Reporter: Brings up really old business from 2000.

**FREEZE FRAME: This is not relevant business for a meeting being held in 20( ).**

New Reporter: Do not forget to attend 4-H Family Fun Night on May 11 at the Fairgrounds, starting at 6:30 PM.

President: Is there any other old business?

President: Next, on to New Business.

Health & Safety: I would like to move that we sell candy bars for \$1.00 for our club fundraiser.

Vice President: I second the motion.

Historian: Wait, can you do that again? I want to get a picture.

**FREEZE FRAME: Always have your camera ready.**

All: General discussion on the motion.

Recreation Leader: I would like to move that we plant flowers at the Fairgrounds for our community service project.

Historian: I second the motion.

**FREEZE FRAME: President has two motions on the floor; you can only have one motion on the floor.**

President: Would the Secretary read the first motion?

Secretary: The motion was that we sell candy bars for \$1.00 for our club fundraiser.

President: Ask if there is any discussion. Hearing no discussion I would like to call for a vote. All in favor say "aye." Opposed the same. Motion passed.

President: Now would you like to discuss community service projects?

Recreation Leader: I would like to suggest the club plant flowers at the Fairgrounds.

President: Are you making a suggestion or a motion?

Recreation Leader: I move for the club to plant flowers as their community service project.

President: Is there a second on the motion?

Treasurer: I second the motion.

President: Is there any discussion?

Vice President: We do this every year. I think we should have a walk-a-thon.

Health Officer: That is a great idea; it could count as a club health activity too!

News Reporter: But I already have the news release from last year – all I have to do is change the dates.

Safety Officer: Call for the question or vote!

**FREEZE FRAME: When someone calls for the question or vote. All discussion must stop and the President must proceed to call for a vote.**

President: Secretary please re-read the motion on the floor.

Secretary: I move that the club plant flowers at the Fairgrounds for their community service project.

President: All in favor say “aye.” All opposed same sign. Motion fails.

Health Officer: I move that the club form a team for Relay for Life.

Safety Officer: I second the motion.

President: Any discussion? Hearing none, we will now proceed to vote. All in favor answer “aye,” all opposed, answer with the same sign. Motion passes.

News Reporter: Now I have to write a new article for the paper.

Historian: Yes, and I have to remember to bring my camera.

**FREEZE FRAME: The club’s news reporter and historian should always be prepared to catch the club’s news and activities. Getting the word out to the newspaper and creating a scrapbook for the club are great ways to record your club’s 4-H experiences.**

President: We will now have our Safety & Health Officer give us some tips for healthy living.

Safety Officer: Begin speaking about tornados (or another chosen topic) and use big words.

**FREEZE FRAME: Make your facts clear and ones that the members can use at home and in the club.**

Safety Officer: Give some tips that are easy to remember about what to do if there is a tornado (or another chosen topic).

Health Officer: (With a bunch of candy in front of you.) To keep your body healthy, you need to eat proper amounts of food from the MyPyramid Food Guide Plan. Eat from the following groups; Meat & Beans, Milk, Grains, Fruits, and Vegetables.

**FREEZE FRAME: Set a good example and do not do something opposite of what you are teaching.**

Health Officer: (Puts away candy and pulls out an apple.)To keep your body healthy you need to eat proper amounts of food from the MyPyramid Food Guide. Eat from the following groups; Meats & Beans, Milk, Grains, Fruits and Vegetables.

Recreation Leader: With tonight’s game, we are going to be playing Hide and Seek. One person will close their eyes and count to 10 while everyone else runs and hides. You can hide anywhere in the building.

**FREEZE FRAME: Make sure that the games you chose are appropriate for the setting and space available.**

Recreation Leader: I would like everyone to sit in a circle. We are going to play the name game. The first person will say their name and add a word in front of their name that describes them. Then the next person will say their name and the person’s before them. This will continue around the circle. The last person will have to say everyone’s name.

President: Is there a motion to adjourn the meeting?

Treasurer: I move to adjourn the meeting.

Vice President: I second that motion.

President: All in favor say “aye,” all opposed same sign. Motion passed.

**FREEZE FRAME: Encourage the participants to remember what they have learned tonight to be a good officer. Let them know that if they have any questions, to ask any of the leaders. We wish you good luck in your office.**

### **SECRETARY'S REPORT**

President, Holly, called the February 25 meeting to order. The 4-H pledge was lead by Sean and the American Pledge was lead by Clark. Ashley had everyone answer roll call by telling what he or she did on break. The minutes were read. Roger made a motion to approve the minutes and Katie seconded the motion. The minutes were approved as read. Katie reported that the treasury had a balance of \$52.00. Haley moved to submit the report for audit. Marci seconded the motion. The motion carried.

Under old business, the booth theme was discussed. Holly moved to use “4-H is for Everyone” for the club’s theme. Sean seconded the motion. Several members questioned how we would decorate the booth by using this theme. A vote was taken. Motion carried.

Under new business, Holly gave a camp presentation to the club encouraging all eligible members to attend.

Demonstrations were given by: Haley on “Lettuce Make a Salad,” and Ashley on “It’s a Bulls Eye.”

Clark moved that the meeting be adjourned. Roger seconded the motion. The meeting was adjourned.