

## **Suggestions for 4-H Club Presidents**

Congratulations on being selected President of your 4-H Club. To be elected to this position is certainly an honor, but at the same time, it is no small task. In order to be effective and to provide an enjoyable atmosphere for the other members in your club, you must do extensive planning and ask for help and advice from your leaders and members.

Following are some things that are important for a President to know and do.

1. Plan ahead
  - a. Meet with your leader and other officers before each meeting to plan and finalize the agenda for your meeting. Make sure that all of your officers are going to be at the meeting and that they are ready with their part of the program. If someone will not be able to attend, work with that officer to find a replacement.
  - b. Have your officers at the meeting far enough in advance to have their part of the program ready before the members arrive.
  - c. Start your meetings on time. If you say you will start at 7:00 p.m., start at 7:00 p.m.! If you start on time, your members will learn to be on time.
  - d. Have a timetable for each meeting. Set a starting and stopping time and then plan how to best use the time in between.
  - e. Stop on time. Then parents will be able to pick up their children at the time you have set.
2. Be aware of 4-H events that are happening on a county level. For example, when is the County Share-the-Fun Contest, the 4-H/FFA Judging Contests, and the County Demonstration and Public Speaking Contests?
3. Presidents are listeners and meeting coordinators, not decision-makers for the club. You should make an effort to involve everyone in your club in the activities of the meeting.
4. You should be aware of basic parliamentary procedure so that you can help members develop their skills in this area. If you are not now familiar with these rules, ask for help! You should help your club follow correct parliamentary procedure during meetings.
5. Study the pamphlet entitled "President's Guide" (4-H 448) for additional help and ideas.

## **Guidelines for Presidents During Meetings**

1. Call the meeting to order.
2. Announce the order of business. Follow the agenda you have set with your leader and other officers.
  - a. Roll call - Respond as announced
  - b. Reading of minutes from last meeting
  - c. Additions or corrections to minutes
  - d. Treasurer's report
  - e. Committee reports
  - f. Unfinished business
  - g. New business
  - h. Any program or demonstrations planned for evening
  - i. Recreation and Songs
  - j. Refreshments
  - k. Adjourn
3. Encourage members to be recognized before speaking.
4. Ways of voting - voice, sign, or ballot
5. Vote only in the case of a tie.
6. Appoint committees to plan upcoming events.
7. Be impartial in decisions.
8. Be familiar with parliamentary procedure.
9. Be familiar with the business to be conducted at the meeting.
10. Keep the meeting moving and under control! Politely deal with talkative or disruptive members.
11. Speak clearly and loudly enough for everyone to hear. Stand so that everyone can see you.
12. Entertain a motion to adjourn.