



*Created by Dawn Kuelz, Door County
University of Wisconsin – Extension
October 2007
Adapted for use in Oconto County*



4-H Club Officer



Handbook



University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. La Universidad de Wisconsin-Extensión, un empleador con igualdad de oportunidades y acción afirmativa (EEO/AA), proporciona igualdad de oportunidades en empleo y programas, incluyendo los requisitos del Título IX (Title IX) y de la Ley para Americanos con Discapacidades (ADA).

So You're a Club Officer...Now What???

Being selected as a club officer is a huge honor and comes with some new responsibilities. You are viewed as a leader in the club and a role model for the younger members. But what exactly does your office do? What should you be doing in the position to which you were elected? Here's some basics about your new job as a 4-H club officer:

President

The president's job is to help everyone in the club work together. The president does all he or she can to make each member feel welcome and to encourage everyone to take part in the discussion at meetings.

The president's role includes:

- Presiding at meetings
- Seeing that the room is set up and that the meeting starts on time
- Arranges to have the Vice President fill in if they can't attend
- Appoints committees with the help of a leader
- Works with other officers, members and leaders to plan the club's programs for the year
- Meets with the leader and other officers to plan the agenda for each meeting
- Helps out the other officers with their jobs



Additional Resources

- *Wisconsin 4-H Community Club Central Website*
<http://www.uwex.edu/ces/4h/clubs/index.cfm>
- *4-H Club Officer's Handbook, University of Connecticut Cooperative Extension*
<http://www.4-h.uconn.edu/documents/4-HOfficerHandbook.doc>
- *Kansas 4-H Officer Training Facilitator's Guide, Kansas State University Cooperative Extension Service*
http://www.oznet.ksu.edu/library/4h_y2/4H930.pdf
- *This is 4-H: A 4-H Club Meeting, Oklahoma 4-H Youth Development Core Competencies*
<http://oklahoma4h.okstate.edu/resources/core-comp/Unit-1-Examples/Home-Study/Unit-1B-Home-Studies-Series.pdf>
- *Officers Take Charge: Basic Parliamentary Rules, University of Minnesota Extension Service*
- *4-H Club Meeting Agenda, Rutgers Cooperative Extension*
<http://njaes.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf>



Making Meetings Fun!

In the *Buzz About Meetings* section, we talked about the three parts of a meeting, and how it's important to mix up the parts and not worry about the formality of the business meeting.

If members had to sit through an entire business meeting without any excitement or interaction, it could get really boring really quickly!

So it's key to add a little pizzazz and spice to your meetings to make sure that people stay energized and engaged in what is happening! Here's some ways you can do that:

- **Mix up the agenda.** There's nothing written in stone that says you must follow the exact order of the agenda every month! Draw the order out of a hat to mix it up a bit, or work backwards!
- **Make voting fun!** Just saying 'aye' and 'nay' isn't all that fun after a while. Have members vote by raising their right hand, stand up, do a jumping jack, move around in the room or other motion makes voting a more active and fun process!
- **Change up the set-up of the room.** Sitting in rows every month isn't a bad thing, but changing the shape of the room, the layout of the chairs and tables, switching where the "front" of the room is can make a difference. Just make sure to remember to keep the meeting set-up appropriate for discussion and making sure that everyone is heard and able to participate.
- Toss in games or activities between sections of the agenda. Breaking up the agenda by using ice-breakers or other group games will keep everyone energized and excited about meetings!

Vice President

The Vice President plays an important role — he or she fills in for the president if they can't attend the meeting.

The Vice President's role includes:

- Presiding at meetings when the president can't attend
- Handling other jobs within the club, such as serving on committees or organizing activities, as directed by the membership

Secretary

The Secretary has the important role of keeping track of the events that occur during club business meetings.



The role of the Secretary includes:

- Keeping minutes of all meetings
- Having a complete list of club members and keeping an accurate attendance record.
- Including the club's plans for the year in the 4-H Secretary's Book
- Reading correspondence at club meetings
- Writing club letters and thank you's
- Turning in a completed Secretary's Book at the end of the year

Treasurer

The keeper of the funds for a 4-H club is a very important job! The Treasurer handles all the monetary transactions, both in and out of the club's accounts.



The role of the Treasurer includes:

- Receiving all money, and paying out money only when approved by the club & keeping it in the club's bank account
- Keeping an accurate record of all money received and paid out in the Treasurer's book or in a checkbook register.
- Reporting at club meetings on the money received, money paid out, and the amount of money on hand.
- Balancing the checkbook monthly and transfers records to new treasurer when they take office

Reporter

Reporters share the good news and the activity announcements with the public. They get the word out about your club!



The reporter's role includes:

- Sending meeting and activity announcements to the local media for distribution
- Writing a story (either before or after) about a club event and sends it to local media for publication to share information and publicity about your club's activities, community service or other happenings

Member #2: "I second the motion."

President: "There is a motion, and a second that we have a club picnic in June and the club pays the \$25 fee for using the park. Is there any discussion?"

At this time, club members can discuss the motion. They can talk about whether June is a good time, whether or not they feel the club should pay the fee, or any other thing related to the motion. They can also introduce amendments to the motion if they choose. Once discussion is over, the process continues.

President: "If there is no more discussion, we will continue to vote on the motion. All those in favor of having a picnic in June with the club paying the \$25 park usage fee, say 'aye' (pause for votes), all those opposed say 'nay' (pause for votes). Motion carried/failed (depending on the vote).



This is a way for all the club members to participate by voting and discussing the motion. Making motions can get more complicated if members decide to offer amendments, as that adds another layer to the process.

Even though this seems really formal, don't let it take all the fun out of voting and making decisions! Check out the next section for ways to keep the fun in decision making!

Additional Resources: *Basic Parliamentary Rules, 4-H Club Officer Resources, University of Minnesota Extension Service.*

Parliamentary Procedure



One of the ways that 4-H clubs can run their meeting is with Parliamentary Procedure. Parliamentary Procedure is a set of rules that govern how voting can take place and help provide order to a meeting.

Some basic parts of Parliamentary Procedure:

- Only one member at a time can speak at a time, and only after being recognized by the President
- There can only be one motion on the floor at a time
- Motions can be "tabled," which means they can be brought back for discussion at the next meeting.
- Calling the meeting to order and having a motion to adjourn the meeting are also parts of Parliamentary Procedure.

Parliamentary Procedure is a formal way to make decisions within your club. But how do we use this procedure to make motions and make decisions? Here's a basic framework for a simple motion that could happen in your club:

Member #1: "I move that we have a picnic in June and that the club pays the \$25 fee for using the park." President: "There is a motion on the floor, is there a second?"

Historian

The historian's role is to document the activities of your club and keep photos, newspaper clippings, and other records of club activities. Many clubs have historians or photographers to take photos of what's happening in the club and then create a scrapbook for future club members to look back on.



The role of a historian includes:

- Taking pictures of club activities for use in a club scrapbook or by the club reporter and media sources
- Creating a club scrapbook, including photos, newspaper clippings and other documents that show activities the club participated in during the year.
- Delegating out photographer duties if needed -- attending every club function might not be possible, but asking for co-historians or other photographers will make the job easier!

NOTE: Your club can develop other offices as they see fit, depending on the needs of your group and the number of youth who wish to serve in the positions! Other options for officers include Junior Officers, Shadow Officers, or even Co-Officers. The options are endless, but make sure to use what works for your club!

Additional Resources:

- Wisconsin 4-H Community Club Leadership Roles
<http://www.uwex.edu/ces/4h/clubs/leadership.cfm>

The Buzz About Meetings

If 4-H members were asked to come to a 2-hour business meeting each month, they would get bored very quickly and probably not show up in the future! That's why it's important to know the **THREE parts of a 4-H meeting**, and make sure that your club meetings incorporate these to ensure a good experience for everyone! And the meeting should last about **ONE HOUR**.



The three parts of a 4-H meeting are:

- **Business**
- **Education**
- **Recreation**

Let's look a little closer at what each one is all about and how it could look at your meetings!

Business

Here are two examples of 4-H Club agendas, one with business to conduct; the other, without business.

Typical 4-H Club

Business Agenda

- Call to Order
- Flag Pledges
- Roll Call
- Secretary's Report
- Treasurer's Report
- Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjourn

Typical 4-H Club

Business Agenda

(no business)

- Call to Order
- Flag Pledges
- Roll Call
- Secretary's Report
- Treasurer's Report
- Announcements
- Adjourn

Club Meeting Check-Up



Cars need tune-ups from time to time, and club meetings are just like that too! It's a good idea to take a look at how your club meetings are going and see what might need fixing or improving.

Questions to ask yourself when doing a "club meeting check-up" include:

- Are the meetings fun?
- Do your club members (and you) look forward to going to the meeting?
- Does everyone get a chance to have an active role in the meeting?
- What do you do at your meetings?
- Are there discussions and votes on important topics?
- Do club members give speeches, demonstrations or presentations on their projects or activities?
- Do you have fun activities, like a picnic or party?

Ask yourself these questions and others to see how your club is doing, and see if there are areas that your members might like to try something new!

Additional Resources:

- **Effective 4-H Club Checklist**, Wisconsin 4-H Community Club Website: <http://www.uwex.edu/ces/4h/clubs/index.cfm>

Recreation

What would our 4-H clubs be without fun activities at meetings? This committee could work on planning a fun activity for each meeting, or they could be the group that plans the fun outings that happen outside of club meetings. They could set up a schedule and have families volunteer to coordinate the fun activity each month, or could do it themselves.



Community Service

Since community service is an important part of 4-H participation, this is a great committee for your club to have! The committee can find out what kinds of community service projects your members would like to do, and match that with what is available or needed in the community. They would present ideas to the club for voting on, and then work to coordinate the project(s) that the club wants to take on.

Fundraising

Is your club looking for some extra funds to conduct programs or community service projects? One way to streamline the process is to set up a fundraising committee. This group of members would be able to seek out fundraising ideas and then organize the efforts and coordinate the fundraiser. This is a great way to have one central group in charge of fundraising, and can help utilize the talents of those who have special skills in raising funds.

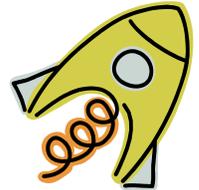
Additional Resources:

- *Forming Club Committees*, Wisconsin 4-H Community Club Website: <http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=3168>

Education or Program

4-H is an **EDUCATIONAL** program. We hope that you are doing education in a **FUN** and **EXCITING** way! Below are a few suggestions to get you started.

- Member speeches/demonstrations
- Group Project
- Guest speaker, video, group activity, tour, etc.
- Hands-on Project Activities
- Teamwork activities



NOTE: For more information on how to put together your club EDUCATION, see *A 4-H Guide to Youth Leadership and the Educational Plan* (available from the Oconto County UWEX).

Recreation & Refreshments

Let's have fun and interact in a positive way in our 4-H club! Here is a great opportunity for older youth to plan things for the younger crowd!

- Games
- Songs
- Snacks or meal
- Skits (that involve everyone!)



Putting it all together....

If you're looking at these three parts of the meeting and thinking, "How on earth am I supposed to get all of these things in during a **ONE** hour time frame?", **don't panic!**

These three items can be intertwined -- your recreation can be educational, and your business can be recreational! The three parts can also appear in a different order -- maybe your snacks will be served first, after a project demonstration that happens before the business meeting.

It's up to you and your club to be creative, and do what works for the group!



Additional Resources:

- *Meeting Planner & Meeting Agenda Planner*, Wisconsin 4-H Community Club Website:
<http://www.uwex.edu/ces/4h/clubs/index.cfm>
- *4-H Club Meeting Planning Resource Guide*: Oklahoma 4-H Youth Development Website:
<http://www.oklahoma4h.okstate.edu/resources>
- *4-H Club Meeting Agenda Outline & Running a Smooth 4-H Business Meeting*. Rutgers Cooperative Extension Website:
<http://njaes.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf>

Setting Up Club Committees

One way to help your club run more effectively and efficiently is to set up club committees. These allow for many families and members to get involved in a variety of different projects. It's a great way for members to develop skills or utilize their strengths to succeed on a committee. Remember to involve a mix of older and younger youth as well as some adults to help out on each committee. Here are some examples of club committees:



Program

A program committee would go to work after the club officers and members have decided on the slate of activities for the year. These committee members find speakers, activities, or plan field trips in areas that the club wants to learn more about. They work with the club leadership to set up the plans from those ideas generated from club members. SEE: *A 4-H Guide to Youth Leadership and the Educational Plan*.

Membership

This is a key committee that can work for every club. Recruiting members and leaders is a big part of keeping your club vibrant! A membership committee could plan promotion activities for your club, and set membership goals for the group. They could work on an Open House to promote 4-H in your area, they could do radio spots/newspaper ads and could talk to classmates at school to help drum up excitement for joining your club!