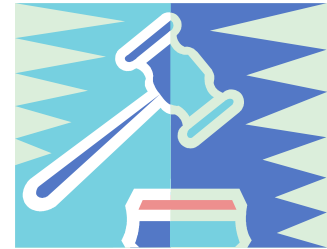




Vice President's Guide

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, 4th 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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This material may be available in alternative formats. www.four-h.purdue.edu



Suggestions for 4-H Club Vice-Presidents

It is an honor to be elected as Vice-President of your club, and at the same time, it is a big responsibility.

The biggest job of your office is to serve as chairman of the program committee. It is the job of you and your committee to plan the program for the entire year.

The Vice-President is also responsible for helping the President organize and follow-up with other committees of the club.

Following are some suggestions that are important for a Vice-President to know and do.

1. Program planning. You and your committee should:
 - a. Plan the year's program and see that all members have a copy of the program.
 - b. Plan special activities for the club, such as hayrides, campouts, parties, etc.
 - c. Help make the program valuable to every member in the club and involve every member sometime, somewhere in the program.
2. Fill in for the President in his or her absence. Always maintain good communications with the President and the other officers. Be familiar with the President's duties and the basics of parliamentary procedure.
3. Be responsible for following up on your planned program to see if people are prepared and ready.
4. Be responsible for the program part of each meeting.
5. Check with the committee chairpersons before each meeting to be sure that they have their reports ready to present at the meeting.
6. Read and study "Vice-President's Guide" (4-H 449) for more suggestions and ideas.