

# RESOURCE GUIDE

## CLUB LEADER HANDOUTS

**IN THIS CLUB**

We are **HELPFUL**

**We achive goals**

We have **FUN**

We are *Courteous*

**we are PATIENT**

we are friends

we are **SUCCESSFUL**

**we work together**

**we are a**

**TEAM**



# MOCK MEETING AGENDA



1. Call to Order - President
2. Pledges - American & 4-H
3. Roll Call
4. Secretary's Minutes
5. Treasurer's Report
6. Songs
7. Health & Safety Report
8. News Report
9. Committee Reports
10. Unfinished Business
11. New Business
12. Recreation
13. Refreshments
14. Adjourn

# Parliamentary Procedure

## Why use Parliamentary Procedure?

Parliamentary Procedure is a way for the club to conduct business in an orderly and efficient manner. It allows all members the chance to participate in the club's discussion. Voting on club actions ensures that the majority opinion rules. (If it's something that more than 1/2 of the group wants to do, the club will do it.) Parliamentary Procedure takes a lot of practice; don't get discouraged if you do not understand it immediately!

## What is a Motion?

A motion is a proposal that the group take certain action. It allows for discussion on a certain topic by the entire group. After the motion is made by one person, a second person must also agree to it by "seconding" the motion. Discussion on the motion is led by the President or the Chairperson. When there is no more discussion, the members then vote to accept or reject the motion.

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An example of how a motion should be handled is shown below.

Background: One of the 4-H Club's members, Johnny Clover, would like to go roller-skating. Johnny has researched the cost of roller-skating, and has found a possible date for a club activity. During New Business, Johnny decides to see if the rest of the club would also like to do this and presents his idea to the President, Susie Green. The following conversation takes place. (Note that each member raises his or her hand and is recognized by the President before speaking):

**President Susie:** Is there any new business to be discussed?

**Johnny:** Madam President?

**Susie:** Yes, Johnny?

**Johnny:** (rising) I would like for our club to go roller-skating.

**Susie:** Would you like to place your idea in the form of a motion for the group to discuss?

**Johnny:** I move that the 4-H Club go roller skating on Saturday, May 7<sup>th</sup> at 2:30 p.m. and pay for the skating out of the club treasury.

**Susie:** We have a motion on the floor that the 4-H Club go roller skating on Saturday, May 7<sup>th</sup> at 2:30 p.m. and pay for the skating out of the club treasury. Is there a second to this motion?

**Lucy Leaf:** I second the motion.

**Susie:** It has been properly moved and seconded that the 4-H Club go roller skating on Saturday, May 7<sup>th</sup> at 2:30 p.m. and pay for the skating out of the club treasury. Is there any discussion regarding this motion?

**Bobby Boilermaker:** This sounds like a lot of fun! I heard that another 4-H Club did this, and they had a great time!

**Harold Hoosier:** I don't think that I would like to go! Roller-skating is dangerous! The floor is hard, and we might get hurt if we fall. Besides, I have a baseball game that starts at 1:00, and I couldn't go anyway.

**Paula Purdue:** How much would this cost our club, and do we have enough money to pay for it in our treasury?

**Johnny:** Skating costs \$2.00 per person plus \$1.50 for skates.

**Susie:** Treasurer Tim, how much did you say that we had in our treasury?

**Tim:** Madam President, we have \$203.66.

**Paula:** How would we get there?

**Johnny:** I thought that we could organize a car pool and have our parents and leaders help us get there.

**Susie:** Is there any further discussion? (Pause) Seeing none, we shall proceed to vote. The motion on the floor is that the 4-H Club go roller skating on Saturday, May 7<sup>th</sup> at 2:30 p.m. and pay for the skating out of the club treasury. All those in favor of this motion say "Aye". Those opposed say "No".

*(If more respond with an Aye then a No...)*

**Susie:** The motion passes. The 4-H Club will go roller-skating on Saturday, May 7<sup>th</sup> at 2:30 p.m. and pay for the skating out of the club treasury.

I would like to appoint the following people to serve on a committee to plan this skating party: Johnny, Paula, Lucy, and Bobby, with Johnny the Chairman of the committee. This committee will report back to the club at the next meeting. Is there any additional New Business?

*-OR- (If more respond with a No than an Aye...)*

**Susie:** The motion fails. The 4-H Club will not go roller-skating in Monticello on Saturday, May 7<sup>th</sup> at 2:30 p.m. Is there any additional New Business?

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Now we would like for you to practice handling a motion. During New Business, someone in your group says that she would like the club to take a tour of a dog shelter. What do you do next?

Remember, the basics of handling a motion are:

1. A motion is made and seconded concerning a particular issue.
2. The motion is discussed.
3. After discussion ends, the president restates the motion.
4. The group votes, with the majority ruling.



# Secretary's Guide

4-H 450-W

The secretary of the club is an essential link in the chain of individuals who have been given leadership responsibilities. The secretary has the responsibility to work with the other officers for the improvement of the club as a whole. In addition, he/she has a unique responsibility to keep the records of the club's business and activities. The secretary is the only one charged with this responsibility. His/her records are the "official" records of the club. Official records should include all actions voted on as well as other activities included in the "How to Write Minutes" section below.

A sample secretary's book is available for use. Check with your club leader or Extension office for a copy (4-H 217 Secretary Record Book) Keeping the book up to date from meeting to meeting is the responsibility of the secretary. He/she can keep it in pencil, ink, or typed in a computer whichever is preferred.

The secretary should sit near the president so that:

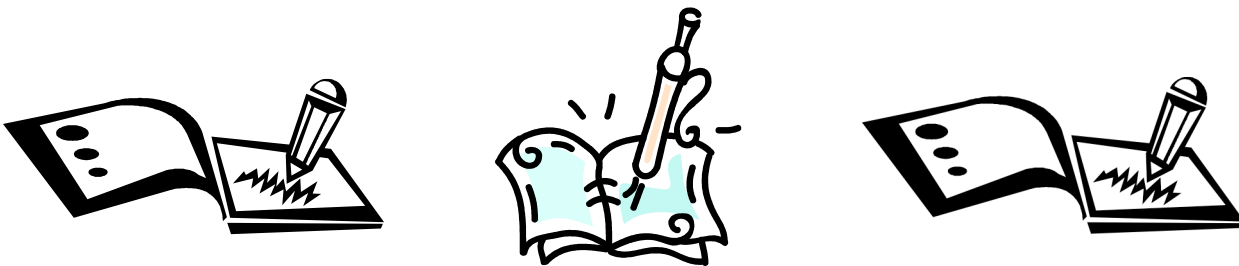
- He/she may hear what is said and can take notes on the meeting.
- All members can see and hear during the reading of the "minutes" (report) of the previous meeting.



Take care with the "notes" of each meeting. Jot down a note or two about each important thing as it takes place. Write the minutes in the secretary's book soon after taking the notes. Don't let them get "cold"!

The secretary's primary job is to keep records of the meetings, but there are some other jobs to do. It is up to him/her to keep accurate membership records. In one section of the secretary's record book there are spaces for keeping the membership roll, address of each member, ages, years in club work, project, and attendance record. These records, too, should be kept up to date at all times.

Do your part as secretary to make meetings "click." Have the secretary's book up to date and ready to read at each meeting.



## How to Write Minutes

Minutes are the record of what a club does at each meeting. Minutes of the club may include:

- Kind of meeting, whether regular or special.
- Name of club.
- Number of members present and names of special guests.
- Answer to roll call.
- Statement that minutes of the last meeting were presented and approved.
- Officer reports.
- A record of all business carried on, including motions made, who made them, and whether motions were carried or lost.
- Record of committees appointed and committee reports.
- Names of persons taking part and what they did on the program.
- Record of demonstration presented, special features on the program, and recreation planned.
- Time and place of next meeting.



## Questions for Thought

1. What are the jobs of the club secretary?
2. How will it help to serve as secretary?
3. In what ways can you help the club?
4. How do you make the minutes interesting to read?
5. Do you have a record of the club's past history?
6. Is it important to include everything in the minutes, or just a summary?

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This material may be available in alternative formats. [www.four-h.purdue.edu](http://www.four-h.purdue.edu)



# Outline For Secretary's Minutes

\_\_\_\_\_ 4-H Club Meeting  
(Name of club)

Time \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Presiding Officer \_\_\_\_\_

**Pledges** given by: American \_\_\_\_\_ 4-H \_\_\_\_\_

**Secretary's Report** - minutes of previous meeting given by: \_\_\_\_\_

\_\_\_\_\_  
(Circle accepted or revised and write any corrections above.)

**Treasurer's Report** given by: \_\_\_\_\_ Amount in Treasury \$ \_\_\_\_\_  
Accepted or revised (Circle one)

**Educational Program or Demonstrations:** Title \_\_\_\_\_

Name(s) of Presenter(s): \_\_\_\_\_

## **Committee Reports and Actions**

1. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

2. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

3. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

**Unfinished Business:**

1. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion: \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

2. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion: \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

**New Business:**

1. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_



2. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

\_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

New Committees

1.

2.

Other Reports Given (list name of presenter and activity/report):

Health & Safety: \_\_\_\_\_

Recreation: \_\_\_\_\_

Song: \_\_\_\_\_

**Announcements**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members present \_\_\_\_\_ + Guests \_\_\_\_\_ = Total Attendance \_\_\_\_\_

Respectfully submitted by,

\_\_\_\_\_, Secretary

\_\_\_\_\_, President



# Treasurer's Guide

4-H 451-W

The treasurer of a club is responsible for keeping records of all money taken in and spent by the club. It is a job of trust and one in which you learn to handle and keep records of money. Discuss with the adult leader and possibly the club the best way to keep the club's money.

### Does the club have dues?

If so, each member pays dues to the treasurer. The treasurer records the person's name, the date, and the amount as income.

### Does the club have a money-making activity?

If so, record the kind of activity, the date and the amount of money made as income.

### Does the club receive money from a person or a group?

This is a donation and is recorded in the same manner as a money-making activity — list the donor, the date, and the amount.

There are times when the club needs to pay for materials, refreshments, etc. These are bills. The treasurer records the club's bills as expenses. Record for what and to whom the money was paid, the date, and the amount. Pay bills promptly because many times the club may be judged by the treasurer's promptness. Allow the club or an authorized group to approve the for payment (usually by voting) before paying the bill.

### Does the club give a donation to a person or a group?

(As with a community service project.) Again, record to whom the money was given, the date, and the amount.

Each 4-H Club should keep their money in a local bank (checking and/or savings account). Go to each of the banks in the area and ask how much it costs for the club to open an account. Each bank has different charges involved in checking accounts. Decide which bank is best for the club, then talk to the banker to learn how to keep an account.

If the club has a checking account, pay all bills with checks. This gives a more accurate record.

A treasurer's report should be given at each meeting. Members of the club need to know the following:

- Dues which were paid.
- Money received from other areas (donation, money-making activities).
- Bills that have been paid.
- Outstanding expenses that need to be paid.
- The up-to-date balance.



Each 4-H Club is required to complete an annual financial report. These reports are submitted to the County Extension Office. As treasurer you will have the opportunity to help your 4-H Leader complete this report. Check with your 4-H Leader for more details.

Review the following 4-H Club financial checklist with your 4-H leader for information about your 4-H club:

- Checking/savings accounts do not have a personal Social Security number on them.
- An employee identification number (EIN) has been obtained for each account.
- Checking account is a duplicate check system
- Checking account has two signatures (not related persons).
- We maintain a list of receipts and expenses.
- We keep original receipts of purchases.



### Questions for Thought

1. What is your job as treasurer?
2. How can you help your club as a treasurer?
3. What will you learn as a 4-H Club treasurer?
4. Does the club have past financial records?

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# Health & Safety Coordinator's Guide

4-H 453-W

Health and safety is everybody's business! There are safety ideas we use or should use to prevent injury to ourselves and others. The health and safety coordinator has the important job of helping members of the club plan a fun-filled year of health and safety adventures. The club also might want to plan some health and safety activities outside the club meeting to learn more about the community.

Planning the club's health and safety activities with the adult leader, junior leaders, younger and older club members, and the club program committee is helpful. Use health and safety guides from health and/or safety agencies and use public brochures. A limited number of guides also may be available at your county Extension office.

A snappy 5 to 10 minute health and safety program is better than a dull, boring half-hour speech. What can you do for this program?

- Health or Safety Bingo.
- "What's My Line" on a health or safety occupation.
- Twenty questions of "I've Got a Secret" on a health or safety issue.
- Roll call on health or safety practice that was not followed.
- Poster contest for a special observance week such as Fire Prevention Week.
- Demonstration of first-aid techniques.
- Videos, DVDs, Web sites
- Prepare a first-aid kit to be given as a community service project. Have each member bring an item for the kit. Explain why each article is important. Check to see if anything is forgotten.
- Collect empty containers or advertisements of health and safety products such as household cleaners. What can be learned from the labels?

Skits, speakers, exhibits, or tours are examples for longer programs. These programs involve many club members.

### A Skit

Does everyone in the skit know:

- (1) His/her part?
- (2) The practice time and location?
- (3) When and where the skit is presented?
- (4) What the rest of the program is for the meeting?

### A Speaker

Does the speaker know:

- (1) Who you and your group are?
- (2) Why you want him/her to speak?
- (3) Where and when the meeting is held?

Does the club know:

- (1) Who the speaker is and when he/she is coming?
- (2) The topic, so they can think about what they want to know about the topic?



<p><b>An Exhibit or Display</b></p> <p>Does the club know:</p> <ol style="list-style-type: none"> <li>(1) What the purposes are?</li> <li>(2) What they are going to show or tell?</li> <li>(3) What they are going to do for publicity, a place to have the event, putting up the displays or props, preparing the exhibits or skits, and clean up?</li> </ol>	<p><b>A Tour</b></p> <p>What ideas does the club have for:</p> <ol style="list-style-type: none"> <li>(1) Interesting places to visit in the community?</li> <li>(2) Date and time of the tour?</li> <li>(3) Who will contact the places?</li> <li>(4) Transportation for the tour?</li> <li>(5) How parents might help with planning and conducting the tour?</li> </ol>
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Club members may brainstorm other ideas to discuss, but below is a list of topics used by many health and safety coordinators.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Health</b></li> <li>Smoking and Health</li> <li>Emergency Medical Care</li> <li>Alcohol and Alcoholism</li> <li>Narcotics and Drug Abuse</li> <li>Lifetime Sports</li> <li>Physical Education and Sports</li> <li>Hazardous Household Products</li> <li>Water Pollution Control</li> <li>Cancer</li> <li>Vision and Eye Health</li> <li>Diet</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Safety</b></li> <li>Animals</li> <li>Babysitting and Child Care</li> <li>Chemicals</li> <li>Electrical</li> <li>Emergency Preparedness</li> <li>Falls</li> <li>Lifting</li> <li>Machinery and Tools</li> <li>Recreation</li> <li>Traffic</li> <li>Surfing the Internet</li> </ul> |
|---|---|

**Where is information found?**

<p>Newspapers and magazines Red Cross County Health Officer Civil Defense Office County Cooperative Extension Service</p>	<p>Police or Fire Department Purdue Agriculture Safety and Health <a href="http://pasture.ecn.purdue.edu/~agsafety/ASH/contact.html">http://pasture.ecn.purdue.edu/~agsafety/ASH/contact.html</a> Indiana State Department of Health <a href="http://www.in.gov/isdh">http://www.in.gov/isdh</a> Reputable Internet Sites</p>
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**Questions for Thought**

1. What is the job of the health and safety coordinator?
2. What ways can the club benefit from health and safety activities?
3. What activities can the club do?
4. How can the members' health and safety be improved?
5. What are some ideas from home that can help other members?
6. How can the entire club be involved in health and safety?
7. How can health and safety help your club in the community?

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# News Coordinator's Guide

Reporting news can be an exciting adventure for everyone. The news coordinator's job is to tell the community about the club, its activities, and special member activities such as a member who takes flowers to a person who is ill.

Involve a number of members in the news committee. As chairman, it is important to make each person feel a part of the group.

One of the main things for a news coordinator to remember is the difference between news and publicity. News is something which answers the questions "who, what, when, where, why, and how." News is timely and of interest to a number of people. Publicity is promoting an event by using posters, paid advertising, etc. An example of a news item is a member who has won an award. Publicity is the information gathered to promote a club fish fry.

A story should be:

- (1) reported promptly,
- (2) important,
- (3) have local interest,
- (4) unusual, and
- (5) interesting.



## Preparing News Stories

- Get acquainted with the newspaper editor or other person who handles club news. Find out how he/she wants the story written.
- Determine in which format the newspaper prefers to receive the story: hand-delivered, submitted electronically via e-mail, or in some other format.
- Study some news stories in the paper. This helps in writing better stories and intensifying the kind of stories that the newspaper wants.
- Newspaper material is called "copy." Handwrite or type on every other line and on one side of the paper only.
- Put the writer's name, address, e-mail address, and telephone number at the top of the page so that the editor can call if he/she has a question about the copy.
- Write in the third person. Say: "The members decided," not "We decided."
- Make sentences short. Leave out personal opinions. Don't say, "Everyone had a good time." Let the reader judge.
- Check that all names are spelled correctly. Tell who the guest speakers are and what they talked about.
- In the first paragraph, feature some interesting or important fact. Always answer the question "who, what, when, where, why, and how." Write no more than 40 to 50 words in any paragraph.
- In the paragraphs that follow, give the information in the order of importance. Taper off your story with the least important details at the end. This is known as the pyramid style of writing. The end is where the editor starts cutting if there isn't room for the whole story.



- Write the story on an event before the event rather than after it, if at all possible. If a story is not turned into the newspaper office within 12 hours after an event, it usually is too late for use.
- Do not feel badly if the story you write is cut down, changed, or does not appear. Every editor has only so much space. In order to get news and feature stories into that space, he/she must be selective with what is included.



### Questions for Thought

1. What is the job of the news coordinator?
2. What ways can the club benefit from news?
3. Which club activities are newsworthy?
4. How can the reader's curiosity and interest be aroused?
5. What are some ideas for feature stories on members' projects?
6. How can the entire club be involved in writing new stories?
7. How can news stories help your club in the community?

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# Recreational Activities Coordinator's Guide

The recreation coordinator is an important team member of the club. As a member of the team, the coordinator is responsible for developing and carrying out the total club program.

Recreation is an important part of the club program. It helps members to learn to know one another, have fun, and enjoy success through games, stories, dances, parties, picnics, etc. Through these activities, members have fun, learn how to share, and learn to be part of the group. One of the big challenges to recreation coordinators is to help all members enjoy success.

As recreation coordinator, others should be involved in the planning and conducting of activities. The following suggestions should be considered:

Ask the members, junior leaders, and adult leader what they would like to do at each meeting.

- Consider the place where recreation will take place.
- Plan many activities so that you will have more than you need.
- Prepare some activity which members may begin as soon as they arrive at the meeting. Have games, puzzles and get-acquainted mixers. These activities will involve everyone as soon as they arrive.
- If any game does not go as it should, quickly change to another.
- Give a signal for attention, and be sure that directions are clearly understood before starting to play. Do not try to talk above the noise of the crowd.
- Get the players into positions before giving detailed instructions. In rhythmic games, walk the groups through each movement while the directions for it are given. Teach the words of singing games before action is started.
- Assume that all persons present will play. If some hesitate, tactfully interest them by finding a special need for their participation. A variety of activities may help to involve everyone.
- Remember that the person leading the activity should be thoroughly familiar with the games, enthusiastic, pleasant but in control of the group, alert to the reaction of players, patient, self-confident, and have the necessary equipment and materials.
- Attempt to keep fair play, sportsmanship, and "playing for the fun of playing" the most important things in all activities.
- Time the program wisely. Stop when the interest is high so members are willing to come back the next time.
- Everyone playing helps generate enthusiasm (includes recreation committee members, all officers, guests, adult leaders, etc.).





## Some Types of Games You Can Use

Games have sometimes been listed under the following headings:

- Starters or "get acquainted"
- Stretchers
- Stunts or specialties
- Socializers

A starter should be used with persons as they arrive at a meeting. A member of the game committee should be on hand to greet the early comers. Make them feel at home and provide something interesting for them to do. Puzzles, guessing contests, magic and get-acquainted games are suitable. A good starter often gets the stage set for group singing, discussion, and other parts of the meeting which follow.

Stretchers are games which are generally used to energize the group after they have been sitting for some time.

Stunts or specialties often take some time to prepare and often require several people to do them well. Some specialties might include musical numbers such as solos, duets, trios and quartets. Other kinds of special numbers would be readings, skits, and short playlets.

Socializers generally come at the close of a meeting. They may include musical as well as non-musical games, social dances, square dances, or athletic contests such as softball, baseball, and dodge ball.

## Some Resources for Ideas Are

- Public and school libraries
- Recreation and park departments
- Other youth groups (Scouts, etc.)
- Schools (physical education teachers, etc.)



## Questions for Thought

1. What is the purpose of recreation?
2. How can recreation help individuals?
3. How can recreation help the club?
4. How is a new activity taught to a group?
5. What are some special recreational activities which can be included in the program for the club?
6. What resources (written material, equipment, people) are available for help?
7. What are some games which might be used at meetings?
8. Will any special events such as parties, picnics, or hayrides be planned?

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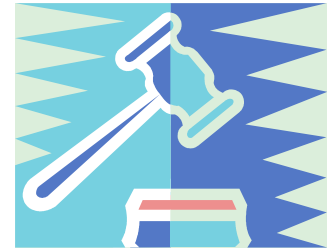




# Vice President's Guide

The vice president works with the president and takes the president's place when he/she is not present. Therefore, in addition to knowing his/her job, the vice president should be familiar with the job of the president. Do this by: (1) observing how the president presides, and (2) studying the President's Guide.

Probably the biggest and most important job of the vice president is acting as chairman of the program committee. It is up to him/her and the committee to plan the programs for the entire year. This is a big responsibility and gives the committee members experience that is helpful as they grow older.



To begin with, if the program committee has not been selected, talk with the president about selecting members for the committee. Get started right away...a group of five to nine is about right. They may be members, officers, or the whole club if it is small. Of course, your adult and junior leaders and possibly a parent should be "on hand."

The vice president is responsible for following through, seeing that the program is carried out, and checking with people on the program to see that they are prepared and ready.

## Things That Go into Making Up the Program

- Secure suggestions from club members; use a question box or ask members to list things they'd like to do this year.
- Every member should have a job sometime during the year, such as participating in a demonstration, presenting reports, giving readings or performing musical numbers, etc.
- Decide who is assigned these duties. The club also might enjoy an outside speaker for a special program.
- Plan some joint meetings with other clubs.
- Think about special events – Halloween, Christmas, Valentine's Day, picnics, tours, 4<sup>th</sup> of July parade, slumber party, camping, etc. These are some ways to have fun and learn.
- Have special meetings to work on 4-H projects.
- Decide on the number of club meetings, time, and place of each meeting.
- Keep the news coordinator informed of the program for different meetings so that advance publicity can be given.
- Before each meeting, work with the president and the adult or junior leader to see that detailed plans for the meeting are made and actually carried out.
- Decide how to get the program book made so that every member has a copy.
- Decide how to share the year's program with the club at its next meeting.





### Planning the Local Program of Work

Get sample copies of program books from your local leader, the county Extension office, or from other clubs, to find some ideas for your club. Also, have the committee check the following options. Use as many of them as are helpful.

Future members night	Tours of homes, government offices, industry, etc.
Welcome of new members	Records keeping
Installation of officers	Camp
Recreation and music	Achievement programs
Picnics and parties	Community projects
Parent night	Exchange meetings
Health and safety activities	Special speakers
Demonstrations, Public speaking	Guest night
Judging	Exhibit
Theme night (rock-n-roll, beach, college choice, backwards, etc.)	



### Questions for Thought

1. What are the roles of the club vice president?
2. Why do we try to include everyone in the program?
3. In what ways can your club serve the community?
4. In what ways can you help your club?
5. How can you improve your club's program?
6. In what ways can clubs work together?
7. How can your club express its appreciation to your leader?
8. How can you help make your club a "good club"?
9. What is the value of group activities such as parties, etc.?

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## President's Guide

The president of a club has an important job. Serving as president provides an opportunity to learn about conducting business meetings and getting cooperation from club members. A president also learns a great deal about people.

Some things to think about and do as president are:

- Work with the club members and the leader to plan a fun and interesting program. Involve the program committee.
- Give every member a chance to take part in the meetings. Work with others so that they want to help. Appoint committees and divide responsibilities. When members share, they feel part of the group. All members can do something they really enjoy.
- A day or two ahead, check on arrangements for the meeting. See that everyone on the program is ready.
- Become familiar with business to be acted on at each meeting. This might include checking with committee chairmen, club officers, and adult leaders. For a final check, your leader and the officers may have a huddle just before the meeting is called to order.
- Call the meeting to order "on the dot," and end on time. Be prompt and make the meeting fun.
- You are responsible for order in the meeting. Be courteous but firm.
- Speak clearly and loudly enough for all to hear.
- Call for a motion on any question that needs a decision. Encourage discussion to bring out the various points of view so that each individual can help make a decision. Encourage all members to take part in the meeting.
- Be impartial. You may cast the deciding vote in case of a tie.
- Each officer has an important responsibility. See that each has an opportunity to perform.

Included in the meeting might be the following items. Feel free to vary the order of the meeting or try new ideas. Avoid a fixed procedure.

- Call the meeting to order.
- Say pledges: Allegiance to U.S. flag; 4-H pledge.
- Have group singing.
- Conduct roll call and reading of minutes.
- Ask for additions or corrections to the minutes.
- Give treasurer's report.
- Ask for committee reports.
- Call for any old or unfinished business.
- Call for any new business.
- Turn meeting over to program committee. (This is the responsibility of the vice president.)
- Ask for recreation and/or songs.
- Ask for a motion to adjourn.

## Handling a Motion

- You should ask for a motion by asking, “Is there a motion?”
- Before speaking, a member should “obtain the floor” or permission to speak from the president and then state the motion by saying, “I move that...”
- Ask for a second to the motion.
- Restate the motion so that all members will know what it is.
- Ask for discussion.
- After a reasonable time say, “Are you ready for the question?”, which means the group is ready to vote on the motion.
- A member should say, “Question.”
- Restate the motion and call for the vote.
- State that the motion is either “carried” or “lost.”



## Voting

Familiarize yourself with voting methods and decide when to use each.

- By voice – “aye” or “nay.”
- By sign – raise hand or stand.
- By the “honor system” – each member closes his eyes and holds up his right hand.
- By ballot – this method also is a secret, but the honor system takes less time.
- By calling the roll.



## Questions for Thought

1. What are the responsibilities of a president?
2. What are ways to create exciting and purposeful meetings?
3. If your club becomes disorderly, what are the steps you should consider to correct the situation?
4. Does re-arranging the order of the program spice up the meeting? Why?
5. In what ways can your club work together?
6. What are effective ways to check with adult leaders and officers?
7. In what way can your club serve the community?
8. What is the purpose of the club business section?
9. How can you help your members to follow the correct business procedures?
10. Where can you get help with parliamentary procedure?
11. How can your club express appreciation to your leaders, parents, and other boosters?
12. How can you help make your club a “good club?”

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## Topic Three: Take 4-H Beyond the Business Meeting

NCR 4-H Volunteer Specialists present:



Online Volunteer Modules

### Service Learning Ideas for Your 4-H Program

- Establish quality welcome signs at your city or town limits
- Help maintain and improve fairgrounds/4-H facilities
- Partner with Extension office to promote 4-H/Extension at community events or via a detailed social media plan
- Meet with a local pet shelter and collect pet supplies and resources they need
- Develop and maintain a bike-hike trail
- Partner with local police department or shelter to collect and provide stuffed animals for children in crisis
- Help clean up and refurbish your community center or meeting place
- Collaborate with a local organization that serves those in need to collect items and pack holiday boxes
- Learn about the Wounded Warrior Project and support it through a notable community event or by creating a campaign surrounding 9/11, Veterans Day, Memorial Day, Flag Day, or other Veterans' holiday
- Plan a thank you party for community helpers such as police, fire department, ambulance, city workers, parks department etc.
- Partner with other community organizations to host a monthly birthday party at a homeless shelter or create birthday kits and donate to a local food pantry

This resource was adapted October 2019 from North Central Region 4-H Volunteer e-Forum, 2011 and 2015

## **4-H OFFICERS' DUTIES**

### **PRESIDENT** (1)

1. Serve as the spokesperson for the group.
2. Prepare business agenda and conduct meetings using appropriate parliamentary procedure.  
(Contact members and coordinate reports from club members.)
3. Keep the 4-H Leader informed of club activities and business. Contact the 4-H Leader one week in advance of meeting to set agenda.

### **VICE-PRESIDENT** (1-2)

1. Chairman of all committees. Make sure committees are ready to function and report at meetings.
2. Perform President's functions in absence of President.

### **SECRETARY** (1)

1. Keep accurate minutes of all meetings.
2. Report minutes of previous meetings at the current meeting.
3. Initiate phone committee to inform members of upcoming events.
4. Correspond with individuals who conduct programs or help group with activities.

### **TREASURER** (1)

1. Keep checkbook balanced.
2. Assist officers in preparing financial statements and budget.
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Co-chair fund-raising activities.

### **REPORTER** (1-2)

1. Report group's activities in local newspapers.
2. Keep record of all media efforts to promote group.

### **HEALTH & SAFETY** (1-2)

1. Prepare report for group's meetings that promotes their health and/or safety
2. Present report at each meeting.

### **SONG/RECREATION LEADER** (1-2)

1. Plan songs and/or activities for the members to participate in during the group's meetings.
2. Leader songs and/or activities at each meeting.

### **HISTORIAN** (1)

1. Keep record of all 4-H Club activities in a notebook and/or photo album
2. Report club history as requested by club.

### **ALL OFFICERS**

1. Attend all meetings.
2. Work together to keep order at club meetings.
3. Involve all members in the meetings and activities.
4. Be a positive leader, not a follower!