



# 4-H Office Guidebook

# Learning Leadership

# President's Duties

- Presides at all meetings
- Appoints committees
- Casts deciding vote if there is a tie
- Encourages all members to take part
- Arranges for Vice-President to preside if unable to attend.
- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

## Vice -President's Duties

- Presides when president is absent
- Assists other officers in arranging for and conducting meetings
- Serves as chairman of the Program Committee
- Hosts for speakers

# Club Officers

A good team of officers is at work in every successful club. The number of officers is determined by the size of the club. The minimum is usually President, Vice-President, Secretary/Treasurer, Reporter and Recreation Leader. If your club is large, it will function better when the office of Secretary/Treasurer is divided.

4-H business meetings and officer functions are valuable learning experiences. Each officer has general responsibilities and duties to the group as well as specific duties of his/her office.

## **GENERAL RESPONSIBILITIES INCLUDE:**

- Helping to plan and carry out club activities by working closely with the club leader.
- Your leader is an advisor, but the responsibility for planning and carrying out activities lies with the 4-H members and officers.
- Officers need the initiative for planning and carrying out 4-H club activities.
- Helping every member find a place in the club.
- As an offer you can help see that every member has a chance to contribute.
- A 4-H club prospers when every member takes an active role.
- Setting high standards by performing well.
- Understanding your job and preparing to do it well.
- Knowing 4-H objectives and being able to talk with others about the 4-H program.
- Getting things done right and on time.
- All Officers should know how to run a meeting as well as be familiar with their own responsibilities.

In addition to general responsibilities each officer accepts some specific duties. The following suggested responsibilities have worked for many clubs. Many clubs have officers with the following duties:

## **PRESIDENT**

As President your fellow 4-H club members have shown faith in your abilities to assume and carry out leadership responsibilities. Your major responsibilities are to:

- Check on arrangements for the meeting. Be sure each person listed on the program is ready.
- Check with the secretary, the 4-H leader and other officers about business to be considered.
- Preside at all meetings.
- See that the meeting starts on time and adjourns at the scheduled time.
- Follow the recommended order for a business meeting.
- Follow parliamentary procedure in conducting meetings.
- Appoint committees unless otherwise described by club action.
- Check frequently on each committee's progress and ask for a report from each chairperson.
- Show courtesy to guest and introduce them to the club.
- Consult with other officers on program plans and implementing activities.
- Relate motions and ask for a vote when the group is ready and announce the results.
- Cast the deciding vote if there is a tie.
- If you must be absent from a meeting, notify the Vice-President who presides. If the Vice-President is also absent, the Secretary calls the meeting to order and a chairman protem (someone from the membership to lead the group for this meeting only) is appointed.

## **VICE PRESIDENT**

The second highest office in the 4-H club involves duties essential to a successful program. Your major responsibilities are:

- Learn and be prepared to assume the duties of the President
- Preside at meetings when the President is absent.
- Serve as the chairperson of the program committee and help plan programs for each club meeting.
  - \* Guiding the committee work so all club members are considered
  - \* Submit the committee's program recommendations to the club on schedule.
  - \* Delegate responsibilities and tasks to appropriate standing committees.
- Represent the club at outside meetings when requested.
- Check on meeting arrangements, seating, light, temperature and location and also be responsible for club equipment.

## **SECRETARY**

- Keeps a complete listing of all members and does role call.
- Takes minutes at each meeting and is prepared to read them at the next meeting.
- Reads letters to the club and handles all correspondence
- Calls the meeting to order if the President and Vice-President are absent.
- Reminds members of special meetings by phone or postcard and makes sure each member knows when and where the next meeting will be.
- Sends a report of each meeting to the County Extension Educator.

## **TREASURER**

Keep and accurate record of:

- All money received and its source.
- All money paid out and for what purpose.
- Reports at each meeting the amount received, the amount of bills paid since the last meeting, and the balance in the treasury.
- Pays out money only when voted on by the club with the approval of the leader.
- Puts the club's money in a special bank account.
- Have Treasurer's Report approved and signed by the local leader and an auditor or an auditing committee.
- Submits a budget early in the club year, recommending needed purchases.
- Sends an annual financial statement to the County Educator at the close of the club's year using the form in the Treasurer's Book.

## **REPORTER**

- Tells the story of your club's activities through the local newspaper.
- Write an interesting account fo the club's meeting and submit it to the paper while it is still news.
- Learn deadlines of local newspaper so the 4-H story gets printed the week of the meeting.
- Writes articles that tell who, what , where, when why and how, as well as complete names and identification of all people mentioned.
- Sends advance information to local papers, radio or TV stations when planning social 4-H events for the public.
  
- Makes a collection of all newspaper items referring to your club for permanent record or club scrapbook.

## **SONG LEADER**

- Leads in the singing at 4-H club meetings and other 4-H events.
- Enjoys what you are doing, spreads enthusiasm and has fun signing together.
- Learns and teaches new songs.
- Keeps song books and music for the club.
- Distributes and collects song book at meetings.

## **RECREATION LEADER**

- Plans games and other recreation for each meeting.
- Leads games at 4-H meetings.

## ORDER OF BUSINESS

<b>Call to Order</b>		
<b>Opening</b>		4-H Pledge, 4-H Creed, American Pledge, Poem.
<b>Minutes</b>	Chair	Will the secretary read the minutes of the last meeting?
<b>Approval of Minutes</b>	Chair	Are there any corrections to the minutes? If not the minutes are approved as read.
<b>Correspondence</b>	Chair	Is there any correspondence? (If action is necessary, motion is made by reporting member.)
<b>Treasurer's Report</b>	Chair	The treasurer will now report. Are there any questions? This has been read for your information and will be place on file for audit. Motion is made to approve treasurer's report.
<b>Approval of Bills</b>	Chair	Are there any bills to be approved? (Motions is made to approve the payment.)
<b>Reports</b>	Committee Chair Officer	Only if a report is to be made. (A report requiring action should include a motion for such action.)
<b>Unfinished Business</b>	Chair	Is there any unfinished business?
<b>New Business</b>	Chair	Is there any new business?
<b>Announcements</b>	Chair	Are there any announcements? (These could come form the County Newsletter)
<b>Adjournment</b>	Chair	Is there any further business? If not, there needs to be a motion to adjourn.
<b>Program</b>	Chair	The program committee will now present the program.
<b>Fun and Games or Refreshments</b>	Chair	

## MAKING A MOTION TO INTRODUCE BUSINESS

### **Members:**

1. Member rises and addresses the chair.
2. Waits for recognition from the President.
3. Member states the Motion: *"I move that..."*
4. Another member seconds the motion while seated.

### **President:**

1. The president states the motion...
2. President calls for discussion for debate...Is there any discussion?
3. The president takes a vote when all who wish to speak have done so, Chair: *"The motion is that the club...All those in favor say Aye, those opposed say No."*
4. The president announces the results of the vote: *"The Ayes have it and the motion is carried and the club will..."* **or** *"No's have it and the motions is lost."*

## AMENDING A MOTION

Amend means to change wording of a motion to make it more acceptable before taking final action.

Amendments are made after notions have been made and seconded and the discussion has shown changes that need to be made. To Amend a Motion:

1. Rise and address the president.
2. The president recognizes the member by name.
3. The member states the proposed amendment by saying, *"I move to amend the motion by adding* . *" Your motion might be to amend by striking out and adding or by substituting a word or a sentence in a motion.*
4. Second the motion to amend.
5. The president calls for discussion by saying, *"It has been moved and seconded that the words \_\_\_\_be added to the motion. Is there any discussion on the proposed amendment?"*
6. If the motion is carried, the president states the motion as it is amended and the club proceeds to discuss and vote on the motion.
7. If an amendment does not carry, the president takes up the original motion, completes discussion and takes a vote.
8. A motion can be amended only once

## VOTING

There are five ways to cast a vote:

1. Voice
2. Show of hands
3. Standing
4. General consent
5. Ballot

## 4-H CLUB PLEDGE

**I Pledge:**

My **HEAD** to clear thinking

My **HEART** to greater loyalty

My **HANDS** to larger service

My **HEALTH** to better living

for my Club, my Community, my Country and my World.