



Berkeley County 4-H OFFICERS TRAINING

THE PRESIDENT

So you're the president of your 4-H Club! You have an important job. Your fellow 4-H'ers have shown their support of your leadership ability by electing you to the highest position in your 4-H Club. 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 "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. Meeting has 3-parts and should last no longer than 1-hour.
 - Business meeting 15-20 minutes
 - Educational session 15-20 minutes
 - Social time with songs, games and refreshments 15-20 minutes.
- 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. Stand and speak loud enough to be heard.
- 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, 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 club leaders and county 4-H Extension agent.
- 20) Attend the officers' training session.

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Steve Bonanno, Interim Director, Cooperative Extension Service, West Virginia University.

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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:
 - The speaker's full name and how to pronounce it properly.
 - The title the speaker prefers to be introduced by.
 - The name of the topic.
 - 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. (15-20 minutes)
- 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 (helping decide programs for meetings).

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. With the Adult Leader, prepare a calendar of events. Be responsible for following through with each monthly program for the year.
- 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 has entrusted to you the responsibility of maintaining the records. Get a copy of the 4-H Secretary's Record Book to help you with this task. Much of the success of the club 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 all 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.
- 5) When called upon by the president, state any unfinished business left from the previous meeting. If there is none, say that to the president.
- 6) Read correspondence directed to the club or council when called upon by the president; write replies when necessary.

- 7) Write correspondence as directed by the club. Keep copies of all correspondence for future reference.
- 8) Collect and record reports of all committees and all written resolutions if there are any.
- 9) Work with the reporter in preparing articles for the newspaper.
- 10) Call the meeting to order in the absence of the president and vice-president.
- 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 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 4-H Extension office as requested.
- 16) Attend the officers' training session.

What the Minutes of the Meeting Should Contain:

- Name of the club; hour and place of the meeting.
- Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- A summary of reports given.
- 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.
- **All Club Money:** Be sure all club monies are approved by a motion clearly stating the exact wording, the amount, to whom paid, name of person making the motion, who second the motion, and results of vote.
- Signature and title of person who recorded the minutes.
- Turn in club secretary book on/or before October 30 each year to the Extension office.

**See Sample Meeting Minutes Handout- use Secretary's Book from WVU Extension.*

THE TREASURER

Your club has placed upon you the responsibility of keeping the financial records. For any club to make wise use of money it has earned 4-H'ers need to know the financial status of their club. Ask your leader or advisor for a copy of the 4-H Treasurer's Handbook and review 4-H Best Money Practices.

Duties of the Treasurer:

- 1) Take charge of all the money taken in by the club. Keep an accurate record of:
 - All money received and its source.
 - All money paid out, showing whom the money was paid to and what it was paid for.
 - Never spend club money without a record posted in the secretary's minutes approving the transaction.
- 2) 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 monies at home or on you personally. Your Adult Leader may help you with taking care of the money.
- 3) Do not mix money belonging to the club with private funds.
- 4) Never use club money to pay personal bills no matter how short the time intended for the loan.

- 5) Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the President.
- 6) Be ready to give an itemized account of funds at any time on request of members or leaders.
- 7) Pay money out of the treasury (by check) only as approved by the club or as specified by the bylaws of your club. Pay bills authorized by the club promptly. Canceled checks will serve as receipts. Two signatures must be on all club checks.
- 8) You are responsible for the club funds until your successor is elected. An auditing committee (The Adult Leader and WVU 4-H Extension Agent) should check your records before they are turned over to the next treasurer.
- 9) Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.
- 10) Give complete, accurate records to the next treasurer at the end of the year and turn in a copy of your club treasurer's summary to the 4-H Agent on/or before October 30th each year.
- 11) If your club disbands, turn over remaining funds for disposition as approved by the 4-H Berkeley County program guidelines. Contact the 4-H Agent.
- 12) 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 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. 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:

- recent,
- important,
- close to the place of publication,
- unusual
- interesting.
- It must always be accurate.

Duties of the Reporter:

- 1) Spread the good news of 4-H and your club to the people.
- 2) Write a report of each 4-H meeting immediately following the meeting and email it or take it to the local newspaper editor as soon as possible. Send a copy to the county Extension which will be posted to the web as well. Remember that old news is worse than no news.
- 3) Contact Beth Henry c/o the Martinsburg Journal. You can email the report to bhenry@journal-news.net
- 4) Make a collection of clippings and news items concerning your club for the permanent record and/or club scrapbook.
- 5) Write articles about special 4-H events for your local newspaper.
- 6) Attend the officers' training session.

** Use the Reporters Handbook /Project Book for guidance. This book can be turned in as a project*

Suggestions for Good “Straight” News Story

- Type your story.
- Put your name, address, and phone number at the top of the page.
- Double space.
- Leave wide margins at the left and right.
- Write stories in the third person (he, she, and they).
- Keep sentences short.
- Leave out personal opinions.
- Be sure all names are spelled correctly.
- State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Keep paragraphs short (not over 40 to 50 words).
- If possible, submit good pictures with your stories.
- 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 HEALTH OFFICER

Your club has chosen you as the Health Officer. It is your duty to provide leadership for the Health “H”. You are responsible for educating, inspiring, and leading club members in “Health for better living”. You will need to be prepared to share a Health H report at each meeting. You may lead discussions on any topics that surround the idea of using your “health for better living” and good decisions regarding healthy activities. You will most likely be asked to be the chairperson of the health program committee.

Duties of the Health Officer:

- 1) Serve as chair of the 4-H Health Committee if you have one.
- 2) Work with other officers and leaders to develop a yearly plan that includes health activities in each club meeting
- 3) Use the 4-H Club Health Activity Guide to carry out one or more activities at each meeting.
- 4) Show club members how to use their 4-H Health Planner for the month
- 5) Report activities and accomplishments to the club reporter
- 6) Fill out the end of the year Health report.
- 7) Attend Officers Training

You should invite a guest speaker to your meeting to provide the health program. Ideas for guest speakers have included:

- Fitness instructor for exercise options.
- Nutritionist to talk about better eating habits.
- Dentist to talk about effective dental care.
- Doctor to talk about physicals and their importance, including a healthy weight.
- Anti-Drug, Alcohol, and smoking discussions.

Each Health Officer receives a copy of the Healthy Activity Guide – this gives you ideas to use in your club meetings. It gives you activities to do, healthy refreshments to serve, challenges for the members and more. Each member receives a copy of the Health Activity Guide – this is a month by month guide with different topics each month. The members can fill these out and then talk about the changes they are making during the next meeting.

Other Leadership Roles

Game Leader:

- Game time allows members to have fun together and to get to know each other. Make sure you are prepared with fun and exciting games for your fellow club members to play.
- You will need to make sure you involve everyone in the games you lead.
- Along with the song leader, you will be one who sets the enthusiasm level at your club. Having fun is a big part of the 4-H meeting.
- Make sure the games you select are appropriate for all of the age groups in your club.
- Make sure you have worked with the President and been placed on the agenda for game time. Choose games that fit the time that is available for games at each meeting.
- Game Ideas: Musical Chairs, Bring Me
Check out the internet for game ideas:
www.activityvillage.co.uk/kids_games_and_activities.htm or Disney Family Fun
<http://familyfun.go.com>

Song Leader:

- You will lead the pledges and songs at each club meeting.
- Smile and be enthusiastic.
- Try singing and moving around the room.
- Popular song with Dance-Dance Revolution
- Chicken Song and Dance
- YMCA
- Ask other members to assist you.
- Be prepared with fun camp songs, Almost Heaven West Virginia, as well as 4-H songs such as “The H’s 4”, “West Virginia Boys and Girls” or “The 4-H Hymn.”
- Along with the game leader, you will be the one who will set the enthusiasm level at your club. Bring excitement to each meeting.
- You may need to have a CD player or IPod available. Just enjoy and have fun.

Head H Officer:

- You will need to be prepared to share a Head H report at each meeting. You may lead discussions on any topics that surround the idea of using your “head for clearer thinking” and good decision making skills.
- You will most likely be asked to be the chairperson of the safety program committee. You can invite community leaders to provide a program for your club concerning using their head to stay safe. **Ideas for guest speakers have included:**
 - Banker to talk about money management.
 - College/Teacher to talk about importance of education.
 - Safety – using your head to make good choices regarding safety of: ATVs, Guns, Bikes, and Skateboards
 - Having a family emergency plan – being prepared check list.
 - Strong Families Eat Together program WVU Extension 304 264-1936

The Historian:

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

- 1) Collect memorabilia from the 4-H'ers about the events and activities of the club.
- 2) Take photographs that show the events and activities of the 4-H program.
- 3) Compile memorabilia in as 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.

Other Officer or committee chair positions can be determined for expanding the leadership roles within your club. Some others might include:

- Community Service
- Volunteer Recognition
- Holiday Gatherings
- Parent/Family Recognition

Revised August 2011 D.Hovatter