



# 4-H Club Officer's Training Handbook

*An overview of the duties, roles and  
responsibilities of 4-H Club Officers*

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***4-H Club Officers Manual***

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# 4-H Information

## Symbol: 4-H Clover

The 4-H Clover, one of the most recognized logos in the world, is the symbol for all 4-H Clubs, programs, events and activities. The official 4-H clover contains four leaves, each of which is emblazoned with a white "H" and the stem turns to the right. The letters "18 U.S.C. 707" are to the right of the stem.



## 4-H Colors: Green and White

Green is nature's most prominent color and represents life, springtime and youth. White symbolizes purity and high ideals.

## 4-H Motto: To Make the Best Better!

The motto, "*To Make the Best Better!*" should be the goal for every 4-H member in every 4-H project, program, event and activity.

## 4-H Mission

The mission of 4-H is to help young people become capable, caring, contributing and productive members of their club, community, country and world.

### *4-H Pledge*

*(See Handout in the Appendixes)*

*I pledge my Head to clearing thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
And my Health to better living,  
For my club, my community, my country and my world.*



# 4-H Club Officers' Manual

## Minimum Criteria for 4-H Clubs in Kentucky:

- Have a minimum of five members
- Elect at least three officers annually (President, Vice President and Secretary).
  - ▶ Additional officers should be added according to the size and scope of the club. (See Page 8.)
- Completes a minimum of six hours of educational instruction during the program year. (The program year begins on September 1 and ends on August 31.)
- Holds a minimum of five meetings per year, with officers presiding.
- Is under the guidance of an adult volunteer leader who has been accepted as a Kentucky 4-H Volunteer through the Client Protection process.
- Is chartered to use the 4-H name and emblem by National 4-H Headquarters.

## 4-H Club Officers

Successful 4-H Clubs are active, involved, interesting and fun! One of the most important components of a successful 4-H Club is the team of people elected to serve as officers. The success of the club depends largely upon the officers and the adult volunteer leader. Being an officer carries responsibilities that the individual must be willing to accept in order to serve. If the club is to succeed, every officer must understand his or her responsibilities and be prepared to carry them out effectively.

## Qualities of Effective 4-H Club Officers

The officers of a 4-H Club must:

- **Serve** the club (not their own interests).
- **Plan** to make the 4-H Club a success.
- **Work** with all members; giving each of them an opportunity to participate.
- **Share** leadership with as many of the club members as possible.
- **Give** others an opportunity to develop their own leadership skills.
- **Represent** the club throughout the community and county.
- Be **dependable** and **reliable**. Keep your word! Do what you say, on time.
- **Develop** a program of activities for the club that will interest and engage the members.
- **Work** cooperatively and collaboratively with officers, volunteer leaders, committee chairs and members.
- Be **prepared**.
- **Conduct** effectively, well-planned meetings.

## General 4-H Club Officer Responsibilities

- Serving as an officer involves many duties and responsibilities. These include:
- **Arranging** for a consistent meeting place and caring for it
- **Recruiting** new members
- **Planning** the program of activities on a monthly and annual basis
- **Organizing** the club and its activities
- **Conducting** and participating in meetings
- **Serving** on committees; either as a chair or member
- **Keeping** complete, accurate club records and submitting them as requested
- **Keeping** the community informed about the club and its activities
- **Demonstrating** interest and enthusiasm in the club
- **Assisting** and encouraging every 4-H member to find a place in the club and an opportunity to participate and contribute
- **Attending** 4-H Officer's Training
- **Cultivating** good relationships with all individuals and other clubs and organizations in the community
- **Staying** in contact with the adult club leader and the Extension Office
- **Attending** all club meetings, events and activities
- **Working together** to keep order at club meetings, events and activities
- **Involving** all members in meetings, events and activities
- **Serving** as a positive leader

## How Do You Measure Up as a 4-H Club Officer?

Each officer should work toward the following personal leadership goals:

- I understand the duties and responsibilities of my office.
- I am willing to improve my leadership skills to become a more effective officer.
- I am friendly and courteous to all members in the club and actively include everyone in club meetings, events and activities.
- I willingly accept responsibilities assigned to me.
- I willingly do more than what is required of me.
- I give credit to others for work well done.
- I arrive for meetings, events and activities promptly.
- I inspire confidence and respect.
- I am kind, tactful and courteous.
- I say “please,” “thank-you” and “you’re welcome” whenever appropriate.
- I ask for suggestions and cooperation.
- I show appreciation to leaders and parents for their time, effort and contributions to the club.

## 4-H Club Member Responsibilities

The members of a 4-H club have responsibilities as well. It is just as important for members to contribute to the club and do their part as it is for officers. Unless officers and members work together, the club will not be an effective, highly functioning group. Good participation on everyone's part is essential to the success of the club.

## Electing Officers

The officers should be elected by the members of the club; they should never be appointed. Participating in an election process is an important way of learning about the democratic process and developing civic responsibility.

Each officer should be chosen because of his or her fitness for the office. The president of the previous year should preside over the election of officers. When conducting the election (and any club meeting) it is important to use correct parliamentary procedure.

### *Nominations:*

Nominations may be conducted by utilizing one of three methods.

1. Nominating committee. A nominating committee may be appointed to develop a slate of candidates for each office prior to the election. The

slate of officers may either be accepted at the election (by a vote of the membership) or members may be given the opportunity to make additional nominations for each office from the floor.

2. Youth interested in serving as an officer complete an Officer Application and submit it to the volunteer leader by a specified deadline, prior to the election. The Club determines whether:
  - a. Applicants will be interviewed by a nominating committee and slated or
  - b. Applicants will be allowed to campaign for office prior to the election.
3. Nominations may be made “from the floor” by those present at the meeting.

The president will ask for nominations until no more are made. If there are no further nominations, the president may close nominations or a member may say “I move that nominations be closed.” This motion requires a second and a majority vote to pass.

### *Voting:*

When the candidates have been nominated, the president announces their names and the members vote for the respective officers. There are several different ways in which a vote may be taken. These are listed in order, with the simplest, easiest methods being listed first and the most accurate methods listed last. Different methods are appropriate for different votes. For example, a voice vote may be used to make simple decisions (such as deciding on fundraising or community service activities) and a ballot vote may be used to elect officers.

- By voice—“aye” or “nay”
- By sign—raise your hand or stand.
- By the honor system—each member closes his or her eyes and raises a hand
- By ballot—a secret, safe, accurate way to vote; requires more time
- By roll call

## Basic Parliamentary Procedure

Meetings could be conducted effectively, in an efficient, orderly manner. However, it isn't necessary to memorize “Roberts' Rules of Order” to conduct an effective meeting. Follow these simple guidelines when conducting a 4-H Club meeting.

- In order to contribute to the discussion, a member must first be recognized by the chair. Stand and say “Mr. President” or “Madam President” then wait to be called on by the chair.
- Only one person should speak at a time.

- When the President recognizes the member, the member should say “Mr. / Madam President, I move that ...”
- A topic cannot be discussed until it has been brought to the meeting in the form of a motion.
- Motions must be made properly.
  - ▶ Proper motion: “I move that ...”
  - ▶ Improper motion: “I make a motion that ...”
- Everyone’s opinion is considered in the democratic process.
- The majority’s wishes are voted upon and accepted by the entire group.
- In order to make a motion, a member should follow these steps:
  - ▶ Address the Chair
  - ▶ Be recognized by the Chair and “given the floor”
  - ▶ State the Motion
  - ▶ The Chair will ask “Is there a second to the motion?”
  - ▶ Another member seconds the motion by saying “I second the motion.”
  - ▶ (If no one seconds the motion, it “dies” for lack of a second.)
- ▶ The Chair states: “The floor is now open for discussion.”
- ▶ Any member may now address the Chair to ask questions, offer opinions, participate in discussion, or make statements about the motion.
- ▶ After discussion, the Chair will ask “Are you ready to consider the question?” (This means, “Are you ready to vote on the motion?”)
- ▶ If the members are ready to vote, someone may state “I call for the Question.”
- ▶ The Chair will say “All those in favor of the motion say ‘aye’ (pronounced ‘I’). All those opposed to the motion say ‘no.’”
- ▶ The Chair will announce whether the motion carried or lost. (If the majority of the members voted ‘aye’ then the motion carried. If the majority voted ‘no’ then the motion failed.)
- ▶ If the Chair cannot determine which side won, then a hand count is taken.
- ▶ In the case of a tie, the Chair casts the deciding vote.

Parliamentary Procedure Terms	
<b>Adjourn</b>	To close or end the meeting
<b>Amend</b>	Changing the motion by striking out, inserting, adding or substituting new language
<b>Chair</b>	The presiding officer; usually the president or chairman
<b>Debate</b>	Discussion
<b>Floor</b>	The privilege of speaking before the group
<b>Gavel</b>	A <b>ceremonial mallet</b> ; a symbol of authority and right to act as the presiding officer. The rap of the gavel indicates the opening (call to order) and the closing (adjournment) of meetings.
<b>Majority</b>	One more than half of the voting members
<b>Minutes</b>	An official record of the business transacted in a meeting
<b>Motion</b>	A formal proposal for action or a decision by the group
<b>Question</b>	The vote taken on the motion
<b>Second</b>	The support of the motion by another member of the group
<b>Table</b>	A motion to “table” allows the group to put aside the pending question temporarily when something more urgent has arisen, or additional time is needed to research the topic or explore options



## Installation of Officers

The installing officer (usually the outgoing officer or the 4-H Club Leader) asks each officer-elect the following question:

### **President**

As President of your club, do you pledge your “head to clearer thinking” that will lead us in service to our club, community, country and world, in paths of knowledge in order that we can learn new skills and in paths of fun so that we will enjoy meeting together? If so, answer “I do.”

### **Vice President**

As Vice President of your club, do you pledge your “heart to greater loyalty” and willingness to serve your club? Will you serve as a strong, supportive right arm to your President, and perform your duties faithfully? If so, answer “I will.”

### **Secretary**

As Secretary of your club, do you pledge your “Hands to larger service” as you keep records of our meetings and perform the duties of your office? If so, answer “I do.”

### **Treasurer**

As Secretary of your club, do you pledge your “hands to larger service” as you keep an accurate record of the financial standing of our club and perform the duties of your office? If so, answer “I do.”

### **Reporter**

As Reporter of your club, do you pledge your “health to better living” through 4-H Club work and activities so that all people will know the benefits of our 4-H Club? If so, answer “I do.”

### **Recreation Leader**

As Recreation Leader for your club, do you pledge to work diligently in providing opportunities for all to feel welcome, included and involved in your 4-H Club? If so, answer “I will.”

### **Song Leader**

As Song Leader for your club, do you pledge to provide the “spirit” for the 4-H Club and to engage and involve everyone in the club by participating in song? If so, answer “I do.”



## 4-H Officer's Training Workshop Agenda

*(2 hours total)*

### **Get Acquainted Activity** – 15 minutes

Distribute pencil and paper to each person. Ask each individual to identify someone who has been a strong, effective leader, listing their leadership qualities and characteristics and what they accomplished as a leader on their paper. (Allow five minutes for them to think and write.) Ask each person to share the name of their leader and list their leadership qualities and characteristics and what they accomplished as a leader. After everyone has shared, identify the common qualities and characteristics that some of the effective leadership shared. Ask the group how this information can benefit the 4-H Officer Team in the coming year.

### **Welcome, Introductions & Overview** – 10 minutes

**Purposes of Officer's Training Workshop** include:

1. To help participants understand their roles as a 4-H Club officer
2. To equip participants with the information necessary to conduct an effective 4-H Club meeting
3. To empower participants to serve in a supportive role to their 4-H Adult Volunteer Leaders and Extension Agents
4. To provide ideas and resources to keep 4-H members involved and engaged in club meetings and activities.

### **Officer Goals**

Discuss the ways that each participant could become an effective 4-H Club Officer.

(Possible suggestions could include:

- Be prepared and organized (Meet with the adult volunteer leader prior to the meeting. Develop the meeting agenda and make sure that it is mailed to the 4-H Club members ahead of time.)
- Accept your responsibilities as an officer.
- Involve all club members in discussions, decisions and activities.
- Serve as a positive role model; lead by example.
- Do the best job that you possibly can!

Ask each participant to complete the “Officer Goals” worksheet.

Ask those who are comfortable in doing so to share their Officer Goals with the group.

**Individual Officer Classes** – 30 minutes

Divide the participants into four groups.

Group #1: Presidents and Vice Presidents

Group #2: Secretaries and News Reporters

Group #3: Treasurers

Group #4: Recreation and Song Leaders

Distribute Fact Sheets, Suggestions and Guidelines (respective of their offices) to each individual. The facilitator / presenter shall cover the appropriate material with their group.

**Conduct a Mock Meeting** – 25 minutes

(Supplies needed: Each group will need to identify volunteers to participate in the mock meeting. Sample motion; supplies for recreation)

## Agenda

**Call to Order** – President

**Pledges** – American and 4-H

**Roll Call**

**Officer's Reports**

- Secretary's Minutes
- Treasurer's Report

**Songs**

**Committee Reports**

**Unfinished Business**

**New Business**

- Sample motion

**Educational Program**

**Announcements & upcoming meetings, events and activities**

**Recreation**

**Refreshments**

**Adjournment**

**Developing Officer and Club Goals** – 20 minutes

(Supplies needed: Copies of the "Officer and Club Goals Worksheet" for each person)

Answer the following questions individually. Then, discuss your answers with your volunteer 4-H Club Leader and the other club officers.

1. What goals would you like to accomplish this year as a 4-H Club Officer?
2. What would you like to see your 4-H Club accomplish this year?
3. What can *you do* to help your club reach these goals this year?
4. What assistance do you need from your volunteer 4-H Club Leader, 4-H members and their parents in order to help your club achieve these goals?

**Refreshments & Fellowship** – 15 minutes

(Supplies needed: food, snacks, beverages and paper products, provided by host site)

**Evaluation** – 5 minutes

(Supplies needed: Copies of the "Officer's Training Workshop Evaluation Form" for each person.)

**Adjourn**

## Purpose of 4-H Officer's Training Workshop

1. To develop leadership skills by teaching 4-H Club Officers how to lead an effective meeting.
2. To teach 4-H Club Officers how to collaborate and interact with their 4-H Club Leaders more effectively.
3. To teach 4-H Club Officers how to accept responsibility.
4. To provide 4-H Club Officers with ideas about keeping members involved in 4-H programs, projects, events and activities.





# **Mock 4-H Meeting Agenda**

## ***4-H Club Officer's Training Workshop***

### **Goals for the Meeting:**

- a. What needs to be decided or accomplished at the meeting?
- b. For what reason(s) is the meeting being held?

### **Call to Order – President**

### **Pledges**

American

4-H

### **Roll Call**

### **Officer's Reports:**

- a. Secretary's Minutes
- b. Treasurer's Report

### **Songs**

### **Committee Reports**

### **Unfinished Business**

### **New Business**

### **Sample motion**

### **Educational Program**

### **Announcements & upcoming meetings, events and activities**

### **Recreation**

### **Refreshments**

### **Adjournment**

## 4-H Officer's Duties

### *President*

1. Serve as the club's presiding officer
2. Collaborate with the Club Leader and Executive Committee to develop the meeting agenda. Set the agenda a week prior to the meeting.
3. Conduct meetings using appropriate parliamentary procedure.
4. Keep the Club Leader informed of club activities and business items.
5. Collaborate and maintain contact with officer team, making sure that they're prepared for meetings and activities in which they play a leadership role.
6. Appoints all committees.
7. Delegate meeting responsibilities; ensure that all members have an opportunity to participate.
8. Schedule an annual program planning meeting, including volunteer leaders, officers and committee chairs. The program planning meeting will focus on setting club goals, scheduling an annual program of activities including club meetings, educational, service and fundraising activities.

### *Vice President*

1. Serve as chair of the Program committee.
2. Make sure that committees are ready to function and are prepared to present both a written and verbal report at each meeting.
3. Perform the duties of the President in his/her absence.

### *Secretary*

1. Keep an accurate record of minutes of each meeting.
2. Calls the roll at each meeting.
3. Report the minutes of the previous meetings at each meeting.
4. Initiate a phone or text tree to inform members of upcoming events.
5. Correspond with individuals who conduct programs or assist the club with events or activities.
6. Presides in the absence of both the President and Vice President.
7. Keeps the secretary's book current and up to date.

### *Treasurer*

1. Keep accurate financial records. Maintain the checkbook; keep it balanced.
2. Assist officers in preparing financial statements and the club's budget.
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Serve as co-chair for all fund-raising activities.
5. Prepare an annual financial report (year-end summary) at the conclusion of the program year.

### *Reporter*

1. Prepare a written report of club activities and submit it to the local newspaper and Extension Office for publication in the newspaper and 4-H newsletter.
2. Keep a record of all media efforts to promote 4-H activities related to your club.
3. Keep a record of all 4-H Club activities in a notebook, scrapbook or photo album
4. Report club history as requested by the club.

### *Song Leaders (2-3)*

1. Plan songs for the members to sing during club meetings.
2. Lead the songs at each meeting.

### *Recreation Leaders (2-3)*

1. Plan games and recreational activities for the members to participate in during club meetings.
2. Lead the games and activities at each meeting.

### *All Officers:*

1. Attend all club meetings, events and activities.
2. Work together to keep order at club meetings, events and activities.
3. Involve all members in meetings, events and activities.
4. Serve as a positive leader!



## 4-H Club Officer Goals

Begin by spending a few minutes individually answering each of the following questions. After everyone has had time to complete the activity, share and discuss the responses with the other 4-H Club Officers and the 4-H Club Leaders. Based on this discussion, you may want to revise some of your goals.

1. What personal goals would you like to accomplish as a 4-H Club Officer this year?

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2. What would you like to see the 4-H Club achieve and accomplish this year?

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3. What can you, as a 4-H Club Officer, do to help your club reach these goals this year?

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4. What assistance do you need in order to help your club reach these goals this year?

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### *Standard Officer's Goals that the entire officer team could adopt:*

- a. Be prepared for each meeting; be organized.
- b. Fully accept all officer responsibilities.
- c. Meet with your 4-H Club Leader and Executive Committee prior to each meeting to develop the agenda and help everyone to understand what is expected of them.
- d. Keep all club members to participate in discussions, events and activities.
- e. Serve as a positive role model for the members of your club.
- f. Do the best job that you possibly can as a 4-H Club Officer.



## 4-H Club Goals

Begin by reflecting on the Officer's Goals. Expanding on the Officer's Goals that have a club focus, think about the goals that you would like for the 4-H Club to achieve this year. After everyone has had time to formulate their club goals, share and discuss the responses with the other 4-H Club Officers and the 4-H Club Leaders. Develop action steps and a timeline to help you achieve the goals for your club. *(Note: Goals are more easily achieved if they are broken down into individual action steps. Setting a target completion date for each action step will also motivate people to give them a higher priority.)*

**Goal #1:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Step #1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Completion Date for Action Step: \_\_\_\_\_

Action Step #2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Completion Date for Action Step #2: \_\_\_\_\_

Action Step #3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Completion Date for Action Step #3: \_\_\_\_\_

**Note:** Goals should be **SMART!** (Specific, Measurable, Action-oriented, Realistic, Time-sensitive)



*4-H club goals continued*

**Goal #2:** \_\_\_\_\_

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Action Step #1: \_\_\_\_\_

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Target Completion Date for Action Step: \_\_\_\_\_

Action Step #2 \_\_\_\_\_

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Target Completion Date for Action Step #2: \_\_\_\_\_

Action Step #3: \_\_\_\_\_

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Target Completion Date for Action Step #3: \_\_\_\_\_

**Note:** Goals should be **SMART!** (**S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic, **T**ime-sensitive)



*4-H club goals continued*

**Goal #3:** \_\_\_\_\_

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Action Step #1: \_\_\_\_\_

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---

Target Completion Date for Action Step: \_\_\_\_\_

Action Step #2 \_\_\_\_\_

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Target Completion Date for Action Step #2: \_\_\_\_\_

Action Step #3: \_\_\_\_\_

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Target Completion Date for Action Step #3: \_\_\_\_\_

**Note:** Goals should be **SMART!** (**S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic, **T**ime-sensitive)



## Sharing the Workload and Responsibilities by Utilizing Effective Committees

Committees make meetings much more productive and efficient. The bulk of the Club's business can be accomplished through committee work. Committees offer many advantages over conducting all of the business during regular meetings. These advantages include:

- Committees can function at a time and location of their choosing.
- Small groups usually arrive at decisions more quickly and easily than large groups.
- Members can choose to work on the committees that interest them and make use of their special talents and knowledge.
- The work load is distributed over several people rather than being concentrated in the hands of a few.
- Meetings can be conducted more quickly because the detail work has already been done.

There are two types of committees; standing and ad-hoc/temporary/special.

### ***Standing (permanent)***

- specified in the by-laws
- continues from year to year
- appointed at the annual or re-organizational meeting
- usually has some members who have served before
- duties are clearly outlined from past experience and detailed in the by-laws

### ***Ad Hoc (temporary/special)***

- appointed at any time during the year
- formed for a specific task
- dissolved after the task is completed
- sometimes develops into a standing committee if the need continues

The chairperson of the committee will be appointed by the president. The committee's chairperson-elect moves up to assume the chair's responsibility the following year.

Committee members may be appointed, may volunteer or may be recruited by the committee chair. Appointing new or less involved members is a good way to involve and introduce them to the work of the 4-H Club. This also expands the volunteer base and brings new ideas, energy and perspectives to the officer team and 4-H Club. This will ultimately result in a more energized, engaged and invigorated club.

Duties of the committee must be clearly understood. Each committee should elect a secretary who reports on the committee meeting at the next meeting of the 4-H Club.

Some suggested committees include:

- Program
- Membership
- Budget
- Fundraising
- Recruitment
- Nominating
- Recognition
- Hospitality / Social

## Principles of Effective Committees

1. Every member should understand the purpose of the committee as well as their duties and responsibilities as a committee member.
2. Committee members should be prepared for and fully participate in each meeting.
3. An agenda should be prepared in advance and distributed to each member. The agenda provides focus and helps direct the meeting.
4. The entire committee should participate in discussion and be engaged in the decision-making process.
5. Successful committees function as a team; not merely as a group of individuals.
6. The success or failure of the committee is the responsibility of each committee member.



*Duties of the committee must be clearly understood. Each committee should elect a secretary who reports on the committee meeting at the next meeting of the 4-H Club.*



## Committee Report Form

Complete this form at each committee meeting. Give a verbal report at the next club meeting; provide copies to the club secretary, volunteer leader and committee chair.

**Name of Committee:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Members Present:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Report:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action Steps:**

**Person Responsible:**

**Completion Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





*Committee Report Form continued*

**Itemized Budget:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Future Plans:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Meeting Date:** \_\_\_\_\_  
\_\_\_\_\_

*Signature of Committee Chair*

**Other Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 4-H Officer's Duties

## *4-H Club President's Guide*

The president plays an important role in the function of the 4-H Club. This role is similar to the captain of the ship. The captain directs the work of many other people who are all focused on making sure that the ship sails smoothly and effectively and reaches its destination without trouble or mishap.

Serving as president provides an opportunity to learn about conducting business meetings, as well as gaining the trust and cooperation from members of the 4-H club. In order to be effective, the president must learn about, know and understand the members of the 4-H Club.

Some factors to consider and execute as the president of the 4-H Club:

- Appoint committees. Ask committees to report at each meeting. Active committees make the club more productive and divide the responsibilities among more people.
- Meet with the volunteer club leader up to a week prior to the meeting to develop the agenda. E-mail the agenda to club members, or post it on your club's Facebook page.
- A day or two prior to each meeting, check on arrangements, facilities, speakers, activities, materials and equipment that will be used or needed. Make sure that everyone on the program is ready and prepared.
- Familiarize yourself with the business to be transacted at each meeting. This includes checking with committee chairs, officers and volunteer leaders. It might be a good idea to meet with your officers and volunteer leaders just before calling the meeting to order.
- Start and end the meeting on time. Be prompt. Make the meeting fun and enjoyable.
- The president is responsible for maintaining order during the meeting. Be courteous but firm.
- Follow the agenda; stay on track.
- Speak clearly, distinctly and loudly enough for all to hear.
- Call for a motion on any topic, business item or question that needs a decision. Encourage discussion to bring various viewpoints to light. Encourage all members to take part in the meeting.

- The president is the meeting convener; not a decision-maker for the group. Be impartial. The president only votes in case of a tie.
- See that each officer fulfills the duties of his or her office.
- Be familiar with 4-H events, activities and opportunities that take place on the county level. Share these dates with club members. Encourage your club to participate in as many county events as possible.
- Be aware of basic parliamentary procedure so that you can help members develop leadership skills. If you are not familiar with parliamentary procedure, ask your volunteer leader for help! Follow correct parliamentary procedure during meetings.
- Make sure that the meeting room is clean and orderly before everyone departs.

## Conducting a Business Meeting

Follow these steps to conduct an effective, efficient and unbiased business meeting.

- Make notes as the committee reports are being made. Committee reports often require approval or decisions by the club before action can be taken.
- Review "Old Business" from the previous meeting. Is there a decision that needs to be made that was deferred from the last meeting?
- Before a decision can be made, a motion must be made. If a topic is being or has been discussed, ask the question: "Is there a motion?"
- Before speaking, a club member should be "given the floor" or granted permission to speak from the president and then state the motion by saying "I move that ..."
- Ask for a second to the motion. (If a second is not made, then the motion dies for lack of a second.)
- Restate the motion so that everyone knows and understand the decision to be made.
- Open the floor for discussion on the motion.
- After discussion has been held for a reasonable length of time, ask the question "Are you ready to vote on the motion?"

- Restate the motion, then call for a vote.
- After the vote, state whether the motion has “passed” or “failed.”

## Voting

There are several different ways in which a vote may be taken. These are listed in order, with the simplest, easiest methods being listed first, and the most accurate methods listed last. Different methods are appropriate for different votes. For example, a voice vote

may be used to make simple decisions (such as deciding on fundraising or community service activities) and a ballot vote may be used to elect officers.

- By voice—“aye” or “nay”
- By sign—raise your hand or stand
- By the honor system—each member closes his or her eyes and hold up a hand to vote
- By ballot—a secret, safe, accurate way to vote, that takes more time
- By roll call



## 4-H Club Meeting Agenda and Outline

### *Call to Order*

**President:** The meeting of the \_\_\_\_\_ 4-H Club will come to order.

**President:** Please stand for the Pledge of Allegiance, led by \_\_\_\_\_ .

**President:** Please remain standing for the 4-H Pledge, led by \_\_\_\_\_ .

**President:** The Secretary will call the roll of members. The roll call response for this meeting is \_\_\_\_\_ .

### *Officer Reports*

**President:** The Secretary will now read the minutes of the previous meeting.

**Secretary:** (The Secretary stands and reads the minutes of the previous meeting.)

**President:** Are there any corrections to the minutes? (Pause) The minutes are approved as read / corrected.

**President:** The Treasurer will now give the Treasurer's Report.

**Treasurer:** (The Treasurer stands and reads gives an accounting of the Club's finances, since the previous meeting. This begins with an Old Balance, Income, Expenses and a New Balance.)

### *Committee Reports:*

**President:** Will the chair of the \_\_\_\_\_ committee please report?

**Chair:** (The Committee Chair stands and reads the report.)

**President:** Is there a motion to accept the \_\_\_\_\_ committee's report?

### *Business*

**President:** Is there any Unfinished Business from the previous meeting?

**President:** Is there any New Business to come before the Club today?

**President:** The Vice President will introduce our Educational Program

**Vice President:** Today's program will be presented by \_\_\_\_\_

as we learn about \_\_\_\_\_ .

### *Adjournment*

**President:** Do I hear a motion to adjourn the meeting?

**Member 1:** I move to adjourn the meeting

**President:** Is there a second to the motion?

**Member 2:** I second the motion.

**President:** All in favor of adjourning the meeting say "aye."

The meeting of the \_\_\_\_\_ 4-H Club is now adjourned.

**Signature** \_\_\_\_\_

**President:** I will now turn the meeting over to the Recreation Leaders. Following Recreation, we'll enjoy Refreshments.



# 4-H Officer's Duties

## *4-H Club Vice President's Guide*

The Vice President of a 4-H Club works closely with the President and presides over meetings in the president's absence. Therefore, in addition to understanding and executing the duties of the vice president, this officer must also be ready and able to assume the duties and responsibilities of the president.

Besides standing ready to assume the duties and responsibilities of the president, the vice president's most important job is to act as chair of the Program Committee. The Program Committee is responsible for planning the Program of Activities for the entire year. This is a big responsibility and provides valuable experience to members of this committee as they develop leadership and life skills through 4-H.

Work with the president and volunteer club leader to identify members of the Program Committee. These should include five to seven older members in addition to yourself and the club leaders. The vice president serves as the chair for this committee. Additionally, the vice president is responsible for seeing that the annual program of activities is planned and executed.

### Creating an Annual Program of Activities

- At the first club meeting of the year, ask club members for suggestions or a list of things that they'd like to do or learn about this year.
- Every member should have a job sometime during the year. Examples include giving a speech or demonstration, giving a committee report, providing entertainment, securing a speaker, arranging a field trip, etc.
- Plan some joint meetings, field trips, service projects or activities with other clubs.
- Work with the president and volunteer leader to schedule Program Committee meeting shortly after your organizational (first) meeting. The purpose of this meeting will be to plan the entire year's program of activities, including meetings and a calendar of events. Make sure that year-long meeting schedule is printed, duplicated and distributed to each member of your club.

- Plan some special events or activities, or suggest a theme for a regular meeting. These could include Valentine's Day, Halloween or Christmas parties, participating in the 4<sup>th</sup> of July parade, planning a picnic, camping trip or field trip. Plan a trip in which club members can both learn and have fun.
- Give each member an opportunity to fully participate. Work with the members of the club so that they will want to help in meetings, programs, events and activities. When members share and contribute, they feel ownership and experience a sense of belonging. Each member should be involved in doing something that they enjoy.
- Determine the number of times the club will meet throughout the year, along with the meeting location and time, and who will be responsible for providing refreshments. Identify the roll call response and the educational program that will be provided at each meeting. Most community clubs meet monthly throughout the year.
- Make copies of the Program of Activities for each member of family.

### Creating a Program of Activities

Obtain a sample copy of a Program Book from your volunteer leader, the Extension Office or other clubs. Some activities that you might consider include:

- Welcome new members and parents
- Officer Installation
- Parent's Night
- Theme Nights (College choices, Holiday themes, Rock-n-Roll, etc.)
- Tours of Government Offices, Industry, Historic Homes, etc.
- Community Service Projects
- Exchange Meetings
- Guest Night
- 4-H Tour
- Cookouts, picnics
- Hayrides
- Judging Events



## 4-H Club Annual Program of Activities

### Sample

<b>Date</b>	<b>Business</b>	<b>Program</b>	<b>Activity</b>	<b>Special Events</b>
<b>9/1</b>	Elect officers Distribute enrollment forms Schedule executive committee meeting	Parliamentary procedure demonstration	Get acquainted ice breakers	
<b>10/2</b>	Installation of officers Collect enrollment forms	Fire Prevention Week	Tour the Court House	National 4-H Week
<b>11/3</b>	Plan fund-raising activities	Hunger Awareness	Collect canned goods for Thanksgiving Food Baskets	
<b>12/4</b>	Announce Talk Meet	Talk Meet Speech preparation	Make Christmas Cards for Nursing Home residents	Holiday Party
<b>1/5</b>	Plan Service Project	Practice speeches	Tour the County Jail	
<b>2/5</b>	Complete Fundraising Project	Finalize plans and preparation for Spaghetti Dinner	Make Valentines for Nursing Home residents	Spaghetti Dinner Fundraiser
<b>3/6</b>	Announce Demonstration Contest & Teen Summit	Demonstrations by members	Update project record books	
<b>4/7</b>	Promote 4-H Camp	Teen Summit Reports	Roadside cleanup	April Fool's Party
<b>5/1</b>	Announce all summer events and activities	Judging Events and Activities		
<b>6/2</b>	Plans for Camp, 4-H Tour Begin planning Parents' Night	Member project reports	Update project record books	Judging events, Expos, fairs
<b>7/3</b>	Report on events; State Fair entries	4-H Project Tour	Picnic lunch	Judging events, Expos, fairs, County Fair
<b>8/4</b>	Evaluate the Club Year	Report on Summer Events and Activities	Parent's Night	State Fair



# 4-H Officer's Duties

## 4-H Club Secretary's Guide

The club secretary has an important role and a unique officer responsibility. The secretary keeps the records of the club's business and activities and maintains a historical record of club decisions, events and activities. The secretary alone is the only person with this responsibility. The secretary's minutes are the official records of the club and include all decisions, actions and activities.

An Outline for Secretary's Minutes is included for your use and may be utilized as a tool to quickly capture the essence of each meeting. It is extremely important that the secretary maintain the minutes in a safe, secure place. All of the minutes should be kept together, in chronological order, for each reference when questions arise. Whenever possible, electronic files of minutes should be kept.

At meetings, the secretary sits beside the president. The secretary calls the rolls of members, gives the secretary's report (reads the minutes of the previous meeting) and records the minutes of the current meeting.

While the primary role of the secretary is to record the meeting minutes, the secretary also handles correspondence for the club and maintains accurate membership records. These records should include the members' name, age, years in 4-H club work, projects and attendance at meetings. These records should be updated following each meeting.



*While the primary role of the secretary is to record the meeting minutes, the secretary also handles correspondence for the club and maintains accurate membership records.*

### Writing Minutes:

- Minutes are an accurate record of club meetings and activities. Minutes should include:
- Name of the club
- Date, time and location of meeting
- Type of meeting (regular, executive, special), event or activity
- Number of members present; names of special guests
- Roll call response
- Statement that the previous meetings' minutes were presented and amended or approved
- Officer reports
- A record of all business transacted, and the outcomes of those transactions
- Committee reports
- Names of people who participated in programs and activities
- A record of speeches and demonstrations presented, special features on the program, songs and recreation
- The date, time and location of the next meeting

### Components of a 4-H Club Secretary's Book

1. Constitution and by-laws of the club
2. A copy of the club's annual program of activities
3. List of club goals, action steps and target completion dates
4. List of club officers, including their addresses, e-mail addresses and phone numbers
5. List of committees, chairs and committee members
6. Membership list with complete contact information
7. Minutes of meetings
8. Copies of correspondence

## Roll Call Responses:

The roll call response is a quick and easy way to learn more about the members in the club. There is an infinite number of responses that may be used. Some examples include:

1. What are your favorite healthy and unhealthy snacks?
2. What is one food you never would want to try again?
3. What is your 4-H project?
4. What is your favorite thing about the fair?
5. What is your favorite summertime activity?
6. What is your favorite college?
7. What is your favorite hobby?
8. If you could invite anyone, living or dead, to dinner, who would it be and why?
9. What is your favorite thing about (choose a holiday)?
10. Who is the person you most admire and why?
11. What do you like best about school?
12. What is your favorite sporting event?
13. What is your favorite restaurant?
14. What is your favorite subject in school?
15. If you could go on vacation anywhere, where would you go?
16. What is your favorite song of all time?
17. How many states have you visited?
18. What is your favorite food?
19. What are your favorite vegetables, both raw and cooked?
20. What do you like best about the fair?
21. Who is your favorite singer?
22. What was the best present you ever received?
23. Who is your favorite celebrity?
24. What is your favorite thing about being a part of 4-H?
25. What is your favorite color?
26. What is your favorite way to spend a Saturday?
27. What frustrates you?
28. What makes you happy?
29. What is the most difficult profession?





## Outline for Secretary's Minutes

4-H Club Meeting Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

**Pledges given by:** American: \_\_\_\_\_ 4-H: \_\_\_\_\_

**Roll Call:** \_\_\_\_\_ members and \_\_\_\_\_ guests answered the roll call response: \_\_\_\_\_

### Officer Reports:

**Secretary's Report** – minutes of the previous meeting were given by: \_\_\_\_\_

Minutes were (accepted or corrected). The motion to accept the minutes was made

by \_\_\_\_\_ and was seconded by \_\_\_\_\_

**Treasurer's Report** given by: \_\_\_\_\_ Balance in the Treasury \$ \_\_\_\_\_

Treasurer's Report was (accepted or corrected). The motion to accept the treasurer's report was made

by \_\_\_\_\_ and was seconded by \_\_\_\_\_

**Songs** were led by \_\_\_\_\_

### Committee Reports:

**1. Committee Report on** \_\_\_\_\_

was given by \_\_\_\_\_; written report attached \_\_\_\_\_; verbal only \_\_\_\_\_

Recommendations, action or motion: \_\_\_\_\_

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

**2. Committee Report on** \_\_\_\_\_

was given by \_\_\_\_\_; written report attached \_\_\_\_\_; verbal only \_\_\_\_\_

Recommendations, action or motion: \_\_\_\_\_



*Outline for Secretary's Minutes continued*

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

**3. Committee Report on** \_\_\_\_\_

was given by \_\_\_\_\_; written report attached \_\_\_\_\_; verbal only \_\_\_\_\_

Recommendations, action or motion: \_\_\_\_\_

\_\_\_\_\_

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

**Unfinished Business**

1. Item of business \_\_\_\_\_

Motion \_\_\_\_\_

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

2. Item of business \_\_\_\_\_

Motion \_\_\_\_\_

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

**New Business**

1. Topic \_\_\_\_\_ presented by \_\_\_\_\_

Referred to \_\_\_\_\_ Committee. Committee appointed? (Yes/No)

Motion \_\_\_\_\_

\_\_\_\_\_

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

2. Topic \_\_\_\_\_ presented by \_\_\_\_\_

Referred to \_\_\_\_\_ Committee. Committee appointed? (Yes/No)

Motion \_\_\_\_\_

\_\_\_\_\_



*Outline for Secretary's Minutes continued*

The motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_

Vote: In favor of motion \_\_\_\_\_ Against the motion \_\_\_\_\_ Motion (passed / failed)

**Educational Program or Demonstrations**

Name(s) of presenter(s): \_\_\_\_\_

Title of program or demonstration: \_\_\_\_\_

Announcements and upcoming meetings, events and activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Adjournment**

Motion to adjourn was made by \_\_\_\_\_ and seconded by \_\_\_\_\_

Meeting was adjourned at \_\_\_\_\_ a.m. / p.m.

**Recreation** was led by \_\_\_\_\_

**Refreshments** were served by \_\_\_\_\_

Respectfully submitted: \_\_\_\_\_ , Secretary



# 4-H Officer's Duties

## *4-H Club Treasurer's Guide*

The 4-H Club Treasurer is responsible for handling all of the club's money and for keeping meticulous records of receipts (income) and disbursements (expenses). This is an important job that should be given only to trustworthy people that are good at record keeping, and have learned how to handle money efficiently, accurately and carefully. Discuss with the club's volunteer leader the best way to keep the club's finances.

There are some decisions that need to be made before the Treasurer can begin his or her job. These decisions include:

**Does the club have annual dues?** If the club has dues, then they are paid to the treasurer. The treasurer records the person's name, the date, and the amount collected as income.

### **How much are the annual dues?**

The decision as to how much to charge for annual dues needs to be made (or at least reviewed) each year. The amount charged as dues will depend upon two primary factors: What expenses will the club have for the year? How much money will be generated by fund raising activities? The difference between these two amounts can be divided by the number of members in the club. This amount will determine the amount of dues that should be collected from each member.

### **Does the club have a fund-raising activity?**

If so, record the kind of activity, the date and the amount of money that was generated as income. If expenses were involved, show those as well, then determine the amount of profit (the difference between income and expenses) that was generated.

### **Does the club receive money from an individual or a group?**

This is a donation and is recorded in the same manner as a money-making activity. List the donor, the date and the amount of money that was received.

### **Does the club give a donation to a person, project, charitable organization or cause?**

Record the amount of money that was given, to whom it was given, and the date. Keep the receipt.

Each 4-H Club should have their own account in a local bank. This could be a checking or savings account, or perhaps one of each. Visit the financial institutions in your community to determine the most cost effective means of handling your money. Some banks waive service charges for non-profit or youth organizations. Others require that the non-profit number of your 4-H Council be given. Some require the adult volunteer leader to also be a co-signer on checks with the 4-H Club Treasurer. Determine which bank offers the best services for the club, then open an account.

When opening a bank account, make sure that you have followed these important criteria:

- Accounts do not include anyone's Social Security Number. (Do not use your own Social Security Number, or that of the 4-H Club Leader.)
- Either an Employee Identification Number (EIN) or the 4-H Council's 503(c)3 tax number should be used on each account.
- Utilize duplicate checks for checking account.
- Utilize two signatures for checking accounts (the treasurer plus one other person. This could be the 4-H Club Leader or an assistant treasurer.) The two signers may not be related.
- Keep original copies of all receipts and bills or invoices.

If the club has a checking account (and it is highly recommended that you do), pay all bills with checks. This provides an accurate accounting of expenses.

The treasurer should give a report at each club meeting. The following information should be included on each treasurer's report:

- Beginning (old) balance from the previous meeting
- Income received
  - ▶ Dues, fund-raising proceeds, donations, etc.)
- Expenses that were paid
- Outstanding expenses that need approval to be paid
- The current (new) balance

Each 4-H Club should complete an annual financial report and submit it to their 4-H Council. The report should cover the 4-H Program Year (September 1 – August 31.) The club's annual financial report should be submitted no later than September 15 each year. (Your 4-H Council may set a different deadline.) Work with your 4-H Club Leader to complete this report.



## Outline for Treasurer's Report

\_\_\_\_\_ 4-H Club Meeting

**Date** of Treasurer's Report: \_\_\_\_\_

**Beginning Balance:** \$ \_\_\_\_\_ as of: \_\_\_\_\_ (date)

### *Itemized Income:*

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

**Total income:** \$ \_\_\_\_\_

### *Itemized Expenses:*

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

**Total expenses:** \$ \_\_\_\_\_

**Ending Balance:** \$ \_\_\_\_\_ as of: \_\_\_\_\_ (date)



# 4-H Officer's Duties

## *4-H Club Reporter's Guide*

Newspaper editors appreciate receiving news reports about 4-H Clubs because readers enjoy reading about what people in the community are doing. The 4-H Club Reporter actually serves in the same role as a newspaper, radio or television reporter; gathering facts and information and reporting on it by sharing it through their media. Following each 4-H Club meeting or special event, the Reporter should write a news article to submit to all media sources and the Extension Office in the community.

Following are some tips for writing an interesting news article:

- Begin the article with a strong “lead in” statement. Feature something interesting, unique or significant that will attract the attention of the reader. This could be something unusual, noteworthy, or an important, interesting or unusual action that was taken.
- In your article, always answer the questions “Who? What? When? Where? How? And Why?”
- Keep paragraphs short; generally, each paragraph should not be more than 50 words.
- Start with the most important information. If space is limited, the editor will shorten the article. If the most important information is at the end, it may be lost.
- Ask the 4-H Club Leader to review your article prior to submitting it.
- Submit your article promptly. Old news is less likely to be printed.
- Be sure to report on special programs and events, such as your community service projects, parent's night, officer elections, achievement programs, etc.



# 4-H Officer's Duties

## *4-H Club Song Leader's Guide*

Music is an important component of our culture and should be included as a part of all 4-H meetings. Group singing helps club members feel at ease and a part of the group. By careful selection of songs, song leaders may stimulate enthusiasm or quiet a boisterous group. Effective song leaders do a variety of things in their role as a 4-H Club officer.

- Select a variety of songs to be sung.
- Begin with songs that are familiar to everyone.
- Introduce each song clearly.
- Encourage everyone to participate.
- Sing a familiar song in a round in order to engage the entire group.
- Listen to all requests, but select the song that will be the best for the club at that time.
- Be respectful of the amount of time on the agenda that has been allocated to songs.
- For the final song, choose one that is familiar to everyone.
- Always sing "The 4-H Trail" at each 4-H Club meeting.

4-H Song Books can be purchased from National 4-H Supply. Discuss with your club and club leader whether the club should purchase song books, sing only songs that are familiar to everyone, or simply print the words and make copies for everyone.

### **Suggested Songs for 4-H Clubs:**

**4-H Trail**

**Pass it On**

**Battle Hymn**

**Home of the Range**

**Let There Be Peace on Earth**

**My Old Kentucky Home**

**She'll be Comin' Round the Mountain**

**Row, Row, Row Your Boat**

**Oh Susanna!**

**My Bonnie Lies Over the Ocean**

**Michael Row Your Boat Ashore**

**I'm Looking over a Four Leaf Clover**

**Do Your Ears Hang Low?**

**Patriotic Songs**

**Holiday Songs**

**Camp Songs**



# 4-H Officer's Duties

## *4-H Club Recreation Leader's Guide*

The fourth "H" represents health. Physical activity is an important aspect of good health. The choice of activities depends upon the ages, interests and abilities of the members of your club, as well as the facility at which you meet and the leadership that is provided. The recreation leader should:

- Plan for more activities than are actually needed for the meeting
- Include activities of different types. These may include opening mixers, group games, relays, mind games, and rhythmic activities.
- Alternate activities; intermix quiet with active. Begin with an activity that is well-known and progress to something more difficult or less well-known.
- Prepare an activity that members may begin as soon as they arrive, such as a word search, puzzle or get-acquainted activity. (This helps keep early arrivals busy and occupied while the club leader and officers are busy with last minute meeting preparations.)
- Be prepared to adapt the planned program to the group that actually attends the meeting.
- Get everyone into position before giving detailed instructions.
- Make sure that directions are given and clearly understood prior to starting the activity. Don't try to talk over the group.
- Encourage everyone to participate. If someone is hesitant, suggest a way for them to participate or assist in overseeing some part of the activity.
- Find out from the president how much time on the agenda is allotted to recreation. Stay within your time frame.
- Plan some activities outdoors whenever possible.
- If your club is large enough, play volleyball, softball, take a hike or play another sporting game.
- Invite another club to join you for a picnic and a recreational activity. (Two clubs could play each other in volleyball or softball.)

### **Recreational Activities for 4-H Meetings:**

The possibilities for recreation at 4-H meetings are endless. Refer to the following website for games and recreational activities that can be played at 4-H club meetings.

<http://www.extension.iastate.edu/harrison/page/4hrecreation>

<http://www.extension.iastate.edu/clay/page/4-h-club-recreation-resources-activities>

<http://utah4h.org/htm/resource-library/projects-resources/games-file>

[http://www.ehow.com/info\\_8075319\\_fun-games-4h.html](http://www.ehow.com/info_8075319_fun-games-4h.html)





## How to Make a Motion

When decisions are made in a formal meeting, “business” is being transacted. In order to properly transact business, a motion must be made, seconded, voted upon and passed by the members. The following steps are used to make, consider and discuss a motion, prior to voting upon it.

Motions are properly brought to the floor by saying “I move ...” To open an item of business up for discussion, these steps must be followed:

1. The President asks “Do I hear a motion to \_\_\_\_\_?”
2. A member may respond by saying “I move \_\_\_\_\_?”
3. The President asks “Is there a second to the motion?”
4. A different member (than the one who made the motion) says “I second the motion.” (If a second is not made, the motion dies; there is not further discussion and no additional action is taken.) If the motion is seconded, proceed to step 5.
5. The President says “It has been moved and seconded \_\_\_\_\_.  
This motion is debatable, amendable and requires a majority vote. Is there any debate?”
6. The President calls upon members who have asked for the floor in order debate or discuss the motion.
7. When discussion ends, the President says “It has been moved and seconded that we (restates the motion or asks the Secretary to read the motion). All those in favor, signify by saying “aye”. (Pause for the vote.) “All opposed, say ‘nay’.”
8. The President says “The motion passes” (for motions receiving a majority vote) or “The motion fails” (for motions that do not receive a majority vote.)



## How to Amend a Motion

An amendment is used to change or modify the wording of a motion. Wording may be changed by inserting words or phrases, striking out words or phrases or adding words or phrases to further focus, clarify or refine the motion.

During debate on the motion, a member asks the chair to recognize him or her and says:

1. I move to amend the motion by inserting the words \_\_\_\_\_  
or striking out the words \_\_\_\_\_.
2. The President asks "Is there a second to the amendment?"
3. A different member (other than the one who made the motion) says "I second the amendment.)"
4. The President says  
"It has been moved and seconded that we amend the motion by striking out \_\_\_\_\_  
and adding \_\_\_\_\_. Is there any discussion on the amendment?"
5. The President allows time for discussion on the amendment by saying "It has been moved and seconded that we amend the motion by striking out \_\_\_\_\_  
and inserting the words \_\_\_\_\_. All those in favor of amending the motion to read: (asks secretary to read the motion with the proposed amendment) signify by saying "aye." (Pause for the vote.) "All opposed, say 'nay'."
6. President says "Amendment passes" or "Amendment fails."
7. If the amendment passes, the chair says, "Is there any discussion on the motion as amended that reads: (either restates the amended motion or asks the secretary to do so.) (President allows time for discussion.)"
8. After allowing for discussion (if any), the President calls for the vote and says: "It has been moved and seconded that we (restates the amended motion or asks the Secretary to read the motion). All those in favor of the amended motion, signify by saying "aye". (Pause for the vote.) "All opposed, say 'nay'."
9. President says "Motion passes" or "Motion fails."



## Sample 4-H Council Meeting Agenda

### Jasper County 4-H Council

November 4, 2017

Extension Office

7:00 p.m.

#### Goals for this meeting:

1. Select a Council fund-raiser.
2. Appoint fair committees.
3. Assess program needs for 2017.

#### Agenda

Call to Order

Roll Call

Minutes of the January meeting (attached)

Treasurer's report (attached)

Committee Reports

##### *Standing committees*

Finance

Expansion & Review

Youth Protection / Risk Management

Public Relations

Recognition

Alumni

##### *Ad hoc committees*

Talk Meet Contest

Demonstration Contest

Multi-county Horse Committee

Camping

#### Old Business

What fund-raising activity/activities should the Council undertake this year?

#### New Business

Who should be appointed to 2016 fair committees?

(2015 fair committee assignments are attached.)

What are the greatest needs of the county 4-H program for 2017?

Announcements

#### Adjournment

#### Upcoming events and activities:

District Achievement Banquet

February 27, 6:00 p.m., Hardin County CES Office

Council meeting

March 6, 7:00 p.m., Extension Office

County Demonstration Contest

March 8, 7:00 p.m., Barkley Elementary School

