

4-H CLUB OFFICER HANDBOOK

# SECOND VICE PRESIDENT



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Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Second Vice 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

- Assist the President and First Vice President.
- Preside at meetings in the absence of the President and First Vice President.
- Arrive at least 30 minutes early to help set up for each meeting.
- Serve as Chairman of the Recreation Committee and work closely with the committee adult advisor and members to plan the recreation for each meeting and make arrangements for the activity to be led by a committee member.
- Appoint 4-H families to be hosts and provide refreshments at each club meeting. You and your group plan additional social activities of the club, such as holiday parties and picnics.




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## PLANNING AND LEADING RECREATION

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- Plan more games for your program than you think you will need.
  - Include various games, such as opening mixers, quiet and active group games, relays, mental teasers and rhythmic activities.
  - Alternate between quiet and active games. Also play new ones as well as the old ones, and be sure to include some easy games.
  - Prepare a get-acquainted activity, such as doing puzzles, for club members to begin as soon as they arrive at a social meeting.
  - Plan recreation that suits them. If any game does not go as it should, quickly change to another.
  - Arrange a signal for attention and be sure that directions for games are clearly understood before beginning.
  - Do not try to talk above the noise of the crowd.
  - Get the players into positions before giving detailed instructions.
  - Assume that all persons present will play. If some hesitate, try to interest them by finding a special need for their participation.
  - Attempt to keep fair play, sportsmanship and playing for fun foremost in all game activities.
  - Get into the game yourself whenever possible.
  - Time the program wisely. Stop the activity before they become bored.
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## QUALITIES OF THE RECREATION LEADER

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- Knows the games thoroughly.
  - Has an easy way of supervising the group.
  - Shows enthusiasm.
  - Is sensitive to the reactions of players.
  - Has patience.
  - Is self-confident.
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Revision