

What is the role of the 4-H leader?

1. To help 4-H members learn specific skills in a supportive, hands-on environment.
2. To teach 4-H members how to think through the development of critical thinking and decision making skills.
3. To recognize and encourage each 4-H member so each youth feels noticed and important.
4. To inform 4-Hers and their families of 4-H goals, programs, policies and opportunities.

What can we expect from a 4-H meeting?

Club meetings typically have three parts, each serving a specific purpose in the goal of the 4-H program.

Business meeting

The 4-H Community Club business meeting provides 4-Hers opportunities to be in charge of their own group. The business meeting should not last any longer than 25 minutes, especially for junior members. A 4-H Community Club meeting typically has the following components:

- Call to Order
- Opening activity (many clubs use the pledge of allegiance and/or the 4-H pledge)
- Roll Call and introduction of guests
- Reading of the minutes from the last meeting
- Treasurer's report
- Any committee reports
- Old business discussion
- New business discussion
- Announcements
- Adjournment

Educational presentations / workshops

1. Each 4-H Community Club member should plan to give an educational presentation sometime during each 4-H year. Depending on the number of youth in each club, sometimes more than one 4-Her gives an educational presentation during each club meeting. Educational presentations are usually 7-10 minutes in length and can be on any topic. The goal of the educational presentation is to teach club members something new, and give the presenter the opportunity to research, prepare and educate their co-members on something new. [Click here for tips about preparing an educational presentation.](#)
2. Many club leaders prepare workshops for most club meetings. These programs are hands-on opportunities for members to learn about something new in a fun, group setting.

Recreation / social time

Youth need time for fun and socializing. Games, group activities, tours or service projects can all “qualify” for this part of the club meeting.

How is the 4-H Community Club meeting supposed to run?

At the beginning of each 4-H year, clubs elect officers. Officers have specific responsibilities for leadership within the club. Officers should be:

- Enthusiastic, tactful and friendly
- Prepared to work with each club member
- Willing to see that each club member contributes to the club
- Proud of their job
- Prompt in completing tasks
- Ready to learn

Most clubs have a president, vice president, secretary and treasurer. Some clubs also have a historian and recreation officer. It is the responsibility of each officer to know their responsibilities and carry them out according to parliamentary procedure.

President

- Presides at all meetings
- Prepares the meeting agenda with the vice president, secretary, treasurer and leader.
- Ensures the program for the meeting is scheduled (educational presentations and/or club leader workshop)
- Introducing and welcoming guests
- Appointing and working with committees
- Ensuring the election of officers

Vice President

- Assists President in his/her duties
- Acts as President in his/her absence

Secretary

- Keeping accurate minutes of club meetings
- Keeping a complete list of all members and calling role
- Writing any club letters
- Reminding members of the club meeting
- Completing all club records and reports

Treasurer

- Keeping an accurate record of all money received by the club and all money spent
- Making a report at each meeting including all money collected, spent and balance in the treasury
- Paying bills

- Turning funds and accurate records over to the new treasurer at the end of each 4-H year.

What is parliamentary procedure?

4-H Community Clubs use parliamentary procedure to provide a format for the orderly action and decision making within the club. Everyone in the club (officers and members) have a responsibility for knowing and acting according to parliamentary procedure. Most 4-H Community Clubs use an informal or formal meeting style.

Informal Style Characteristics:

- Flexible meeting agenda
- Basic parliamentary procedures
- Chairperson or elected officers exist
- Controlled discussion

Formal Style Characteristics

- Precise meeting agenda
- Standard parliamentary procedures following Robert's Rules of Order
- Elected officers

Steps in Making a Club Decision

1. Motion: A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.
2. Second: Someone from the group must "second" the motion, or agree to the motion, so that it can be discussed.
3. Discussion: The motion "on the floor" is discussed by all members, addressing the pros and cons, etc. Adult leaders and helpers can ask questions such as "Have you thought about..." "What do you think regarding..." but should leave the decision-making to the members.
4. Re-state the motion: The president of the club re-states the motion before the group votes.
5. Vote: The group votes by voice (aye or no), show of hands, standing or sitting, secret ballot or roll call vote.

What is a parent's role?

There are many things a parent can do to ensure their child is getting the most from their 4-H experience. These include:

- Make 4-H activities a priority. There are many, many valuable and worthwhile activities that young people can be involved in today. We think 4-H is unique among them. In order for 4-Hers to gain the most from their experience, they need to participate and be

engaged in club activities every month. Participation in county-wide, area or state activities are other great ways for 4-Hers to gain the most from their experience.

- Read your [Scott Scoop](#). Every month (with the exception of August) a 4-H newsletter will come to your house. Every activity, program, opportunity, event and deadline will be included in the [Scott Scoop](#). If you read and discuss the information in the [Scott Scoop](#) with your 4-Her, you both will gain the most from your experiences in 4-H.
- Plan ahead. Remember that the goal of 4-H is project-drive learning – not exhibits. [Click here for the difference between project and exhibit](#). The learning process that makes 4-H unique develops over the entire course of the 4-H year. Begin talking with your 4-Her about what things they would like to learn and goals they have at the beginning of the 4-H year. If your family waits until June to start thinking about 4-H, your child has missed out on most of their learning experience.
- Focus on what is important. What your child has learned and how they have grown socially, emotionally and/or intellectually is what makes a 4-H experience important. Getting a certain office in a club, award or ribbon is nice, but doesn't encompass the meaning of 4-H. While it is normal for kids to be disappointed when they don't get what they want, 4-H is the perfect opportunity for them to begin to understand that personal satisfaction in a job well-done is more important than winning.
- Assist your child's leader. Offer to bring snacks, do a workshop, reserve meeting location or assist with other tasks.