

# 4-H Vice-President



## Welcome

Congratulations! Being elected vice president of your 4-H club is both an honor and a responsibility. You must now fulfill the expectations of the members by serving as a hard working and effective leader. You represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even your smile represent 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. Good luck!

## Duties of the Vice President

As vice president, you are in charge of the club's program.

- Assure that the club has a well rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.

As vice president, you will assume the duties of the president in his or her absence.

- Conduct your 4-H club's meetings with proper parliamentary procedure.
- Maintain order and control during meetings and not voice too many personal opinions.
- Automatically becoming the president if the president resigns, quits the club, or is removed from office.

### Being a Leader

*"If your actions inspire others to dream more, learn more, and become more—you are a leader."*

—John Quincy Adams



# Outline of Duties

## PLAN

- Keep in close touch with the president, local leaders, and County Extension office.
- Work with the president to make sure that everyone remembers the date of the next meeting.

## PRESIDE

- You will 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.

## PARLIAMENTARY PROCEDURE

- Parliamentary procedure is essential to being able to conduct an orderly meeting. The parliamentarian, if your club has one, should help you use correct procedure during meetings.

## DELEGATE

- Help the president delegate responsibilities fairly so every member has a job in the club at some time.

## BE OBSERVANT

- Officers should make a substantial effort to know each member of the club. Make new members feel welcome and invite 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 properly introduce them to the club.

# Filling In for the President

The vice president must be prepared to fill in for the president on short notice. A working knowledge of how a meeting should be conducted is vital to the success of a chairperson. Work with the president and advisor throughout the year to assure that you are ready to assume the duties of the president.

# Order of Business for a 4-H Club Meeting

1. Call to Order
2. Pledge of Allegiance and 4-H Pledge
3. Thought of the Day
4. Minutes of the previous meeting
5. Program (speaker, demonstrations)
6. Adjourn the Business Meeting

# Basic Parliamentary Procedure

Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. The four main objectives of parliamentary procedure are to discuss only one item at a time, show courtesy to everyone, abide by the rule of the majority, and respect the rights of the minority.



# 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 K  
 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 Y  
 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

**Health** (one of the 4 "H"s)

**Heart** (one of the 4 "H"s)

**Hands**(one of the 4 "H"s)

**Head** (one of the 4 "H"s)

**Clover** (Emblem)

**White**(one of the 4-H colors)

**Food**

**Parents**

**Games**

**Members**

**Rocketry**

**Projects**

**Computer**

**Sewing**

**Garden**

**"To Make The Best Better"** ( 4-H motto)

**Leaders**

**Green** (one of the 4-H colors)

**Horses**

**Pets**

**Speech** (one of the skills you can learn in 4-H)

**Learn by Doing** (the way we teach in 4-H)