As vice president of a Home Demonstration Club, you are a program builder. If you do a good job building programs, you will also help the club build success. Your influence on the program can mean the difference between a "do-nothing" club and a "do-much" club.

This sounds like a big responsibility. It is! This leaflet will help you understand your basic responsibilities and give you specific tips for handling your job.

Your Responsibilities

As vice-president, you have many responsibilities and roles to fulfill. Your are the president’s right-hand woman, the one she can always turn to for help. What does this mean? It means you need to keep in touch with the president. A good vice-president is informed about club activities.

You also need to know about the president’s responsibilities because you may be called on to fill in for the president from time to time. Extension publication, L-1558 Your Role as President of a Home Demonstration Club can give you tips for presiding at meetings when the president is absent and tell you about other aspects of the president’s job. The president will ask you to preside at least once a year and assume other presidential duties occasionally. If the president should resign, you will succeed her in office.

In addition to learning the president’s tasks, you will need to think about building programs for your club. The vice-president acts as program planning chairman.

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Tips for Program Planning

Program planning is too important to your club to be left to a one-person committee. In fact, it is so important that every member of the club should be involved in planning. The programs are for the club members; therefore, members should have a say about the programs they would like to have.

Programs are planned to answer questions and concerns about home economics and family living with factual information. A good program planner will ask members what their questions and concerns are — and plan accordingly.

A good way to get ideas from the members is to have one club meeting to plan programs for the club. As members express their thoughts about programs, jot down their ideas in a notebook. The notebook will be a handy reference as you attend county planning meetings. When your term of office is over, your successor may find your notebook helpful in planning programs for another year.

Your county has established a procedure for planning programs. As vice-president, it is your job to become familiar with and follow this procedure. You will need to know about the Family Living Committee in your county.

You will want to attend all of the Home Demonstration Club program planning sessions in your county. Vice presidents from all the clubs in the county will find these meetings helpful to learn about program planning. By sharing ideas with other vice presidents in the county, you can plan exciting programs for the clubs.

Remember to summarize and report the results of the county program planning meeting to your club. You might explain what ideas were discussed and why certain topics were chosen for programs. Your club members will be interested in knowing about the county program, too.

You may get other program planning ideas for interesting programs from people in your county who have special knowledge of skills, THDA program packets and current home economics and family living information from the county Extension agent.

Pointers for a Program Planning Program

Many club vice presidents find it helpful to conduct a program on program planning for their clubs. A carefully planned program can help members express their program wants. During a program planning meeting, you might:

- Explain that you need ideas from each member because the programs are for the members and they share the responsibility to help plan meaningful programs.
- Review county and club objectives. Members should understand that programs are designed to help them answer questions and concerns about home economics and family living.
• Ask what information would help each member at the present
time. Keep in mind that members’ needs will be influenced
by age, education, economic status and family situations.

• Discuss trends that affect families. What new ideas, prod­
ucts and information are important to your members?

• Explore possible resources for programs and information.

This planning program will be successful only if you can get
members to participate. To encourage members to talk and share
ideas:

• Ask a member to tell what program in the past year was
most meaningful to her and why.
  • Did it solve a problem or help her as an individual?
  • Did it answer family needs?
  • Did it provide new information, stimulate new interests
    or broaden her view?

• Ask each member to write on a slip of paper the homemak­
ing task she enjoys most and the one she enjoys least. Discuss what makes these tasks pleasant or burdensome. Several program ideas may be suggested by this discus­sion.

• Cut out magazine pictures of various tasks — housekeeping, nursing, chauffeuring, cooking, purchasing, bookkeeping and gardening. Use these illustrations as a springboard to discuss which tasks might make a good program topic.

• Discuss how an individual or family can adjust to changes in
our society. Today’s family must cope with increased
mobility, changing sex roles, more education and changing
uses of time and money.

Your Club Program

During the first club meeting after the yearbooks are printed, it
will be your responsibility to get volunteers to be responsible for
the program each month. Record this information and send a copy
to the county Extension agent.

The volunteers should be particularly interested in the pro­
gram information. If there is to be a leader training program, the
volunteer will need to attend the training and present the program
at the club meeting.

If a resource person is to present the program, the volunteers
will make the necessary arrangements with the resource person.

It will be your job to check before each meeting to see that the
program is ready. To keep the members looking forward to another
interesting program next time, you will want to announce at each
club meeting what the club program will be the following month.
An Overview

Remember these essentials of program planning:

• Supply information to your club.
• Challenge the group's thinking.
• Do not be afraid of new ideas.
• Encourage members to talk.
• Listen to what members say.

The information in this publication is adapted from HE-379, Your Job as Vice-President of an Extension Homemaker's Club, Agricultural Information Department, Purdue University, West Lafayette, Indiana.

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