

## 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.