



Vice 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 Vice President - As Vice President, you are the president's assistant. You preside when the president is absent, serve as chairperson of special programs during meetings or special events of the club, and work with the president and club leader to involve the members in planning the yearly program.

As Vice President, you should.....

- ⇒ Learn the duties of the president.
- ⇒ Learn the rules of parliamentary procedure.
- ⇒ Preside at meetings when the president is absent.
- ⇒ Act as chairperson of special programs or events within the club.
- ⇒ Assist the other officers and club leaders in planning each meeting in advance, announce plans and assign responsibilities.
- ⇒ Lead the club in reciting the 4-H pledge and Pledge of Allegiance.
- ⇒ Introduce any guests/speakers that are part of special programs or activities of the club.

Tips to the Vice President

- Stand when introducing the program or activity to the club.
- Try to give each member a part in one or more meetings during the year.
- Check before the meeting to be sure each member is prepared for his/her part of the program or meeting.
- Encourage 4-Hers to get involved in the program or meeting. Help them if they need help in planning their part.
- Be polite. Ask club members to volunteer or ask them to help. Don't tell them.
- Help make all members feel a part of the 4-H club.

Programs With POW! - Exciting 4-H programs and active 4-H clubs don't just happen! They are the result of planning. As the chairperson of special educational programs and activities for your club, you will want to involve the members, leaders and parents in two kinds of planning:

Yearly program planning - general topics or activities for each month.

Monthly meeting and activity planning - specific details and who is responsible for each part of the 4-H meeting and/or activity.

As you plan, you can use the forms in this leaflet as a guide. After planning, check to see if you can answer "yes" to each of these questions.

- ⇒ Does the program involve all of the members, or at least as many as possible?
- ⇒ Is the program interesting to all ages in our club?
- ⇒ Is the plan realistic and do-able?
- ⇒ Are some fun and work activities included along with the educational part?
- ⇒ Did we consider county 4-H events?

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.

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."

4-H YEARLY PLANNING CALENDAR

<p style="text-align: center;">OCTOBER</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">NOVEMBER</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">DECEMBER</p> Meeting topic: Meeting date: Other special activities & date:
<p style="text-align: center;">JANUARY</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">FEBRUARY</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">MARCH</p> Meeting topic: Meeting date: Other special activities & date:
<p style="text-align: center;">APRIL</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">MAY</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">JUNE</p> Meeting topic: Meeting date: Other special activities & date:
<p style="text-align: center;">JULY</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">AUGUST</p> Meeting topic: Meeting date: Other special activities & date:	<p style="text-align: center;">SEPTEMBER</p> Meeting topic: Meeting date: Other special activities & date:



PLANNING GUIDE FOR MEETINGS AND EVENTS

Educational Program/Activity _____

Date _____ Time _____

Location _____

Objectives (The purpose or what members will learn.)	Jobs to be done & who will do them (e.g. contact speaker, arrange for location, etc.)	Special arrangements (How to do the job.)

Educational Program/Activity _____ Date _____ Time _____

Location _____

Objectives (purpose or what members will learn)	Jobs to be done & who will do them (e.g. contact speaker, arrange for location, etc.)	Special arrangements (how to do the job)

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Excerpts taken from "4-H Officer Guides: Vice President" from University of Georgia, College of Agriculture & Environmental Sciences, Cooperative Extension Services, publication G-OG-06, originally developed by Glenna Gibson Ott, former Extension 4-H Leader.

Information adapted for the Oneida County 4-H Program by Heather Sweeney, 4-H Animal Science Educator.