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!

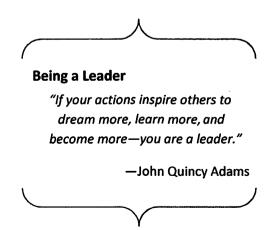
Duties of the Vice President

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.





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!

Ε Т M K E T Н E B E S Т В E Т T R 0 A S E T T R G E S P A R N 0 L E L H Н Α C P C W S H R A O R D Q F M E N I M 0 K 0 E R E 0 P G A M 0 0 C B Y H G Н A Z E E E M E E R S D 0 E J W N 0 L Α D E T R Α E M E R C E Т P D P A D 0 Α S F R D E Т N S Н C S W S B D U R Т V Y E E Т W T Т Т N R N W Н Н E Α R M P S S E E S G E W 1 N G Q R R G Α M N Z C S Y N G L R X 0 L E A R N B D 0

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)

Resource: ND 4-H Learn About Lesson