

4-H President

Welcome

Congratulations! Your fellow 4-H members have selected you to lead them as club President this year. Being elected club President is both an honor and a responsibility. You represent not only your club, but the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech, even your smile represents Tennessee 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events.

Duties of the President

- Meet with teachers and other officers prior to the meeting to plan the agenda for the business meeting.
- Conduct the 4-H club meeting using Parliamentary Procedure.
- Maintain order and control during meetings. Be courteous, but firm.
- Guide the meeting in a tactful, courteous way. Avoid talking too much or voicing personal opinions on motions under discussion. The President is the “guide” or “pilot” for the meeting.
- Encourage everyone to participate in the meeting and provide opportunities for all members to be heard.
- Work with other club officers as a team to plan and follow through with programs and events.
- Delegate responsibilities and make sure that everyone gets to serve on a committee or have a job in the club at some time during the year.
- Be courteous to guests and introduce them to the club.
- Attend as many 4-H meetings and activities as possible and be prompt and enthusiastic.
- Let the teacher know well in advance if you cannot attend a meeting so that the Vice President will have time to prepare to take over the role of the President and preside over the meeting.

Running an Effective Meeting

Conduct an effective meeting by following these steps:

- Start on time. If the President is late, the Vice President should start the meeting.
- End on time.
- Display the American properly.
- Conduct meetings in an orderly and business-like manner.
- Encourage as many members as possible to participate. Don't be afraid to call on quieter members and make an effort to include everyone.
- Use good parliamentary procedure.
- Members may not speak unless called on.
- Be courteous.
- Communicate upcoming events, dates, and responsibilities.
- Set behavior standards early in the year. Remind members of standards when necessary.
- Set goals with the club and work diligently to reach them.



TIPS TO THE PRESIDENT

- Don't talk too much. You are to LEAD, not to run the show.
- ASK members to help. Don't tell them to help.
- Make ALL members feel a part of the club.
- Don't just call on friends to help.
- Be courteous and help members who are new.
- Always stand when opening a meeting.
- Speak clearly, distinctly and loud enough.

GOOD OFFICERS ARE . . .

Enthusiastic, tactful, loyal, honest, friendly – that is one way to describe good 4-H officers. They let members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representative of the local club and of the entire 4-H program of the State. Can you answer “yes” to these questions?

As a role model for our 4-H Club, you should always participate in each 4-H activity.

- Do I know the duties of my office?
- Am I willing to improve myself so I can be a better officer?
- Am I friendly? Do I work well with other members of the club and they with me?
- Do I willingly accept responsibilities assigned to me?
- Do I enjoy doing more than just what is required of me?
- Am I willing to give credit to others for work well done?
- Am I prompt in arriving at meetings?
- Does my appearance inspire confidence and respect?
- Am I kind, tactful and courteous?
- Do I use “please” and “thank you” when I should?
- Am I always fair in my decisions?
- Do I appreciate my parents and 4-H leaders for their time, effort and devotion to club work?



President Script for 4-H Meeting

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in **bold** directly below each business meeting part. Keep this form for club records.

Agenda for (club name) _____ meeting of (date) _____.

| <u>Meeting</u> | <u>Person In Charge</u> |
|---|-------------------------|
| Call to order | President _____ |
| "This meeting will now come to order." | |
| Pledge of Allegiance | Vice President _____ |
| "Please stand for the Pledge of Allegiance led by _____." | |
| 4-H Pledge | Vice President _____ |
| "_____ will now lead us in the 4-H Pledge." | |
| Thought of the Day | Vice President _____ |
| "_____ will now read the Thought of the Day." | |
| Minutes from Previous Meeting | Secretary _____ |
| "The secretary will now read the minutes of the previous meeting." | |
| Present 4-H Leader | President _____ |
| "I will now turn the meeting over to our 4-H staff member, _____." | |

Adjournment _____
"Is there a motion for adjournment?" After the motion has been made the president says, **"Is there a second?"**
 After the second has been made the president says, **"A motion has been made and seconded that we adjourn. All in favor say 'aye',"** (pause for vote), **all opposed 'nay'.** Thank you. The meeting is adjourned."

Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to "entertain a motion" and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, "I move," not "I motion." When an item of business is brought up for discussion these steps are used:

1. President says, **"Is there a motion to _____?"**
2. A member says, **"I move _____."**
3. President says, **"Is there a second to the motion?"**
4. A different member says, **"I second the motion."** If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. **"A motion has been made and seconded that we adjourn. All in favor say 'aye.'** (Pause for vote).
"All opposed say 'nay'." Thank you. The meeting is adjourned."

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **"The chair recognizes (name of speaker) and (name of speaker) has the floor."**





4-H WORD SEARCH

YOUTH IN 4-H DO MANY ACTIVITIES. IN THE WORD SEARCH BELOW, THERE ARE WORDS THAT RELATE TO WHAT 4-H IS ALL ABOUT. CAN YOU FIND ALL 22 WORDS IN THIS PUZZLE? GOOD LUCK AND IF YOU FIND THEM ALL, YOU HAVE CLOVER POWER!

T O M A K E T H E B E S T B E T T E R
 L H E A L T H R G E S P A R E N T S O
 F W M E N I M O A Q P R S D H Q R C C
 O C B Y A H G E R H E O P G A M O O K
 O L E A D E R S D O E J E W N Z E M E
 D O R A A A E M E R C E T P D E I P T
 T V S F R D E T N S H C S W S B D U R
 H E A R T M N R N E W T W H I T E T Y
 Q R R G A M E S G S N S E W I N G E P
 X S O L E A R N B Y D O I N G L Z R C

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|--------------------------------------|-----------------|--|
| Health (one of the 4 "H"s) | Games | "To Make The Best Better" (4-H motto) |
| Heart (one of the 4 "H"s) | Members | Leaders |
| Hands (one of the 4 "H"s) | Rocketry | Green (one of the 4-H colors) |
| Head (one of the 4 "H"s) | Projects | Horses |
| Clover (Emblem) | Computer | Pets |
| White (one of the 4-H colors) | Sewing | Speech (one of the skills you can learn in 4-H) |
| Food | Garden | Learn by Doing (the way we teach in 4-H) |
| Parents | | |

Resource: ND 4-H Learn About Lesson

