

Sumner County 4-H

2015 4-H Officer Manual



Good Ideas for 4-H Club Officers

Name: _____

Club: _____

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Dear 4-H Officer,

You have been selected to be a leader in your 4-H Club! This manual will help you serve your club. Read **ALL** of the pages carefully.

Underline or Highlight important parts that you will use at each club meeting. Participate in the 4-H meetings by being prepared **AHEAD** of time. Encourage all of the members of your club to be involved! Please keep in touch with us.



4-H Websites
utextension.tennessee.edu/sumner
<http://www.utextension.utk.edu/4h>

or “Like” us on Facebook!

Office Hours:
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Sumner County 4-H

4-H Officers for _____ 4-H Club.
(Teacher's name)

President _____ Phone: _____

Vice President _____ Phone: _____

Secretary _____ Phone: _____

Record Keeper _____ Phone: _____

Activity Leader _____ Phone: _____

Reporter _____ Phone: _____

For Every Club Officer includes:

- Serving as an officer between meetings & during meeting
- Keeping members informed of meeting dates and times
- Setting a good example by participating, respecting others, and being helpful
- Speaking loud and clear when on the program, stands in front
- Encouraging all members to participate in the monthly activity
- Working to be a 100% member
- Helping with the club service learning project
- Helping everyone have a successful year
- Communicating with the other 4-H officers
- Learning how to use parliamentary procedure (see the next page).

Parliamentary Procedure

(The rules for keeping order in a business meeting)



The purpose of parliamentary procedure is to provide rules for conducting an orderly meeting. It is a fair way to give everyone an opportunity to participate.

Word List:

Parliamentary procedure, gavel, motion, minutes, second, roll call, vote & adjourn

Let's look at some basic rules of parliamentary procedure.

The president (presiding officer) calls the meeting to order. Rap the gavel twice to call the meeting



The president (presiding officer) calls the meeting to order. Rap the gavel twice to call the meeting to order. The president recognizes the person who has raised their hand to speak. Members don't speak out of turn. Each person should address the presiding officer as "Madam or Mr. Chairperson."



Making a motion: The word "motion" means "movement." To bring up business in a meeting or to approve business that is taking place, a club member must "MOVE" to make a motion. To conduct business, such as approving the minutes, adjourning the meeting, or voting on a community service project, a member must make a *motion*. To bring the motion to a vote, another member must second (*or agree*) to the first motion. The president will recognize a club member to make the motion and then a second club member to second the motion. The vote of the majority decides.



To make a motion say "I move.." To second a motion, say "I second the motion."



The president may ask for discussion. The discussion is a time for the group to talk about what is being proposed.. Then all members vote, either "yes" or "no." "Aye" is another word for yes and is pronounced "I". The membership may vote by secret ballot, show of hands or by saying "Aye". The president decides how the vote will be taken.



The president will announce the results and rap the gavel one time for closure.

Outline for 4-H Club Meetings

President: Our Club Meeting will please come to order. Our Vice President, _____ will be in charge of our program.

Vice President: _____ and _____ will lead us in the Pledge of Allegiance to the American Flag and the 4-H Pledge. Let us all stand for both pledges.

Vice President: You may be seated. _____ will read the thought for the day.

Vice President: I will now turn our club meeting over to the President.

President: Our Secretary _____ will now read the minutes of our last 4-H meeting.

Secretary: (Reads the minutes written in Secretary's Record Book.)

President: I will now turn the meeting over to our 4-H staff member, _____.

Closing

President: This concludes our program. Do I hear a motion to adjourn the meeting?

4-H Member: I move that the meeting be adjourned.

President: Do I hear a second to the motion?

4-H Member: I second the motion.

President: The motion has been made and seconded to adjourn, all those in favor say "aye". (Pause for response.) Thank you. All those opposed, say "no". (Pause for response.) Thank you. This meeting is adjourned.

Good Ideas for Thoughts for the Day

- Life is like photography. We develop from the negatives.
~*Unknown*
- Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.
~*Carl Bard*
- No matter how far you've come down the wrong road, you can always turn around. ~ *Unknown*
- It's not who you are that holds you back. It's who you think you're not. ~ *Dennis Waitley*
- The one who follows the crowd will usually go no further than the crowd. The one who walks alone is likely to find himself in places no one has ever been before.
~ *Albert Einstein*

Extra Idea for the Vice-President: Use these blanks to write in the name of members asked to be on the 4-H club program.

American Pledge

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____

4-H Pledge

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____

Thought for the Day

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____



Promoting Your 4-H Club Meeting



Make a bulletin board or poster in your class to keep everyone informed about 4-H happenings.



Use it to post club meetings, service project information, recognize winners, list officers, new song and recreation ideas, and more! It's up to you!



Use lettering at least one inch high and bold colors. Add some art work and don't forget to include at least one 4-H clover.



Put reminder posters in the hallway.



Make an announcement to your class several days **BEFORE** the meeting to remind them to be ready for 4-H.

Good Ideas for the President

The 4-H club president should preside at the meetings in such a way that all members will feel free to take part. The president should:

- Plan the meeting ahead of time with the other officers.
 - Make sure secretary has minutes prepared to read
 - Make sure vice-president has names of program volunteers
 - Make sure vice-president has list of members participating in monthly club activity
 - Based on club member participation in the monthly contest, decide if there will be time for the project report, song or recreation activity
- Announce meeting to club members ahead of time.
- Preside over the meeting.
- Represent club, if necessary, with other groups.
- Assist Service Learning Leaders to plan and organize a project.
- Help plan any special activities.
- Be responsible for posting the club participation chart and updating it monthly.

Write your club meeting dates here:

Check if you are ready:

Good Ideas for the Vice President

The 4-H club vice president should:

- Complete the club meeting program outline BEFORE the meeting. Ask specific members to be on the program and be prepared:
 - Lead the American pledge
 - Lead the 4-H pledge
 - Give the “thought for the day”
 - Optional: Share something they’ve done in their 4-H project (4-H project for 5th & up, Exploring 4-H for 4th)
- Try to use every club member throughout the year
- Go ahead and assign parts for the entire year-list them below
- Make a list of the members participating in the monthly club meeting to give to the adult or teen leader
- Preside over the business meeting if the president is absent
- Arrange room for contest, for example, we may need a table in front for demonstrations
- Assist with planning and organizing the club service project
- Be prepared to participate in the monthly club activity
- When you ask if someone wants to share something from their project folder or Exploring 4-H project book, be sure and ask them ahead of time! They should bring their project to the club meeting and anything they want to show (No live animals.)

As vice president, you provide a “thought for the day” or they can find one on their own. A list of ideas is on page 7. The 4-H pledge is in the handbook.

Good Ideas for the Secretary

The 4-H club secretary is one of the most important offices of your club.

The secretary should:

- Write the minutes (written notes of what happens in the meeting) which may include:
 - Name of your club, Number of members
 - Ribbons received, Date of the next meeting
 - Date of the meeting, Names of members on the program
 - Program presented by 4-H leaders, Next activity planned

- See the sample minutes for the 1st meeting on the next page.

- Write letters for the club if necessary, such as a thank you note

- Assist other officers with plans for the service project



Sample Minutes for the First Meeting

Secretaries, use this fill-in-the-blank form to help you with the first meeting minutes.

The first meeting of _____ 4-H Club was held at
(Name of club-teacher's name)
_____, on _____. Our 4-H Leader,
(Name of school) (Date of 1st club meeting)
_____, led the meeting to organize our 4-H club.
(Name of 4-H leader)

Each student filled out a 4-H enrollment. _____
(Name of 4-H leader)
explained the parent page and the signatures needed.

_____ also explained the communication
(Name of 4-H leader)
activity for the next meeting – the poster contest.

We talked about the important of being a 4-H officer. The club officers that were elected for this year are:

President _____

Vice President _____

Secretary _____

Record Keeper _____

Reporter _____

Activity Leader _____

Our next 4-H club meeting will be _____.

The meeting was adjourned.

Good Ideas for the Record Keeper

The 4-H club Record Keeper is one of the most important offices of your club. Your club has entrusted to you the responsibility of keeping and maintaining club records on the participation chart. Much of the success of the club depends on the working relationships between you and the president. It is your opportunity to help the president make the club successful.

As Record Keeper, you should:

- Fill out the chart each month.
- Assist the 4-H staff person in preparing monthly participation sheets.
- Remember to give a check for program participation. Example: pledges and thought for the day.
- Check for county level participation.



Tips to Remember:

- It is very important to keep accurate records, so there is never a question about the number of checks a member has.
- Keep the classroom chart up to date, neat and organized.
- Do not total the number of checks on the chart.

Good Ideas for the Reporter



The 4-H club Reporter, you are responsible for letting others know about your club: the fun you are having, the work you are doing, and the help you are giving.

As 4-H Reporter, you should:

- Learn to write interesting new articles
- Submit articles and announcements on time
- Make the community aware of the good work done by your club

Tips to Remember:

- Write in the third person. Use club member's names instead of "I" or "We".
- Spell names and addresses correctly.
- Use the five "W's" – Who, What, Where, When, & Why.
- Be prompt – get the story to the newspaper before the deadline.
- Write your name, address, phone number and date at the top of the page.

Good Ideas for the Activity Leader

The 4-H club Activity Leader is responsible for assisting the 4-H Staff Member in conducting the club meeting and encouraging 4-H members to participate in monthly activities

As the Activity Leader, you should:

- Make activities a vital and exciting part of every local 4-H club meeting.
- Work with other 4-H members and officers in your local 4-H club and planning programs.
- Be an inspiration to others and help them enjoy the meeting.
- While competitions are being judged, you will also help and distribute handouts and awards provided by the staff member.

Tips to Remember:

- Be ready to help the staff member at all times.
- Show enthusiasm.



4-H Colors: Green and White
4-H Emblem: Green 4 Leaf Clover with
4 White H's
4-H Motto: To make the best better!



4-H Pledge

I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living, for my club, my community, my country and my world.