

Duties of the President

1. PLAN

- * Plan the business meeting with the leader(s) and other officers before the meeting. This can be done over the phone if necessary, and it helps maintain order in the meeting. The main thing is to establish what will come up in the meeting beforehand so that the meeting runs smoothly and quickly.
- * Keep in close touch with your local leaders and County Extension Office. Be sure and read the newsletter each month, it probably has announcements and news that applies to your group.
- * Check on meeting arrangements, making sure the lighting and seating is comfortable.
- * Help plan the yearly program (Use the Secretary's Record Book).

2. PRESIDE

- * Use a pre-arranged agenda; it's helpful to provide a copy of the agenda for each officer, so that everyone can do their part in the meeting.
- * The order of business is: Call to order, opening ceremonies (pledges, ice breaker game), reading and approval of minutes, correspondence, Treasurer's report, committee reports, unfinished business, new business, announcements, program or special presentation, and adjournment. This can be changed to fit the specific needs of your club.
- * Guide the meeting in a courteous, tactful way. Avoid talking too much, and try to keep your opinion to yourself, as you serve as a mediator on each subject being discussed. Remember that the meetings belong to the members.

3. APPOINT

- * Appoint committees as needed or desired by the membership. Many times, the vice president helps committees and serves as a chairman of them if there is no other chairman. You can also appoint substitute officers if needed. It is your responsibility to let the leaders and vice-president know if you will be gone!

4. KNOW PARLIAMENTARY PROCEDURE

- * Parliamentary procedure is essential to being able to conduct an orderly meeting. The parliamentarian should help you use correct procedure during meetings.
- * Cast the deciding vote in case of tie vote. The president usually does not vote unless there is a tie or if it's a secret ballot.

5. DELEGATE

- * Delegate responsibilities so every member has some job in the club at one time or another.
- * Check frequently on the progress of committees and ask for reports from the chairpersons whenever needed.

6. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Duties of the Vice President

1. PLAN

- * Plan the business meeting with the leader(s) and other officers before the meeting. This can be done over the phone if necessary, and it helps maintain order in the meeting. The main thing is to establish what will come up in the meeting beforehand so that the meeting runs smoothly and quickly. Actively participate in planning meetings and make suggestions as to what should be on the agenda for each meeting.
- * Keep in close touch with the president, local leaders and County Extension Office. Be sure and read the newsletter each month, it probably has announcements and news that apply to your group.
- * Work with the president to check on meeting arrangements, making sure the lighting and seating is comfortable.
- * Help plan the yearly program (Use the Secretary's Record Book).

2. PRESIDE

- * The vice president is next in rank to the president. You take the president's place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.
- * You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.
- * You should help the president use a pre-arranged agenda; it's helpful to provide a copy of the agenda for each officer, so that everyone can do their part in the meeting.
- * The order of business is: Call to order, opening ceremonies (pledge, ice breaker game), reading and approval of minutes, correspondence, Treasurer's report, committee reports, unfinished business, new business, announcements, program or special presentation, and adjournment. This can be changed to fit the specific needs of your club.
- * Guide the meeting in a courteous, tactful way. Avoid talking too much, and try to keep your opinion to yourself, as you serve as a mediator on each subject being discussed. The meetings belong to the members.

3. KNOW PARLIAMENTARY PROCEDURE

- * Parliamentary procedure is essential to being able to conduct an orderly meeting. The parliamentarian should help you use correct procedure during meetings.
- * The vice president usually votes on all club matters. The president usually does not vote unless there is a tie or if it's secret ballot.

4. DELEGATE

- * Help the president delegate responsibilities fairly so every member has a job in the club at some time.
- * You should be involved with the planning of programs in the meeting, for example, scheduling demonstrations and other special presentations to be presented at the meetings. Notify and remind people of their involvement in the next meeting.

5. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Duties of the Secretary

1. RECORDS

- * Keep an accurate record of proceedings of all meetings. Record any officers elected, committees appointed and business brought before the club. Use the Secretary's Record Book.
- * Call the roll at the request of the president and record the attendance.
- * Read minutes of last meeting when president calls for them. Make corrections given by members of the club.

2. PLANNING

- * Assist in planning the business meeting with the leader(s) and other officers before the meeting. This can be done over the phone if necessary, and it helps maintain order in the meeting. Remind officers of any unfinished business left from previous meeting.
- * Keep in close touch with your local leaders and County Extension Office. Be sure and read the newsletter each month, it probably has announcements and news that apply to your group.
- * Using your record book, help develop a written club plan for the year. File one copy with the extension office, another copy with your leader and keep a copy in your record book.

3. CORRESPONDENCE

- * Cooperate with the reporter in preparing articles for the newspapers.
- * Read correspondence directed to the club when called upon by the president and prepares replies when necessary.

4. PARLIAMENTARY PROCEDURE

- * Call meeting to order in absence of president and vice-president and have a temporary chairperson elected to preside.
- * Assist the president during the meeting by writing the motions as stated. Be responsible for restating the motion.
- * Advise the president on matters of business to be taken up. Help start and stop on time.
- * Inform the president if it is necessary to be absent. The president will appoint a secretary pro-tem for the meeting.

5. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Duties of the Treasurer

1. RECORDS

- * Take charge of all the money taken in by the club.
- * Keep an accurate record of all money received and its source as well as all money paid out. Show to whom the money was paid as well as what it was paid for.
- * Deposit to the club treasury account, in a local bank, all money received as soon as it is received.

2. REPORT

- * Give a report of money received, bills paid and amount on hand at each meeting, when called upon by the president.
- * Be ready to give an itemized account of funds, at any time, on request of members or leaders.

3. MANAGE FUNDS

- * Pay money out of treasury only as approved by the club, or as specified by the by-laws of the club.
- * The treasurer of the club is responsible for the club funds until a successor is elected. An auditing committee should check the treasurer's accounts before they are turned over to a successor.

4. PARLIAMENTARY PROCEDURE

- * Call meeting to order in absence of president, vice-president and secretary and have a temporary chairperson elected to preside. Be aware of and use parliamentary procedure to help the meetings run smoothly.
- * Inform the president if it is necessary to be absent.

5. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Duties of the Reporter

1. PUBLICITY

- * Keep in contact with the county newsletter, providing reports as often as called for by the extension office.
- * Provide publicity for special events by contacting newspaper, radio, TV or Internet resources as needed.

2. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Reporter is an exciting office that can lead to an exciting career! More than that, you will receive the privilege of working with the media to present your club and its activities to the community. You are the primary media contact for the club and that is a huge responsibility.

When writing news releases for the media it is very important to include important factual information. Always include who, what, when, where, why and how. In addition to these characteristics, news has many more criteria. To be public news your event must be at least one of the following: recent, important, local, unusual and interesting.

When writing a news release always remember reporters A, B, C's!

Accurate

Brief

Clear

Reporter Practice

Create a Marketing Plan

- * Know the club's objectives!
- * Design a plan to meet these goals!
- * Record all out-going information in a notebook or file!

Step 1

Write down the date of the event on a calendar. Count how many days until the event and develop a plan for completing all of the required tasks. Keep track of all dates on this calendar throughout the steps.

Step 2

Decide on the type(s) of media to use. List a couple types of media here: _____

Step 3

Decide on deadlines for when information will need to be collected and sent to a media channel.

Step 4

What materials will you need to meet these deadlines? (People, information, materials, photos, etc.)

Step 5

What resources will be required for the materials?

- * People to write, draw and collect information.
- * Money to pay for supplies, postage, printing and other costs.
- * Information, including final planning details, speakers, topics, locations, etc.

Step 6

Decide when you need each of these resources. Describe, in writing to volunteers and committee members what to do, also include a deadline

Duties of the Historian

1. RECORD

- * Keep a record of the group's accomplishments and activities.
- * Collect pictures and news clippings about the group or its members.

2. ORGANIZE

- * Organize a scrapbook to tell my 4-H group's "story" for the year.
- * Make the book meaningful to members and future members.
- * Make the book compact and complete.

3. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

Guidelines for the Historian Book

- * The cover should be durable.
- * Pages should be securely fastened.
- * Items should be securely fastened to the page.
- * Items in the book should be in good condition (not folded or wrinkled).
- * The historian's book should tell the clubs story for the year.
- * It might include:
 - TITLE PAGE
 - Club's Name
 - Year
 - Historian's Name
 - GROUP MEMBERS, OFFICERS AND LEADERS
 - CLIPPINGS (underline member's name(s))
 - PICTURES (labeled with activity, date and names)
 - GOAL SETTING
 - RIBBONS (group award)
 - CORRESPONDENCE
 - SECRETARY'S BOOK (previous year)
 - TREASURER'S BOOK (previous year)
 - STORY

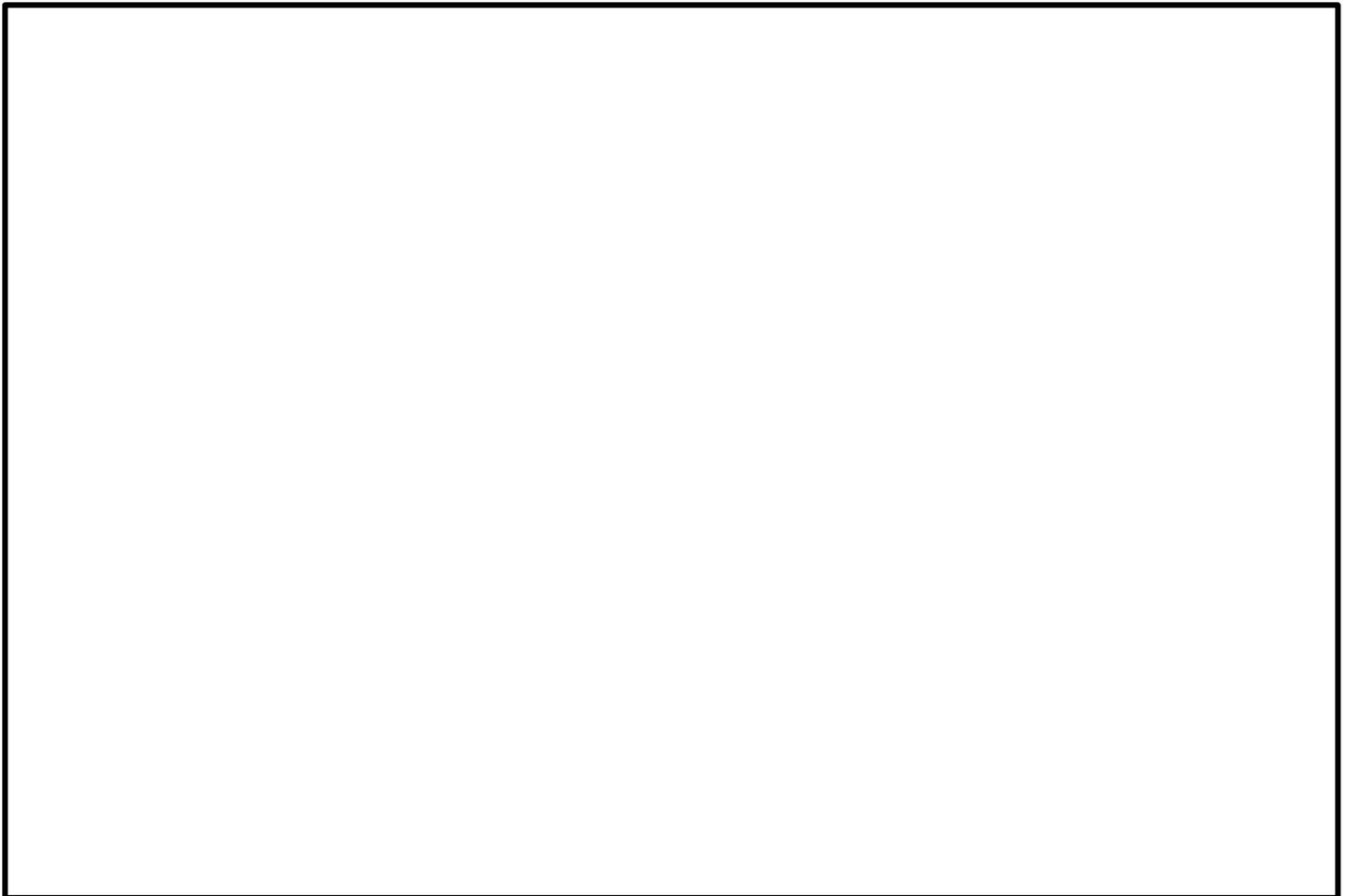
The historian book can be a single story or a story told throughout the book!

Historian Practice

Identify goals and objectives of your club.

Identify events held by your club last year and write a description:

On the "page" below design a page (with pictures) for the event described above:



Duties of the Recreation & Song Leader

1. REFRESHMENTS

- * Make a schedule of members responsible for providing refreshments. (An essential part of any 4-H meeting.)
- * Remind members of their commitments before the meetings.

2. RECREATION

- * Plan, before the meeting, a game or other activity that is appropriate for your group. Be sure to get all materials needed and practice it yourself so that you can better explain it to the members. Keep in mind the mood that you are trying to create, don't use an active game when you want members to be still and quiet afterward!
- * Lead the game when it is time! You can use other members as resources. Be Brave – you are in charge! Don't over do it – it is better to quit while everyone is having fun than to have even one person be bored.
- * Some groups like to sing. If yours is one of these, pick and learn appropriate songs for different uses throughout the meeting. Lead members in a mix of old and new songs.
- * Use the resources available, booklets from the county office or your local library.

3. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

4. EXAMPLE GAMES

- * The Human Knot: (All ages, but participants should be of similar size) Stand in a circle, everyone puts their right hand in the middle and grabs someone else's hand. Then do the same with the left hand so the circle is a tangled mess. Now use your teamwork to untangle the knot.
- * Giving directions: (Peanut butter and jelly sandwich/Putting on a jacket.) This is a demonstration type activity. One person is blindfolded and gives the other directions on how to make a sandwich with props that are available. This activity proves the difficulty in communication because specific details are often missed.
- * Partner Find: Everyone has a paper taped to their back with the name of a cartoon character and who they're closely associated with (example: Mickey Mouse and Minnie Mouse.) Participants ask each other yes or no questions to find their own identity and their partner. After partners have found each other, they should introduce themselves. Different variations of this game are also possible.

Duties of the Parliamentarian

1. KNOW PARLIAMENTARY PROCEDURE

- * Parliamentary procedure is essential to being able to conduct an orderly meeting. As the parliamentarian you are responsible for ensuring the use of correct procedure during meetings.
- * Obtain a copy of and be familiar with Robert's Rules of Order. This is THE resource for parliamentary procedure.
- * When a parliamentary mistake is made, politely stand and bring it to the attention of the president, along with how to correct the mistake.
- * At the beginning of the year, explain the use of and teach basic parliamentary procedure to all members of the club. Your goal should be for all members to feel comfortable with parliamentary procedure.

2. BE OBSERVANT

- * All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- * Be courteous to guests and have them properly introduced to the club.

3. BASIC PROCEDURES

- * How to make a motion
 1. Member stands: "Mr. President"
 2. President recognizes speaker "Yes?"
 3. "I move...." Propose motion.
 4. President says: "Do I hear a second?"
 5. A different member says, "I second the motion."
 6. President: "It has been moved and seconded that..." "Is there any discussion?"
 7. Discussion is addressed to the President. The motion may be changed by amendments.
 8. President: "If there is no further discussion, we will vote."
"All in favor please say "Aye."
"All opposed please say "Nay."
If the president can tell from this vote, he announces the result. If not, then a secret ballot or counted vote is taken.

4-H Club Officers

Congratulations! You have been chosen by your peers to be a leader in your 4-H club. Along with the title, comes a lot of responsibilities. You and the other officers are now responsible for giving the other officers leadership at the club meetings and at club activities. To be a good officer, it is vital that you know the duties of your office and how to accomplish your goals as an officer.

Qualities Of A Good Officer:

A good officer is honest, sincere, friendly and loyal. A good officer will also represent 4-H at all times, in the community, at school, at public events, and even at home. Good officers also get things done on time, they work with their 4-H leaders, parents, and with the other officers.

How Do You Measure Up?

(A Short Quiz)

- _____ Do you know the duties and responsibilities of your office?
- _____ Are you willing to improve yourself so that you can be a better officer?
- _____ Are you friendly to other members?
- _____ Are you willing to accept responsibility?
- _____ Do you enjoy doing more than just what is required of you?
- _____ Are you willing to give credit to others?
- _____ Do you use please and thank you when you should?

Identify two times today: _____

- _____ Do you work well with others?
- _____ Do others work well with you?
- _____ Do you arrive to meetings on time?
- _____ Is your appearance neat and clean?
- _____ Are you kind, tactful and courteous?
- _____ Do you make fair decisions?
- _____ Do you ask for suggestions?
- _____ Do you thank parents and leaders for their time, effort, and devotion to 4-H?
- _____ Do you represent 4-H wherever you go?

Where: _____

How: _____

Count up the Yes's
