

4- H Officer Training: Club President

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Offices in 4H

President

- Vice-President
- Treasurer
- Secretary



In this presentation, you will learn...

- Before the meeting
- During the meeting
- Meeting agenda
- Guidelines for good meeting
- Parliamentary Procedure
- Responsibilities of the President



Before the Meeting Checklist

- Prepare agenda with 4-H leader's input.
- Check with other club officers for agenda items.
- Notify club leader and Vice President in the event of absence.



At the Meeting

- Encourage everyone to participate.
- Make sure guests and members feel welcome.
- Help others carry out their duties.
- **Everyone** gets to serve on a committee at during the year.



At the Meeting



**Don't try to do
everything
yourself!**



At the Meeting

- Give others credit for the work they do



- Thank those who participate



4-H Business Meeting Agenda

- Call meeting to order
- Pledge of Allegiance
- Roll call
- Minutes of previous meeting
- Treasurer's report
- Report of Officers and committees
- Unfinished business
- New business
- Announcements, leader's reports
- Adjournment
- 4-H Pledge



Good Meeting Elements

Four key elements:

 A pre-meeting activity (15-20 minutes)

 The business meeting (15-20 minutes)

 An educational program (30 minutes)

 Recreational activities (20 minutes)



Each part is important to meet the needs of youth.



The Meeting

- Conduct meetings according to Parliamentary Procedure
 - <http://connect.extension.iastate.edu/parlypro/>
- Avoid dominating the meeting
- Coach and encourage other people



Responsibilities of the President

- Represent my group proudly ALL the time
- Attend as many 4-H meetings and activities as possible
- Be prompt and enthusiastic



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**Now YOU are ready
to serve as a
GREAT 4-H Club President!**

