

FLORIDA

**4-H Officers'
Training Handbook**

 UNIVERSITY OF
FLORIDA
IFAS EXTENSION

A WELL-PLANNED 4-H MEETING



A well-planned meeting consists of three main parts: business, program, and recreation. Every officer should know the accepted procedure.

BUSINESS

Generally, the meeting follows this order of business:

- Call to order
- Pledges to the flags
- Group singing (if held)
- Roll call
- Reading and approval of minutes
- Reports from officers, executive committee, or leaders
- Reports of standing committees
- Unfinished business
- Initiation or installation (if held)
- New business
- Announcements
- Adjournment

PROGRAM

A program consists of a combination of talks, demonstrations, slide presentations, movies, or musical presentations as determined by the program committee. Programs should be interesting to members.

The program should be well balanced, with variety to add interest and enthusiasm. Avoid repetition by varying the program from meeting to meeting.

RECREATION

Recreation is the social part of the meeting. The recreation leader should consider the interests of the 4-H'ers and the time and facilities available when planning recreation. A good recreation program will offer something for all the members, not just a few.

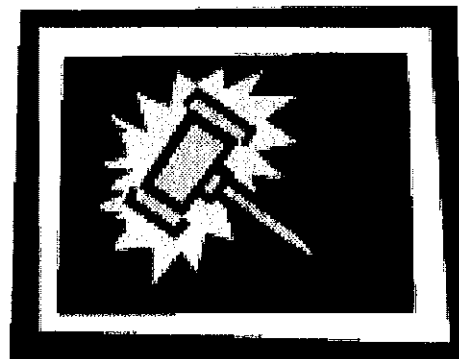
RESPONSIBILITIES OF ALL OFFICERS

The 4-H club officers, working together under the supervision of an adult leader, perform many duties. Some important duties are the following:

- Secure** new members and organize the club or council.
- Plan** the program for the year.
- Conduct** and take part in the meetings.
- Keep** the club records and give them to the leaders or advisor as required.
- Maintain** a good spirit and interest in the club or council.
- Help** every 4-H'er find a place in the club or council and an opportunity to contribute.
- Maintain** a good relationship with all individuals and groups.
- Maintain** contact with the Extension office.
- Attend** the 4-H officers' training session.

THE PRESIDENT

So you're the president of your 4-H Club or Council! You have an important job. Your fellow 4-H'ers have shown their support in your leadership by electing you to the highest position in your 4-H Club or Council. The harmonious working of the group depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club or council "click."



Duties of the President

- 1) Plan the business part of the meeting with other leaders before meetings are held.
- 2) Check on meeting arrangements, seating, lights, and temperature of the meeting place.
- 3) Prepare a meeting agenda in advance.
- 4) Know parliamentary procedure so that you can conduct an orderly meeting.
- 5) Start and stop the meeting on time.
- 6) Preside and call the meeting to order and direct the business meeting.
- 7) Appoint a temporary secretary if the secretary is absent.
- 8) Keep order. Be courteous but firm.
- 9) Provide opportunities for all members to be heard. Encourage everyone to participate.
- 10) Decide points of order fairly.
- 11) Guide the meeting in a courteous, tactful way; avoid talking too much. Keep the program moving. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motions under discussion.
- 12) Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- 13) Appoint committees when directed by the club or council, and define the responsibilities of the committee. Counsel with leaders if necessary.
- 14) Check frequently on the progress of committees and ask for a report from each chairman.
- 15) Delegate responsibilities so that every 4-H'er has some job in the group at one time or another.
- 16) Help plan a program for each month in the year.
- 17) Arrange to have another person (usually the vice-president) preside if you cannot attend a meeting.
- 18) Work with other officers to plan programs and carry out events.
- 19) Keep in close touch with the local leaders, county Extension agents, and state advisor.
- 20) Attend the officers' training session.

If You Have a Guest Speaker

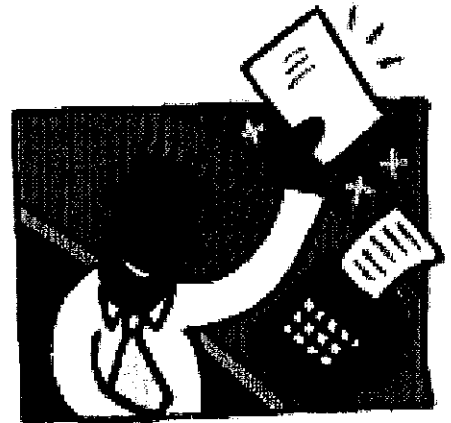
- 1) Meet the speaker at the door and extend a cordial welcome.
- 2) Know the following about the speaker:
 - a) The speaker's full name and how to pronounce it properly.
 - b) The title the speaker prefers to be introduced by.
 - c) The name of the topic.
 - d) The speaker's preference about having questions or discussion after the talk.
- 3) Introduce the speaker to some of the members and leaders



- who can discuss something about the 4-H organization.
- 4) Discuss meeting plans and the time allowed for the program.
 - 5) Encourage members to be ready to start a discussion and/or ask questions after the talk.

THE VICE-PRESIDENT

The vice-president is next in rank to the president. You take the president's place if that officer resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

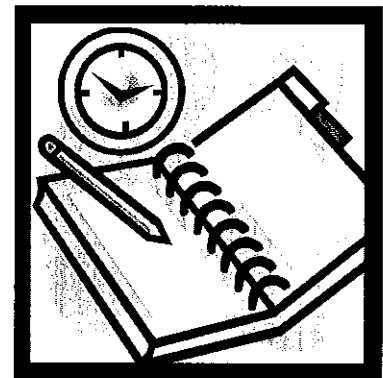


Duties of the Vice-President

- 1) Know parliamentary procedure so that you can conduct an orderly meeting.
- 2) Preside at meetings in the absence of the president.
- 3) Know the duties of the president.
- 4) Serve as chairman of the program committee. Prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program committee.
- 5) Arrange each program to make a well-balanced one. Announce the program at each meeting.
- 6) Work closely with the president, leaders, and other officers on all club activities.
- 7) Consult with the president on plans or special work needed.
- 8) As program chairman, sit near the front of the room or at the table with the president and secretary.
- 9) Attend the officers' training session.

THE SECRETARY

Congratulations on being elected to one of the most important offices in your club! The club or council has entrusted to you the responsibility of maintaining the records. Get a copy of the *4-H Secretary's Record Book*, 4H GCR 01, to help you with this task. Much of the success of the club or council depends upon the working relationship between you and the president. This is your opportunity to help the president make the club or council "click."



Duties of the Secretary

- 1) Sit with the president at the desk or table in front of the room.
- 2) Record any officers elected, committees appointed, and other business brought before the club.
- 3) Call the roll at the request of the president and record the attendance.
- 4) Stand and read minutes of the last meeting when the president calls for them. Make corrections given by 4-H'ers of the club or council.
- 5) When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.

- 6) Read correspondence directed to the club or council when called upon by the president; write replies when necessary.
- 7) Initiate correspondence as directed by the club or council. Keep copies of all correspondence for future reference.
- 8) Collect and record reports of all committees and all written resolutions.
- 9) Cooperate with the reporter in preparing articles for the newspaper.
- 10) Call the meeting to order in the absence of the president and vice-president and have a temporary chairman elected to preside.
- 11) Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
- 12) Advise the president on matters of business to be taken up. Help to start and to stop on time.
- 13) Maintain a record of all officers, standing committees, and special committees.
- 14) Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- 15) Submit regular reports to the leader or to the county Extension office as requested.
- 16) Attend the officers' training session.

What the Minutes of the Meeting Should Contain

- 1) Name of the club or council; hour and place of the meeting.
- 2) Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- 3) A summary of reports given.
- 4) Business transacted. Each motion should be fully and accurately recorded, giving the exact wording, and the name of the person seconding it. The result of the vote should also be given. State whether the motion was passed or failed. State the time that the meeting was adjourned.
- 5) Signature and title of person who recorded the minutes.

THE TREASURER

Your club or council has placed upon you the responsibility of keeping the financial records. For any club or council to make wise use of money it has earned, 4-H'ers need to know the financial status of their club or council. Ask your leader or advisor for a copy of the *4-H Treasurer's Manual*, 4H GCR 02 or secure your own copy at the Florida 4-H website: <http://www.florida4h.org>



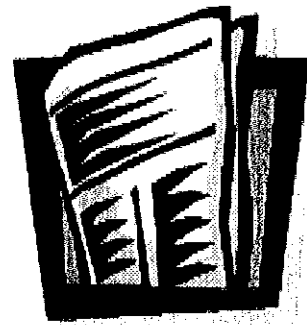
Duties of the Treasurer

- 1) Take charge of all the money taken in by the club or council.
- 2) Keep an accurate record of:
 - a) all money received and its source.
 - b) all money paid out, showing whom the money was paid to and what it was paid for.
- 3) Deposit in a checking account in a local bank all money received as soon as it is received. Do not keep large sums of club or council monies at home or on you personally.
- 4) Do not mix money belonging to the club or council with private funds.

- 5) Never use club or council money to pay personal bills no mater how short the time intended for the loan.
- 6) Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the President.
- 7) Be ready to give an itemized account of funds at any time on request of members or leaders.
- 8) Pay money out of the treasury (by check) only as approved by the club or council or as specified by the bylaws of your club or council. Pay bills authorized by the club or council promptly. Canceled checks will serve as receipts.
- 9) You are responsible for the club or council funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- 10) Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.
- 11) Give complete, accurate records to your successor at the end of the year.
- 12) If your club or council disbands, turn over remaining funds for disposition as approved by the club or council or as specified by the county program guidelines.
- 13) Attend the officers' training session.

THE REPORTER

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing.



For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of "Who, What, When, Where, Why, and How."

To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) close to the place of publication, (4) unusual, and (5) interesting. It must always be accurate.

Duties of the Reporter

- 1) Spread the good news of 4-H and your club or council to the people.
- 2) Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible. Send a copy to your county Extension Officer as well. Remember that old news is worse than no news.
- 3) Make a collection of clippings and news items concerning your club or council for the permanent record.

Reporter Duties (continued)

- 4) Write articles about special 4-H events for your local newspaper.
- 5) Serve as chairman of the publicity committee.
- 6) Attend the officers' training session.

Suggestions for Good “Straight” News Story

- 1) Type your story.
- 2) Put your name, address, and phone number at the top of the page.
- 3) Double space.
- 4) Leave wide margins at the left and right.
- 5) Write stories in the third person (he, she, they).
- 6) Keep sentences short.
- 7) Leave out personal opinions.
- 8) Be sure all names are spelled correctly.
- 9) State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- 10) Keep paragraphs short (not over 40 to 50 words).
- 11) If possible, submit good pictures with your stories.
- 12) Visit the local newspaper office and radio and TV stations to find out what newswriters want and will use.
- 13) Recognize that your story may be cut or changed (or not used at all). Remember the reporter’s A-B-C’s: Be Accurate! Be Brief! Be Concise!

THE SERGEANT AT ARMS

As sergeant at arms of your 4-H club or council your duties are as follows:

- 1) Arrange for a thought for the day for each meeting of the club or council.
- 2) Attend the officers’ training session.

THE HISTORIAN

As historian of your 4-H club or council your duties are as follows:

- 1) Collect memorabilia from the 4-H’ers about the events and activities of the club or council.
- 2) Take photographs that show the events and activities of the 4-H program.
- 3) Compile memorabilia in an orderly manner such as a scrap book.
- 4) Arrange for display of the “scrap book” at appropriate occasions.
- 5) Work with the club reporter to gather newspaper clippings and stories.
- 6) Attend the officers’ training session.

THE PARLIAMENTARIAN

As parliamentarian of your 4-H club or council your duties are as follows:

- 1) Be knowledgeable about parliamentary procedure and its application in a meeting.
- 2) Carry *Robert’s Rules of Order* to meetings for reference purposes.
- 3) Make final decisions on any discrepancy in the parliamentary procedure of the club.
- 4) Attend the officers’ training session.

1. The 4-H Officers' Training Handbook is 4H GCM 11, which supercedes 4H 266, one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Please visit the Florida 4-H Curriculum Website at <http://4h.ifas.ufl.edu/Curriculum/index.htm> and the EDIS Website at <http://edis.ifas.ufl.edu>

2. Contact Person: Joy Jordan, Ph.D., associate professor/4-H Youth Development Specialist, Department of Family, Youth and Community Sciences, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville 32611.



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