

4- H Officer Training: Club Vice President

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Offices in 4H

- President

Vice President

- Treasurer
- Secretary



In this presentation, you will learn...

- Before the meeting
- Program committee role
- During the meeting
- Meeting agenda
- Guidelines for good meetings
- Parliamentary Procedure
- Vice President responsibilities



Before the Meeting

- Work with the club president on agenda
- Serve as Program Chairperson by helping plan the annual club program:
 - Planning committee
 - Survey member interests
 - Plan the program
 - Share the plan for approval
 - Assign responsibilities
 - Evaluate and record



At the Meeting

- Introduce the program participants
- Preside over the meeting in the absence of the President
- Represent the club at other events in the absence of the president



At the Meeting



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







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 Vice President

- Represent my club 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 Vice President!**

