

4-H CLUB OFFICER HANDBOOK

PRESIDENT



PRESIDENT

Congratulations! Your fellow club members have chosen you to lead them through a successful 4-H year as President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Serve as chairman of the Executive Committee.
- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Preside effectively at all club meetings.
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings. (Refer to the Parliamentary officer duties for a brief parliamentary procedure guide).
- With assistance from the 4-H club manager, arrange for a meeting time and place.
- Arrive at least 30 minutes early to set up for each meeting.
- Work with the club manager and officers to develop an agenda for each meeting.
- Communicate with officers, members and leaders about assignments and duties for meetings.
- Contact each person who has a part during the meeting. Remind and encourage everyone to be prepared.
- Appoint committees as needed.
- Work with the First Vice President and Program Committee to develop a yearly plan of club meetings and programs.
- Coordinate the activities of officers, leaders and committees to ensure maximum member involvement in all club activities.
- Serve as one of the club delegates to the county 4-H Council and attend all of its meetings. (Refer to the Council Delegate officer duties for more information.)
- Serve on committees when necessary.



REMINDER:

Your success as President depends upon your ability – not only to maintain order, but also to guide the meeting so it moves progressively toward its goal.

MEETINGS

Your success as President depends upon your ability – not only to maintain order, but also to guide the meeting so it moves progressively toward its goal. The meetings over which you preside may be formal business meetings, a combination business and program meeting, banquets or very informal committee meetings. Procedures to follow depend on the kind of meeting, but the methods of effective leadership apply in every situation.

You should help all members feel at ease, encourage them to participate in discussions and stimulate their interest in the topic that is being discussed.

In one way or another, meetings should be used to carry out the purpose of the organization. You should understand this as well as the functions and policies of the organization, and conduct the meetings accordingly.

PREPARATION

You can preside more effectively if you prepare thoroughly before the meeting.

As President, you should develop an agenda that lists the parts of the program, the amount of time needed and the persons responsible for each section. Check your Annual 4-H Club Meeting Agenda form to see what assignments have already been made. Review the previous meeting's minutes and be prepared to take care of unfinished business.

Arrive at least 30 minutes early to see that everything is in order and to make necessary last-minute arrangements. Decide where the program participants will sit. If you are using a microphone, you may want to have a quick practice before the meeting starts.



REMINDER:

Be yourself! Be natural and at ease.

PRESIDING EFFECTIVELY

If you have made careful preparations, you should feel comfortable and sure of yourself. Dress comfortably and attractively. When on stage, sit so you make a pleasing, confident appearance. Arrange your agenda and other papers and articles neatly so you can find them as you need them.

The following tips may be helpful:

- Greet people who are on the program and show them where to sit.
- Begin the meeting on time.
- Speak with enthusiasm and sincerity. Talk a little louder (unless you are using a microphone).
- Be yourself! Be natural and at ease. Your group will sense your confidence and will relax.

The formal business meeting is a democratic process. This means all members have a right to an opinion and to a vote on each issue. You must be impartial when recognizing members who want to speak. Your role is to enable members of the organization to think through the issues at hand, arrive at decisions and to take formal action on these decisions. It is also important that you be impartial when appointing committee members.

If a long business session is planned, you can arrange the program so that the speakers arrive after that part of the agenda. You can also allow the speakers to present their programs first. Speakers may appreciate going first while the audience is fresh. The person who contacts the speakers should give them the choice when calling to confirm the programs.

You have control of the *entire* meeting. While you may ask certain people to have parts on the program, do not turn the meeting over to other persons – even to the club manager.

Persons who have parts on the program should be introduced. Thank them graciously when they finish.

Announcements are made just before adjournment. It is discourteous for anyone to rise or talk before the President announces that the meeting is adjourned.



REMINDER:
The gavel symbolizes authority.

USING THE GAVEL

Club members and officers need to understand the use and meaning of the gavel. It symbolizes authority. As President, you will use it to run orderly meetings.

How and when you tap the gavel mean different things:

- One tap* It follows the announcement of adjournment or after you have voted on a business item. The tap also tells the members to be seated following the opening ceremony.
- Two taps* This calls the meeting to order.
- Three taps* They signal all members to stand in unison.
- Series of sharp taps* These restore order at the meeting. For example, if members are having side conversations and business cannot be conducted due to the noise level, the President should rap the gavel multiple times to get their attention.

Refer to the *Sample 4-H Club Meeting Agenda* on page 6 to see how the gavel can help you preside over a meeting effectively.



SAMPLE 4-H CLUB MEETING (AGENDA AND SCRIPT)

<p>CALLING THE MEETING TO ORDER</p>	<p><i>The meeting of the Highpoint 4-H Club will now come to order. (2 taps of the gavel)</i></p>
<p>PLEDGES</p>	<p><i>Brandy Nolan will now lead us in the Pledge of Allegiance, the pledge to the Texas flag, and the 4-H motto and pledge. Please stand. (3 taps)</i></p>
<p>INSPIRATION</p>	<p><i>Please be seated. Dorothy Staff will now read the inspiration. (1 tap)</i></p>
<p>ROLL CALL</p>	<p><i>Jana Smith, Secretary, will now call roll. Each member is asked to answer with their New Year Resolution (one of many ways to get members to respond).</i></p>
<p>INTRODUCTION OF GUESTS AND/OR NEW MEMBERS</p>	<p><i>Nathan Garza, Third Vice President, will now introduce any guests and new members who are joining us this evening.</i></p>

<p style="text-align: center;">READING AND APPROVING THE MINUTES</p>	<p><i>Jana Smith, Secretary, will now read the minutes from the previous meeting.</i></p> <p>(After the secretary reads the minutes and sits down: <i>Are there any corrections or additions to the minutes?</i></p> <p>(Pause long enough for the members to state corrections. The members are responsible for making revisions. If there are no changes:) <i>"The minutes stand approved as read."</i></p> <p>(If there are changes, after the corrections or revisions are made:) <i>"The minutes stand approved as corrected."</i></p>
<p style="text-align: center;">TREASURER'S REPORT</p>	<p><i>Shelly Doddridge will now give the Treasurer's report.</i></p>
<p style="text-align: center;">COMMITTEE REPORTS</p>	<p>(If there are any committee reports, they should be given at this time. For example:) <i>Rhonda Parker will now give a report on the 4-H clothing and textiles project meeting.</i> <i>Kelly Barnett will now give a report on the county 4-H council meeting.</i> <i>Becky Adams will now give a report on the upcoming judging contests.</i></p>
<p style="text-align: center;">UNFINISHED BUSINESS</p>	<p><i>Is there any unfinished business that the club needs to address at this time?</i></p>
<p style="text-align: center;">NEW BUSINESS</p>	<p><i>We will now move on to new business. Is there any new business to discuss at this time?</i></p>
<p style="text-align: center;">ANNOUNCEMENTS</p>	<p><i>I would now like to call upon Mrs. Johnson, 4-H club manager, to provide announcements.</i> <i>I would like to remind you that our next meeting will be February 20 at 7:30 p.m.</i></p>
<p style="text-align: center;">PROGRAM</p>	<p><i>I would now like to call on Charles Neel, who will introduce the program.</i></p>
<p style="text-align: center;">RECREATION</p>	<p><i>This meeting of the Highpoint 4-H Club is adjourned. All members are encouraged to stay and participate in recreation and enjoy refreshments.</i></p>

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Revision