

4-H Club Officer Guide

Lucas County 4-H

LUCAS



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EVERYONE CAN BE INVOLVED

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.
- sends meeting reports to the Extension Office in the county.
- writes letters for the club. The secretary's book has more information.

Treasurer -

Keeps the club's money and:

- keeps an accurate record of money received.
- pays the club's bills.
- gives a treasurer's report at the business meeting. The treasurer's record has more information.

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. The news reporter's guide has 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 -- has recreation planned for the meeting when needed.
- Music leader -- is prepared to lead group singing or have special music at the meetings.
- Safety leader -- could present a safety tip or lesson at meetings. Watch for safety in club activities.
- Citizenship leader -- be responsible for participation in 4-H citizenship activities. Leading pledges to the flag, organizing a Community Pride activity are examples.

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 the leaders may work together to plan what will be done for the year. If the club is larger, the leader, junior leaders and the officers may work out the program. Still another way is to form a number of 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 serve for the entire year. Examples of standing committees and duties they may perform include:

Membership Committee -- Tells 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 which 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 of 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 of the business before the club. Encourage all of the members to express themselves. Don't let discussion go too long before taking a vote or making a decision.

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 make a decision several ways. If everyone is in favor of a proposal (like going on a picnic), there is 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 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 decide the question. Many books on parliamentary procedure (rules for conduction 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 of 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. When the date which seems best is determined someone makes the motion the club picnic 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.

PRESIDENT/VICE-PRESIDENT

Steps to Success

Dear 4-H President/Vice-President:

The following are suggestions for you to consider in making your club run even better! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Make guests feel welcome by introducing them.
6. Do your best to do your best to make the meeting a positive experience for all attending.
7. Delegate responsibilities in a tactful manner. Cultivate leadership in those around you.
8. Remember, as a presiding officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES, are 4-H to the public.
9. Above all, make your 4-H meetings FUN for ALL! We want members to come back!

Before the Meeting:

1. Plan an Officer Team Meeting with all officers and the organizational leader.
2. Go over the agenda at the Officer Team Meeting.
3. Assign all agenda items to specific officers or committee chairs and make sure they know what to discuss at the meeting.
4. Decide who will update and copy the agenda.
5. If you cannot attend the meeting, appoint the Vice-President or another officer to facilitate the meeting.
6. Know what you are talking about on the agenda and know all the details ahead of time!

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an officer TEAM—make sure to do your part!**
2. Use Parliamentary Procedure and encourage others to do so.
3. Give others a chance to speak during the meeting; ask for others' comments/opinions.
4. Encourage leaders to help with discipline matters.
5. Encourage all members of the club to participate in meeting, events, and activities.
6. Ask a more outgoing 4-H'er to sit with and talk to a more quiet 4-H'er.

After the Meeting:

1. Work with the Secretary to make sure that they got all the notes from the meeting.
2. Help with clean up after the meeting.
3. Make sure the next Officer Team Meeting is on the schedule and all are informed.
4. Follow-up with any committees that need to meet.

The 4-H meeting should look **something like this:**

- *The call to order
- *Pledges
- *Roll Call & introduction of guests
- *Secretary's Report
- *Treasurer's Report
- *Other Officer & Committee reports and Leader's report
- *Unfinished (Old) Business
- *New business
- *Announcements
- *Adjournment
- *Talks & Demonstrations
- *Recreation/Snacks

- ✓ Keep in mind that either before the business meeting or following adjournment each meeting should include some type of FUN activity and refreshments.
- ✓ Remember that the business meeting may not excite members, so something at each meeting has to keep them interested and wanting to come back!! YOU can make that difference!

Notes

SECRETARY

Steps to Success

Dear 4-H Secretary:

The following are suggestions for you to consider in making you an even better Secretary! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Do your best to make the meeting a positive experience for all attending.
6. Remember, as an officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES are 4-H to the public.
7. Above all, make your 4-H meetings FUN for ALL! We want members to come back!

Before the Meeting:

1. Organize all correspondence received since the last meeting to be shared with club members.
2. Have an up-to-date roll of members for attendance.
3. Have a list of standing and special committees, and know who is on them.
4. Check the minutes of the last meeting for old business tabled or postponed, bring the minutes with you to the meeting.
5. If you cannot attend a meeting, notify the president ahead of time.

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an officer TEAM—make sure to do your part!**
2. Roll Call
3. Read minutes of previous meeting
4. Read any correspondence
5. Take accurate notes
6. Write down motions as they are stated by members.
7. Help the president maintain and follow parliamentary procedures.

After the Meeting:

1. Help with clean up after the meeting.
2. Write (or type) minutes within a day or two to help keep items fresh in your mind.
3. Enter minutes in *Club Secretary's Book* (they should be neat, and legible—if you are writing them, use the same color ink throughout the book!)
4. Sign at the end of the minutes.
5. Inform absent officers or committee chairs of action that concerns them.
6. Write all necessary business letters and letters of thanks for the club. Inform officers, leaders, and committee chairs to tell you who thank yous should go to and to provide you with addresses.

Secretary's Minutes Should Include:

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Who presided
5. Time meeting started
6. Number of members and guests present
7. Approval of minutes of previous meeting
8. Treasurer's report
9. Report of other officers, and committees, and leaders.
10. Complete motions, with the name of the person making the motions

11. Important points discussed; persons appointed to committees and assignments
12. All matters related to financial decisions
13. Adjournment
14. Type of program/recreation and who provided it
15. Talk and Demonstrations given
16. Acknowledge of services to the club (i.e. refreshments provided)
17. Secretary's signature

Comments about Secretary's Book:

- ✓ READ Helpful Hints sections FIRST, then pull it out!
- ✓ Fill in front cover, and page for bylaws
- ✓ Use "P" for present and "A" for absent – there really should not be any "excused" absences! DO NOT use check marks or "x"!
- ✓ Club officers and Committees need to be filled in.
- ✓ Be sure to include other 4-H Club Activities (pgs. 17-18)

Specific Comments about Minutes:

- New Officers should be stated in the minutes.
- Meetings need to reflect when a "Secretary Pro-Tem" (someone who is filling in for absent secretary) is doing minutes – Secretary Pro-Tem should NOT be an adult or a leader!!!!
- Make sure you have every month's minutes in book.
- Stay consistent in typing or writing minutes.
 - Use same color of ink
 - Use white out instead of crossing out
- Separate old and new business into different paragraphs.
- It is the "Pledge of Allegiance", not the "American Pledge".
- Sign minutes, and get President (or presiding officer) to approve minutes.
- All meetings need to be adjourned, and minutes need to state that.
- Always state who is presiding over the meeting.
- If President or Secretary is not there, need to state who is appointed as "Pro-Tem".
- Use first and last names of members.
- Use a separate sheet of paper to take notes – do not try to write them in the book as meeting progresses!
 - Every item that is covered needs to be commented on – can use words such as "discussed", "talked about", etc.
 - Need to include enough detail to make sense, but do not include word-by-word conversations.
 - If you need to have something repeated, just say so! (It's better to have someone repeat something and have it in the minutes, than to leave something important out of minutes.)
- Make sure all financial decisions are noted in the minutes.

- Make sure you have a quorum if you need to vote on items! A quorum usually consists of 2/3 of the members, but clubs need to have this decided, and have it in their by-laws.

Notes

TREASURER

Steps to Success

Dear 4-H Treasurer:

The following are suggestions for you to consider in making you an even better Treasurer! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Do your best to make the meeting a positive experience for all attending.
6. Remember, as an officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES are 4-H to the public.
7. Above all, make your 4-H meetings FUN for ALL! We want members to come back!

Before the Meeting:

1. Plan to attend the Officer Team Meeting with all officers and the organizational leader.
2. If you cannot attend the meeting, notify the president ahead of time, and appoint one of the officers to do the Treasurer's Report. Be sure to get the information to them that they will need in order to do the report.
3. Know what you are talking about on the agenda and know all the details ahead of time!
4. Make sure the checking account is balanced and you know how much money is in the account before you get to the meeting.
5. Complete the "Monthly Financial Report" prior to the meeting to help you to report all expenses and income in the past month.
6. Make sure your Treasurer's File is organized before the meeting and take the checkbook with you to the meeting in case there are any bills that need to be paid.

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an officer TEAM—make sure to do your part!**
2. Present the "Monthly Financial Report" to the club.
3. Be prepared to answer any financial questions club members or leaders may have – the key is to BE ORGANIZED!
4. Be careful about writing checks in the chaos of the meeting, make sure to write down all information needed in the checkbook register and to make notes on all receipts.
5. Inform all club members and leaders that it is imperative that they have receipts for all club expenses and that they forward those receipts to you.

After the Meeting:

1. Help with clean up after the meeting.
2. Update the checking account after the meeting if any financial transactions took place.
3. Make all transaction notations in the *Club Treasurer's Book* in addition to making them in the checkbook register.

Helpful Hints:

- ✓ Always check your math in the checkbook register, as well as the *Club Treasurer's Book*.
- ✓ Fill in the "Notes" section of the check and put the same information in the checkbook register and the *Club Treasurer's Book*.
- ✓ Ensure that the inside cover of the *Club Treasurer's Book* is accurate.

- ✓ Ensure that the *Club Treasurer's Book* is audited by the 3 positions listed on the inside cover of the *Club Treasurer's Book*, prior to turning the book into the county for auditing and judging.
- ✓ All club auditors MAY NOT be related to the Treasurer.
- ✓ Keep checks in check number order in the checkbook register and the *Club Treasurer's Book*.
- ✓ The Treasurer may use pencil if they choose to do so; if they use pen, they should try to always use the same color of ink.
- ✓ ALWAYS write neatly and dark enough to make it legible.
- ✓ If using pen, make corrective inputs on mathematical errors, do not use whiteout or line out mathematical items.
- ✓ Be sure to fill out the "Club Inventory" in back of the Club Treasurer's Book.
- ✓ READ Helpful Hints section (gray section in Club Treasurer's Book) FIRST, then pull that section out.
- ✓ Always turn in a copy of the new signatory card at the beginning of the club year.
- ✓ **THE MOST IMPORTANT HINT: THE CLUB TREASURER SHOULD ALWAYS DO THE TREASURER'S WORK, NOT A CLUB LEADER OR A PARENT. It is ok for an adult to help, but not to do the work for the Treasurer.**

Notes

SCRAPBOOK

Steps to Success

Dear 4-H Scrapbook Chair:

The following are suggestions for you to consider in making you an even better Scrapbook Chair! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Do your best to make the meeting a positive experience for all attending.
6. Remember, as an officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES are 4-H to the public.
7. Above all, make your 4-H meetings FUN for ALL! We want members to come back!

Before the Meeting:

1. Update the scrapbook monthly with items from the past month.
2. Mark any pictures that you need names for with a sticky note and put them with your meeting supplies.
3. Make sure your report time is on the agenda so that you can share your progress with the club.

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an officer TEAM make sure to do your part!**
2. Be prepared to share the scrapbook with your club members.
3. Take pictures of the meeting and the activity/recreation time. Don't forget to take pictures of Cloverbuds, club leaders, volunteers, and guest speakers.

After the Meeting:

1. Help with clean up after the meeting is over.
2. Update the scrapbook.

Helpful Hints:

1. Be Creative!

- Add a color border around the page
- Have your background page be a solid color piece of paper
- Have a different set up for each page
- Use stickers or die cuts
- Use different colored pens
- Use paper with designs (even old wrapping paper or old kids' artwork)
- Add paper frames around pictures
- Crop pictures (but be careful not to crop too much!)
- Use design scissors
- Check out the scrapbook section at Wal-Mart for ideas

2. Be Informative!

- Use captions
- Use newspaper clippings
- Use small text sections of explanation
- Add dates
- Use people's names
- Include agendas or newsletters, or portions of them.

3. Be Neat!

- Outline in pencil first if necessary
- Use typed titles and captions if necessary
- Choose layouts carefully – don't just throw things on a page

- Use stencils

4. Be Prepared!

- Things you may need: an album, sheet protectors, cardstock or colored paper, glue, tape, stickers, die-cuts, decorative scissors, pen sets, craft punches, stencils, clip art, rubber stamps
- Take a camera to EVERYTHING!!! (Make sure you have film) (Disposable cameras are great!)
- Work on scrapbook every month (or every other month—don't wait until the last minute!)

5. Things to Avoid:

- Don't have pictures or papers hanging over so they stick out of the book
- Too much "white space" – fill in the page, but don't overfill
- A lot of written text – break it up with pictures
- Too many pictures, and not enough captions or explanation

6. Sticker Art –

- Don't just randomly place your stickers on a page, use them as a group, a border or as an enhancement to your title or journaling.
- You don't have to use the whole roll of stickers – sometimes just one or two will do!
- Draw "doodles" around stickers to better integrate them into page design.

7. Pictures –

- Try slanting pictures in different directions – it gives the page an interesting effect.
- Don't overlap too many pictures – it may become very crowded.
- People like to look at pictures, so be sure to use them.
- Captions need to be on at least some pictures on every page.
- Use full name of person – years down the road you may not remember who's who.

REPORTER

Steps to Success

Dear 4-H Reporter:

The following are suggestions for you to consider in making you an even better Reporter! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Do your best to make the meeting a positive experience for all attending.
6. Remember, as an officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES are 4-H to the public.
7. Above all, make your 4-H meetings FUN for ALL! We want members to come back!

Before the Meeting:

1. Organize all printed club news to give to Scrapbook Chairman.
2. Have a list of standing and special committees, and know who is on them.
3. Have your notebook and pen or pencil ready to take notes during the meeting.
4. If you cannot attend a meeting, notify the President ahead of time.

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers – **Remember, you are part of an Officer TEAM—make sure to do your part!**
2. Take accurate notes
3. Write down information on all events and activities.
4. ASK for more information if needed.

After the Meeting:

1. Help with clean up after the meeting.
2. Write (or type) a news report within a day or two to help keep items fresh in your mind.
3. Submit information to newspapers as soon as possible.
4. Submit the club report to the Extension Office before the third week of the month.

Reporter's Report Should Include:

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Report of other officers, committees, and leaders
5. Important points discussed; persons appointed to committees and assignments
6. Type of program/recreation and who provided it
7. Talks and Demonstrations given

Specific Comments about News Report:

- Use first and last names of members
- Keep writing simple; use everyday words
- Information should include:
 - Where?
 - When?
 - Who?
 - Why?
 - What?
 - How?
- Use a separate sheet of paper to take notes – do not try to write report as meeting progresses!
- Need to include enough detail to make sense, but do not include word-by-word conversations.

RECREATION

Steps to Success

Dear 4-H Recreation Chair:

The following are suggestions for you to consider in making you an even better Recreation Chair! You don't have to do everything listed here; these are just a few pointers for you to consider. Use what works for you!

Special Notes to all Officers:

1. Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too!
2. Your attitude affects the meeting and those attending! Go in with a positive attitude!
3. You are a role model to other 4-H'ers! Always treat others courteously, respectfully, and tactfully.
4. Recognize others for what they do! Encourage participation!
5. Do your best to make the meeting a positive experience for all attending.
6. Remember, as an officer, you are not only representing your club at club meetings, but you are representing Illinois 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES are 4-H to the public.
7. Play an active roll in your club. Be enthusiastic and willing to both lead and participate in the games or activities that you help to plan.
8. Plan interactive experiences for the group. These will allow everyone to get to know each other better. Better acquainted clubs interact more smoothly and work well together.
9. Use your leadership skills. Not only do you guide activities but you need to play an active role in the club's other activities also.
10. Enjoy the opportunity to interact with others and assist them in having fun and getting them enthused about being a part of the 4-H club.
11. Above all, make your 4-H meetings FUN for ALL! We want members to come back! You can play a big part in this role!

Before the Meeting:

1. Have a game or activity prepared—see your recreation guide book for ideas.
2. Make sure you have all supplies needed for your game or activity ahead of time.
3. Have helpers lined up if you need them.
4. Be prepared to shorten your game time if the business meeting takes longer than planned.

During the Meeting:

1. Present your activity when called upon.
2. Maintain control during the activity/game.

After the Meeting:

1. Help with clean up.
2. Begin planning the recreation activities for your next club meeting.

Helpful Hints:

- Know the games you are leading; this means planning ahead.
- Know the age group that you are working with. Be sure that the activity will not leave anyone out. Get everyone involved. Some people can be recorders or coaches, if need be.
- Know your space limitations and items/equipment that will be required ahead of time.
- Speak clearly and have everyone's attention before explaining a game or activity. Demonstrate the activity whenever possible.
- Accept ideas from others and use them when appropriate.
- Show a good sense of humor, have a good time, and be enthusiastic!
- Remember that the Extension Office has resources that list activities and games. You can also check out any of the kits that we have for clubs to use the key is to be prepared and to make it fun!

Notes

THE ORDER OF A BUSINESS MEETING

- Call to order when the meeting opens
- 4-H pledge, Pledge of Allegiance, song, or other opening
- Roll call
- Reading of the minutes from the last meeting
- Reports of officers
- Reports of committees
- Unfinished business left over from the last meeting
- New business
- Adjournment when the business meeting is over

IF THERE IS NO BUSINESS

When there is no business to be discussed, the president can just call the meeting to order and ask the secretary to take attendance. Then the business meeting can be adjourned and the rest of the time can be spent on the educational part of the program or other activities.

The president and the club leader can decide ahead of time if a regular business meeting is necessary. If not, there is no use in having a long meeting when a short one will do.

MAKING AND VOTING ON MOTIONS

- ✓ A member who wants the club to vote on something makes a *motion*.
- ✓ He raises his hand, or stands, and waits to be recognized. When the president calls on him, he says, "I move that..."
- ✓ Another member says "I second the motion." This means that he thinks the club should consider it. (If the motion is not seconded, it is dropped.)
- ✓ The president then asks for discussion. When it stops, he asks the members "Are you ready for the question?" If no one wants more discussion, the club is ready to vote.
- ✓ The president states the motion so everyone can hear it. The members vote when he says "All in favor, say 'Aye'," and "All opposed, say 'No'."
- ✓ The motion is passed if more members vote "Aye" than "No." If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.
- ✓ The president then says, "The motion is carried," or "The motion is lost," according to the vote.

NOMINATIONS AND ELECTIONS

- ✓ There are two ways to nominate officers.
- ✓ One is to have members suggest someone for an office during the election meeting. The member says, "I nominate... for...." A nomination does not need a second, although a second can be made to show support.
- ✓ The other way is for the president to appoint a nominating committee. The committee chooses candidates for each office and asks them to run. The committee presents its nominations as a report at the meeting. Other nominations can then be made from the floor.
- ✓ When there are no more nominations, a member says, "I move to close the nominations." If the motion is carried, the members then vote on the candidates.
- ✓ Voting for officers is usually by ballot. It takes a majority (one vote over half) to be elected.
- ✓ Nominations and elections are important club business. Tell the members about the election ahead of time. Then they can be thinking about the kinds of officers they want to have. Also, make sure everyone knows the duties of each office.

WAYS TO VOTE

- *Voice Vote*: the president says "All in favor of the motion say 'Aye'."
- *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 vote.
- *Roll Call*: each member votes as his/her name is called.
- *Honor System*: each member closes his eyes and votes by raising his hand.

MINUTES OF A MEETING

The minutes of a meeting should be a record of what is *done*, not what is *said*. They should contain:

- Date and place of meeting.
- Number of members and visitors present.
- Approval of previous meeting minutes.
- All reports and what was done about them.
- All motions, with the name of the person who made them, and whether the motion was carried or lost.
- The time the meeting adjourned.

4-H CLUB BUSINESS MEETING AGENDA GUIDE

(List the name and office of the person presenting agenda items, as indicated.)

Date _____

Call meeting to order

Flag salute and 4-H pledge to be led by: _____

Call the roll or pass around a sign-in sheet to take attendance.

Introduction of guests by: _____

Reading of minutes by: _____

Treasurer's Report by: _____

Correspondence Report by: _____

Other Officers' Reports by: _____

4-H Council Report by: _____

Committee Reports by: _____

Project Reports by: _____

Old Business:

New Business:

Announcements:

Adjournment

Program introduced by: _____

Recreation led by: _____

4-H CLUB MEETING MINUTES (page 1 of 2)

The meeting of the _____ 4-H Club was called to order by: (name and title) _____

At (time): _____ On (date): _____ At (location): _____

Flag salute and 4-H pledge led by: _____

Action on Previous Meeting's Minutes: _____

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance): _____

Correspondence: _____

Other Officers' Reports: _____

4-H Council Report: _____

Committee Reports: _____

4-H CLUB MEETING MINUTES (page 2 of 2)

Old Business:

New Business:

Announcements:

Next Meeting:

Business Meeting Adjourned:

Program:

Recreation:

Date: _____ Signed: _____

Corrections and/or additions:

Date: _____ Signed: _____

4-H CLUB MEETING MINUTES SAMPLE

The meeting of the Union 4-H Club was called to order by Jack Brown, p r e s i d e n t .

At: 7:30 p.m. on February 5, 1998, at the Union Community Hall, Jim Harris and Sally Jones led the flag salute and 4-H Pledge.

Action on Previous Meeting's Minutes: The minutes of the January 3, 1998 meeting were read and approved with the following corrections. The correct date of the talent program is Saturday March 21.

Treasurer's Report : No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our club rummage sale. Current balance of \$252.28.

Correspondence: A thank-you letter from the food bank was read. A congratulations letter sent to the new county All Stars was read.

Other Officers' Reports: Reporter, Mary Griffin, submitted a newspaper article about our food drive to the local paper. It was printed, and a copy was given to our historian. Recreation officer, Tim Taylor, requested that members bring their baseball gloves, bats, and other equipment to the club picnic on Saturday, March 14.

4-H Council Report: No report presented at this meeting.

Committee Reports: Sarah Carr, parade committee chair, reported that 14 members have been working hard to finish the float for the Founders' Day Parade. Christy Hamilton, community service chair, reported that her committee is planning an Easter egg coloring party for the children's ward at the hospital during spring break.

Old Business: There was no old business.

New Business: Mike Reynolds moved that the members sponsor a cleanup for the Community Hall grounds on Saturday, April 17. The motion was seconded and carried. Mike volunteered to chair the committee and was appointed. Harry Clark, June Harris, Ellen True, and Tom Blake volunteered to be on the committee.

Announcements: M r. Glen Arndt announced a countywide Share-the-Fun program to be held at the Parkview School auditorium on Saturday, March 27.

Next Meeting: Union Community Center on March 5, 1998, at 7:30 p.m.

Business Meeting Adjourned: 8:15 p.m.

Program: Demonstration - Mike Reynolds - "How to Bathe Your Dog"
Project Exhibits - Beginning Crafts Project - June Harris, Molly Lee
Songs - Led by song leaders Sue Williams and Ned Williams

Recreation: Recreation officer, Tim Taylor, led the group in a jumping stick relay.

Date : _____ Signed: _____