



## President

**Congratulations!** It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours -- the success of the club depends on your leadership team.

**Good officers are.....** Enthusiastic, tactful, loyal, honest, friendly -- that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?

- \_\_\_\_\_ Do I know the duties of my office?
- \_\_\_\_\_ Am I willing to improve myself so I can be a better officer?
- \_\_\_\_\_ Am I friendly? Do I work well with other members of the club and they with me?
- \_\_\_\_\_ Do I willingly accept responsibilities assigned to me?
- \_\_\_\_\_ Do I enjoy doing more than just what is required of me?
- \_\_\_\_\_ Am I willing to give credit to others for work well done?
- \_\_\_\_\_ Am I prompt in arriving at meetings?
- \_\_\_\_\_ Does my appearance inspire confidence and respect?
- \_\_\_\_\_ Am I kind, tactful and courteous?
- \_\_\_\_\_ Do I use "please" and "thank you" when I should?
- \_\_\_\_\_ Am I always fair in my decisions?
- \_\_\_\_\_ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to 4-H?
- \_\_\_\_\_ Will I attend a 4-H officers' workshop if it is offered for our club or county?

**Your job as President** - As President, your job is to help everyone in the club work together. You do all you can to make each member feel comfortable with the group. Group discussions are important to the club's working together. You want everyone to participate. You will watch, listen, and toss back to the group questions put to you. Ask questions and make the group think.

As President, you should.....

### BEFORE THE MEETING

- Plan business of the meeting with other officers and your club leader.
- Arrange to have the vice president preside over the meeting if you cannot attend.
- See that the meeting room is ready. Be sure the room is comfortable for all participants and arrange chairs so that all can participate. (Try a circle if you have a small club.)
- Know parliamentary procedure to conduct an orderly meeting.
- Assign responsibilities so every member has some job in the club at one time or another.

## DURING THE MEETING

- Preside at meetings. Call the meeting to order on time and direct the business meeting.
- Appoint a temporary secretary or other club officers if the elected one is absent.
- Decide points of order fairly. Guide the meeting in a courteous way.
- Avoid talking too much. The President is the “pilot” and should guide the meeting, but not dominate the discussion.
- Cast deciding vote in case of a tie vote.
- Be courteous to guests. Introduce them to the club.

## IN ADDITION TO MEETINGS

- Check frequently on progress of committees. Ask for a report from each chair person.
- Be in communication with your volunteer leaders and officers regarding the club’s program plans for the year.
- Represent your club at County level leadership/officer events and activities.

## Tips to the President

- Don’t talk too much. You are to lead, not to run the show.
- Ask members to help. Don’t tell them to help.
- Make all members feel a part of the club. Don’t just call on friends to help.
- Be courteous and help members who are new.
- Speak clearly and distinctly and loudly enough.
- If you cannot be at a meeting, be sure to notify the Vice President in advance.

**4-H Leadership Team** - As a 4-H Officer, you are an important part of the 4-H Leadership Team. Let’s see how the team shapes up.

**President:** The 4-H President’s job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension educators.

**Vice President:** The Vice President takes the place of the president if that member resigns or is not present at the meeting. The vice president may also lead the club in reciting the Pledge of Allegiance and the 4-H Pledge.

**Secretary:** The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club’s membership, participation and meetings in the 4-H Secretary’s Book. The secretary is responsible for all correspondence with the 4-H office including submitting monthly secretary’s reports. If the club chooses not to have a Reporter, then it is the secretary’s job to fulfill this duty as well.

**Treasurer:** The 4-H Club Treasurers main job is to handle all money matters for the club. They must keep accurate, up-to-date records of all club funds, including receipts and expenditures, and the balance on hand. The treasurer pays bills as approved by the club and collects and deposits in the bank any dues or income received. The treasurer also should report the club’s financial condition at each meeting or as requested by the President.

**Reporter:** The 4-H Club Reporter has the opportunity and responsibility of telling others about 4-H work. Writing announcements and reports for the local newspaper and the County 4-H newsletter and keeping a scrapbook of club activities and publicity and key responsibilities of the Reporter.



**Current Officers:** President \_\_\_\_\_  
 Vice President \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Reporter \_\_\_\_\_

**4-H Meeting Outline** - The 4-H meeting program may vary with your individual club. You will work with the other 4-H officers, your 4-H club volunteer leader and your county extension educator to plan exciting 4-H meetings. Everyone with a part in the program should be notified and come well prepared. A well-planned 4-H meeting usually consists of these three main parts:

- Business: 5 to 20 minutes
- Education or Project Work: 20 to 60 minutes
- Recreation or Social Activities: 5 to 15 minutes

The program content and time will depend on your club's traditions, meeting place and time. The outline on page 5 is a guide, but feel free to modify as appropriate for your particular club.

**4-H Parliamentary Procedure Guidelines** - It's easy to conduct good 4-H meetings when you understand parliamentary procedure. If you study these guidelines, you will do a super job. They are a simplified version of Robert's Rules of Order.

**Making a Motion:** There are eight steps in making and carrying a motion.

1. The member addresses the president. "Mister (or Madame) President."
2. The president recognizes the member. "Yes, (member's name)."
3. The member makes the motion. "I move that we..."
4. The motion is seconded. "I second the motion."
5. The president states the motion. "The motion has been made and seconded that..."
6. The president calls for discussion. "Is there any discussion?"
7. The president takes a vote on the motion. "All those in favor of..."
8. The president announces the result of the vote. "The motion to \_\_\_\_\_ passed (or failed)."

**Amending a Motion:** A motion may be amended if someone sees a change or addition that will make the proposal better for the club. You will think of changes that need to be made as the club discusses the motion.

Make amendments after motions have been made and seconded and the discussion has shown changes that need to be made. Follow these five steps:

1. Rise and address the president.
2. The president recognizes the member by name.
3. The member states the proposed amendment by saying, "I move to amend the motion by adding \_\_\_\_\_ (or "changing" or "deleting" or whatever wording is appropriate)."
4. Second the motion to amend.
5. The president calls for discussion by saying, "It has been moved and seconded that the words \_\_\_\_\_ be added (or whatever wording is appropriate) to the motion. Is there any discussion on the proposed amendment?"

If the amendment **carries**, the president states the motion as it is amended, and the club proceeds to discuss and vote on the motion as amended.

If the amendment **does not carry**, the president takes up the original motion, completes the discussion, and takes the vote. A motion may be amended only one time.

**Nominations and Elections:** Nominations may be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations may be made by members when the floor is open for further nominations.

To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate \_\_\_\_\_ for \_\_\_\_\_." A second is not required to nominate. The president then asks the nominee if they will accept the nomination. If the nominee accepts, then the president asks for further nominations. If the nominee declines the nomination, then that nomination is withdrawn. When all nominations are offered and accepted, the president will close the nominations and the vote is taken. A majority vote is required to elect.

### **Important Words to Know**

- ⇒ ***Motion*** - an official statement or proposal for members to vote on.
- ⇒ ***Second*** - another person wants the club to vote on the motion. Motions die if they do not get a second.
- ⇒ ***Amend*** - an adjustment in the wording of a motion.
- ⇒ ***Majority Vote*** - one more person than half of the members. Eleven is a majority in a club of 20 members.
- ⇒ ***Two-Thirds Vote*** - two-thirds or more of the members' vote. If 30 members, 20 must agree for the motion to pass.
- ⇒ ***Committee*** - a group of people assigned a specific task. Committees are usually selected by the president in consultation with the volunteer leader. Sometimes members can volunteer to serve on committees, usually with the approval of the president and volunteer leader.
- ⇒ ***Nomination*** - the official suggestion of a specific person for an office.
- ⇒ ***The Floor*** - the membership
- ⇒ ***Obtains the Floor*** - gets permission from the president to speak.

### **NOTES**

## 4-H Meeting Outline

This is a suggested meeting outline. Feel free to modify according to your club's traditions and wishes.



### **BUSINESS.....**

- Call to Order "The meeting of the \_\_\_\_\_ 4-H Club will please come to order."
- Opening Ceremony "We will now have the pledges and thought for the day."  
Vice President or another 4-H member leads pledge to the American Flag, 4-H Pledge and thought for the day.
- Roll Call "Will the secretary please take the roll?"  
Secretary either calls roll or simply checks roll.
- Previous Meeting Minutes "The secretary will now read the minutes of the last meeting."  
Secretary reads minutes aloud.  
"Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read."
- Treasurer's Report "The treasurer will please provide the treasurer's report."  
Treasurer provides financial update.
- Introduction of Visitors "Our Vice President, \_\_\_\_\_, (or reporter, \_\_\_\_\_) will now introduce our visitors."  
Officer introduces visitors.
- Committee Reports "We will now have committee reports. Will the chairman of the \_\_\_\_\_ committee please report?"  
(Pause for report, then request other reports.)
- Unfinished Business "Is there any unfinished business that needs to be discussed?"  
(Recognize members who have business to discuss and guide club in discussing and making a decision.)  
"Is there any further unfinished business."
- New Business "Is there any new business to be discussed?"  
(Allow time for discussion and voting if necessary.)  
"Is there any further new business?"
- Announcements "Are there any announcements?"  
(Leaders, members or parents may have announcements.)

### **PROGRAM...**

- Introduce Program "I will now turn the meeting over to \_\_\_\_\_ (usually the Vice President) to introduce our program."  
(Vice President introduces program and/or participants)
- Thank You's "Thank you, \_\_\_\_\_ for presenting such an interesting program."  
(Make appropriate comments and thank vice president for coordinating the program.)

### **ADJOURNMENT...**

- Close Meeting "Our next meeting will be \_\_\_\_\_ at \_\_\_\_\_."  
Date Time  
"Is there a motion that we adjourn?" (Handle motion.) "The meeting is adjourned."



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