



## 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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## **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.