

4-H CLUB OFFICERS' TRAINING WORKSHOP AGENDA

(1 hour, 40 minutes total)

15 minutes - Mixer

(Supplies needed: ideas for mixers and accompanying props)

5 minutes - Welcome, Introductions, & Overview

The purposes of an Officer Training Workshop include...

1. To help you and the other officers in your club to lead a better meeting so that the meeting is fun for everyone who attends.
2. To allow you to be of more help to your adult leaders - if you are better trained, your leader can give you more responsibilities and duties.
3. To give you ideas on how to keep members involved in the club meetings.

What goals do you have as an officer? (ask for suggestions)

1. Be as prepared as possible and well-organized before each and every meeting.
2. Accept your responsibilities as an officer.
3. Meet with your leader and some of the other officers before your meeting so you will know what is expected of you.
4. Keep all of the members of your club involved in the discussions and activities of your meeting and encourage everyone to participate
5. Serve as a positive role model for the other members of your club and lead by example. You are looked upon as leaders in your club and should act as leaders; recognize the difference between a time to have fun and a time to be serious
6. Do the best job that you can possibly do as an officer in your 4-H Club!

30 minutes – Individual Officer Classes

(Supplies needed: materials to give to each officer)

Group #1 - Presidents & Vice-Presidents

Group #2 - Treasurers

Group #3 - Secretaries & News Reporters

Group #4 - Health & Safety Reporters

Group #5 - Song & Recreation Leaders

25 minutes - Mock Meeting

(Supplies needed: volunteers from each officer session to participate; sample motion; games and supplies for recreation)

Call to Order - President
Pledges - American & 4-H
Roll Call
Secretary's Minutes
Treasurer's Report
Songs
Health & Safety Report

News Report
Committee Reports
Unfinished Business
New Business
- Sample motion from attached pages
Recreation
Refreshments
Adjourn

15 minutes - Officer/Club Goals

(Supplies needed: chalk board/flip chart to write questions to answer.)

Answer the following questions individually. Then discuss your answers with your 4-H Club Leader and the other Officers in your 4-H Club.

1. What goals would you personally like to accomplish as a 4-H Club Officer this year?
2. What would you like to see your 4-H Club accomplish this year?
3. How can you help your club reach these goals this year?
4. What assistance do you need to help your club reach these goals?

10 minutes - Refreshments

(Supplies needed: food/drink and paper products provided by host site)

Evaluation

(Supplies needed: evaluation forms to give to Extension Educators, leaders, adults)

Adjourn