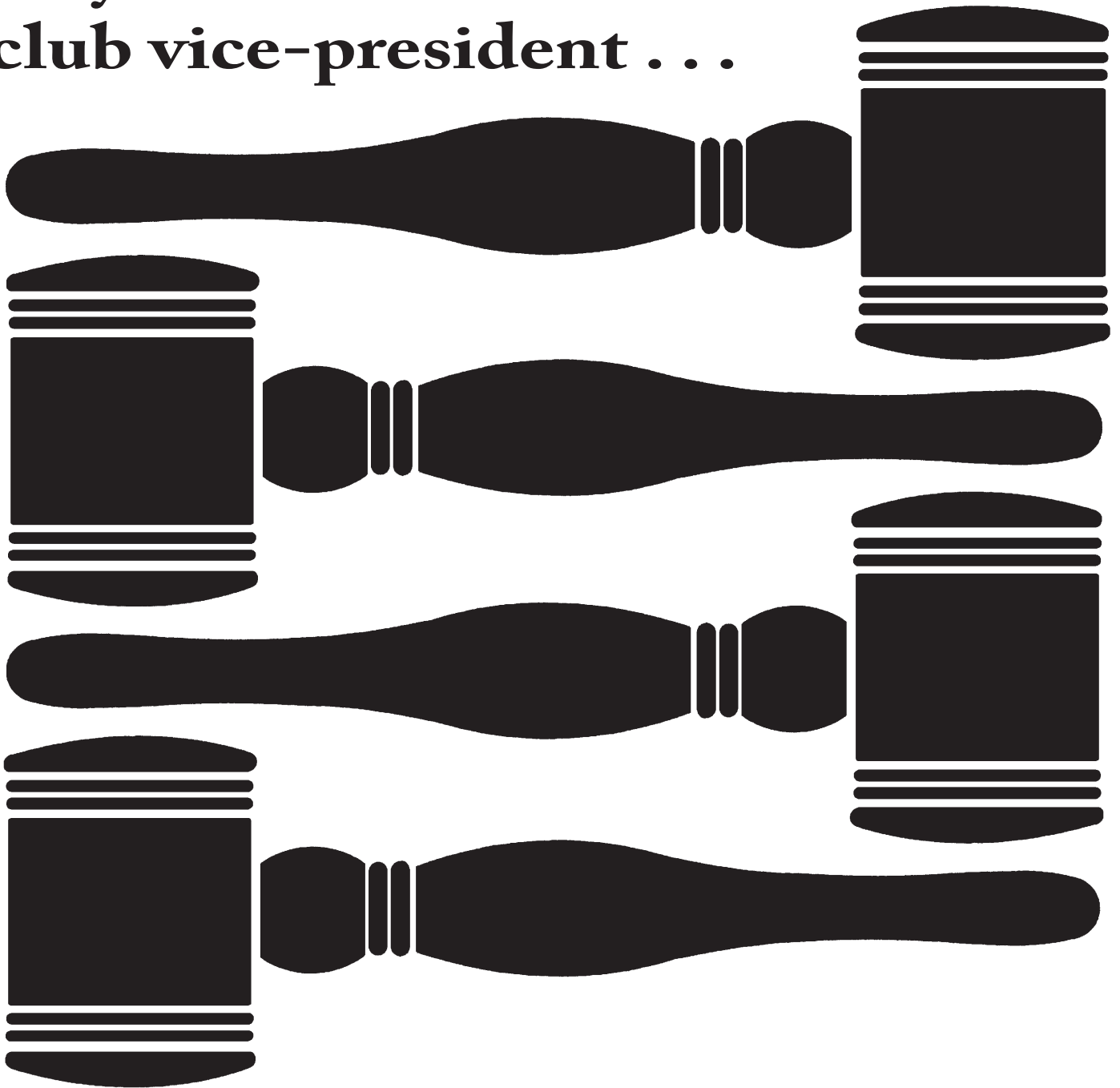




**So you're the  
club vice-president . . .**



**Y**ou, and all 4-H officers, are representatives. You represent not only the local group, but the whole 4-H program. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent 4-H'ers everywhere. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H, judge it by its officers.

## **As Vice-president, I will . . .**

- \_\_consult with the president on plans or special work needing to be done.
- \_\_confidently preside at the meeting in the absence of the president.
- \_\_represent my group at other events in the absence of the president.
- \_\_work with the leaders and other officers on committees and other group activities.
- \_\_serve as chair of the program committee who plans the annual group program.
- \_\_check with the 4-H'ers scheduled to be on the program to see if they are ready or need assistance.
- \_\_introduce the program participants.
- \_\_remember to thank the people who are on the program.

## **Introducing the Program Participants**

Introduction of the participants can be very brief. You will want to include

1. Presenter's name
2. Brief information about his/her background
3. The title or subject of the presentation

A good example—

Lynn Oakland is our club's guest speaker tonight. He is the county conservation naturalist and is here to speak to us about purple martins. Now I present Mr. Oakland.

## **Thanking the Program Participants**

Thank you speeches are to be 30 seconds to one minute in length. Do not write notes for the thank you speech. Listen to the speech for worthwhile qualities. Express thanks for one or two of the following.

- Thought
- Preparation
- Useful information
- Special news to the group
- A long journey to your meeting

*A good example—*

We would like to thank Mr. Oakland for the exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. I'm sure many of us are looking forward to building a purple martin house for our own back yard. We appreciate your informative talk.

## **Guidelines for Program Chair**

The vice-president of the group serves as chair of the program committee, introduces the program participants, and thanks those who present the program.

### **Steps to Planning a Program**

#### **1. Select the planning committee.**

The program planning committee should represent all the interests of the group. Senior, intermediate, and junior 4-H'ers should help to plan the program.

The committee may be appointed by the president and leader, selected from members who volunteer, or elected from the group.

#### **2. Survey the members' interests.**

Members, parents, and leaders need a chance to express ideas about what part they would like to provide for the program. Surveying 4-H'ers gives them a chance to share their ideas and feel an important part of the group.

Surveys may be done by group discussion, suggestion boxes, or roll call.

#### **3. Plan the program.**

Review what the group did last year. What did the group like best? What needs improvement? Was everyone involved?

Group situations change each year, and you will want to meet the needs of the people involved. Consider the number of 4-H'ers, the age range, the number of leaders, and the county events that are planned. Identify group goals and write them as statements of what members, leaders, and parents want to accomplish as a group.

**4. Seek group approval for the plan.**

Part of the planning committee’s responsibility is to present the program plans to your group.

**5. Assign responsibilities.**

Select members, leaders, parents, or resource people to be responsible for each part of the program.

**6. Check on program progress.**

To make sure that you have a successful program, check with people to see that plans are being carried out. Offer assistance if needed.

**7. Evaluate.**

At the end of the year, take a look at your total program. Record your ideas, notes, and suggestions for next year’s planning committee.

## Problems for Vice-presidents

**Problem**

At the regular meeting, the group members who are to give educational presentations are either

absent or not prepared. What can the vice-president do to help prevent the problem?

**Solution** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Problem**

Group members do not seem interested in the yearly program offered by the planning committee. Some have said it’s so boring they will

stop coming to meetings. What action should be taken on this problem?

**Solution** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Problem**

The 4-H meetings never start on time because half the members and the president arrive late.

What can you as vice-president do about this problem?

**Solution** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you**

The New Century Pioneers 4-H club presented their Share-the-Fun act as part of your group program. Six of their members acted out a

humorous skit entitled “Too Much Excitement at the County Fair.” What would you say to thank them?

**Your response** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# As Acting President, I will . . .

- \_\_prepare meeting agendas with key leader(s)
- \_\_notify leader several days before a meeting if I must be absent
- \_\_preside at meetings
- \_\_follow parliamentary procedure in a courteous and tactful manner
- \_\_make guests feel welcome
- \_\_help other officers carry out assignments
- \_\_encourage everyone to participate in the meeting
- \_\_avoid dominating the meeting by giving too many personal opinions.
- \_\_delegate responsibilities rather than doing everything myself
- \_\_give others credit for jobs they do
- \_\_thank those who participate in the program or those who help make arrangements
- \_\_represent my group proudly at other meetings and events
- \_\_attend as many 4-H meetings and activities as possible
- \_\_be prompt and enthusiastic

## Guidelines for Conducting Business Meetings

A well-planned 4-H meeting consists of the business meeting; an educational program that may be talks, discussion, presentations, or special speakers; and recreational activities.

Generally the group meeting follows this order:

### 4-H Business Meeting Agenda

1. Call to order
2. Pledge of Allegiance, song, or opening thought
3. Roll call and introduction of visitors
4. Minutes of previous meeting
5. Treasurer's report
6. Report of officers and committees
7. Unfinished business
8. New business
9. Announcements, leader's report
10. Adjournment
11. 4-H Pledge

#### 1. Call to Order

The president rises and says, "The meeting will please come to order." Meetings should begin and end promptly, according to stated times.

#### 2. Pledge of Allegiance, Song, or Opening Thought

The president or someone he/she assigns leads the group in the pledge. One or two lively songs make a good beginning for a meeting. A thought for the day or similar activity could be substituted.

#### 3. Roll Call and Introduction of Visitors

The president stands and says, "The secretary will please call the roll." The secretary remains seated and announces how roll call is to be answered, then calls the names of the 4-H'ers. All visitors should be introduced to the group at this time.

#### 4. Minutes of Previous Meeting

The president stands and says, "The secretary will read the minutes of the last meeting." The secretary rises and addresses the chair. "Mr. (or "Madam") President," then reads the minutes and is seated.

The president asks, "Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read." If there are corrections, the corrections are made and the president continues, "Are there any further corrections to the minutes? (waits a moment) There being no further corrections, the minutes will stand approved as corrected."

#### 5. Treasurer's Report

The president asks, "May we have the treasurer's report?" The treasurer rises and addresses the chair, reads the treasurer's report, and is seated. Generally no action is required on this report.

#### 6. Report of Officers and Committees

The president may have plans or ideas to report. The secretary reads any correspondence that has been addressed to the group.

The president asks the chair of each committee to report. The president says, "Will the chair of the \_\_\_\_\_ committee please report?"

The chair rises, addresses the president, and gives the report.

The president says, "What will you 4-H'ers do with this report?"

If action is recommended by the committee, a motion needs to be made to adopt the report. (See Method to Make a Motion.)

### **7. Unfinished Business**

This part of the meeting contains business that was not completed at earlier meetings.

President: “Is there any unfinished business?”  
If the answer is “Yes,” then that business is brought before the 4-H’ers. If not, the president goes on to the next section of the meeting.

### **8. New Business**

New business allows time for 4-H’ers to submit new ideas for the group to consider.

President: “We are now ready for new business.”

The 4-H’ers must address the president and explain any new business they have. Any action taken by the group must be stated as a motion (“I move we have a bake sale.”) and follow the motion process.

#### ***Method to Make a Motion***

A motion needs to be made by a 4-H’er if the club is to take action on an item of business. A 4-H’er addresses the president and says, “I move that we have a bake sale.”

The secretary records the motion with the name of the person who made the motion.

Second 4-H’er: “I second the motion.”

President: “It is moved and seconded that we have a bake sale. Is there any discussion?” (Discussion usually follows; every speaker addresses the president and is recognized before talking.)

President (when all discussion has ended): “All in favor (repeat the motion) say ‘Yes’; opposed ‘No.’” If the motion carried, the president says, “The motion is carried.” If more people voted ‘No’ than ‘Yes,’ the president says, “The motion is lost.”

### **9. Announcements, Leader’s Report**

President: “Are there any announcements?”  
The program for the next meeting is announced by the vice president. The place, date, and time of the next meeting and activities also are announced.

### **10. Adjournment**

The president asks, “Is there a motion for adjournment?”

4-H’er: “Mr. (or “Madam”) President.”

President: “John”

4-H’er: “I move that we adjourn.”

Second 4-H’er: “I second the motion.”

President: “It is moved and seconded that we adjourn. All in favor say ‘Yes’; opposed ‘No.’ The motion is carried and the meeting is adjourned.”

### **11. 4-H Pledge**

The president appoints someone to lead the group in the 4-H Pledge.

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## **Two Methods to Use for Decision Making**

### **Method One — Parliamentary Procedure**

Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure—only one item can be discussed at a time. It helps groups reach decisions through majority rule, yet ensures that everyone has a voice. Depending on the skills of your club members, you can choose to follow simple, informal, or formal parliamentary procedures.

#### ***Simple***

Characteristics — No formal agenda; group discusses business until they agree on what to do; usually no officers; open discussion.  
Settings — Project meetings, small groups, sessions with younger members.

### *Informal*

Characteristics — Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.

Settings — 4-H meetings, school/church/civic organizations.

### *Formal*

Characteristics — Precise meeting agenda; standard parliamentary procedures following Roberts' Rules of Order; elected officers.

Settings — Large gatherings, legislative bodies; large 4-H meetings, FFA formal meetings.

## **Steps for Decision Making under Parliamentary Procedure**

**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 (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.

**4. Restate the motion** — The president restates the motion before the group votes.

**5. Vote** — The group votes by voice — yes/no; by show of hands; by standing; by secret ballot; or by roll call vote.

## **Method Two — Consensus Decision Making**

Sometimes groups have trouble making decisions or solving problems. Parliamentary procedure may seem to get in the way and cause members to feel they do not have a chance to share their ideas. When this happens in your group, you can use consensus decision making.

Under this method, the group reaches agreement on an issue that they have been discussing. The method encourages each member to suggest ways to solve a problem. The goal is to give everyone the opportunity to share ideas and thoughts with the group. Consensus results in creating many ideas, which usually leads to a solution that everyone finds acceptable. Rather than having one side win, all members accept the final decision and feel responsible for carrying out the decision.

## **Steps for Consensus Decision Making**

**1. Definition** — Define or explain the problem that needs a decision.

**2. Ideas** — Give everyone a chance to suggest ways to solve the problem.

**3. Discussion** — Discuss the ideas that have been suggested. They can be changed or improved as they are discussed.

**4. Selection** — Decide on the best idea to solve the problem. Everyone may not agree that it is the best solution, but everyone should agree to accept the solution and help make it work.

**5. Action Plan** — Put the decision into action. Decide who will do what, by when, and how. Record these items in the minutes.

**6. Evaluation** — Evaluate the solution after trying it. Determine how well it is working, and make some changes, if necessary.

Consensus decision making will not work if:

- Someone in the group blocks the consensus process to promote his or her own ideas.
- The group has members who always want their own way.
- The discussion does not stay on the topic.
- The group has little time or patience.

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For additional information, ask for PM 1781, Simplified Parliamentary Procedure, at your county office of ISU Extension.

Consensus Decision Making taken from Biagi, Bob. Working Together: A Manual for Helping Groups Work More Effectively, Citizen Involvement Training, Division of Continuing Education and Cooperative Extension Service, University of Massachusetts, Amherst, MA 01003  
Building United Judgment: A Handbook for Consensus Decision Making, The Center for Conflict Resolution, 731 State Street, Madison, WI 53703.

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# Program Plan for \_\_\_\_\_ 4-H Meeting

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Pre-meeting Activities \_\_\_\_\_

## **Business Meeting**

Call to order

Pledge of Allegiance, song, or opening thought: \_\_\_\_\_

Roll call and introduction of visitors \_\_\_\_\_

Minutes of previous meeting

Treasurer's report \_\_\_\_\_

Report of officers and committees

Unfinished business

New business

Announcements, leader's report

Adjournment

4-H Pledge \_\_\_\_\_

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# Program Plan for \_\_\_\_\_ 4-H Meeting (continued)

## Educational Program

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## Recreation

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Officers and leaders should plan in detail at least one week prior to the meeting and notify each person with a part on the program so he or she will be prepared. Planning ahead and notifying participants means faster, better business meetings and more interesting programs.

You can copy this form and use it to plan regular 4-H meetings. To download a PDF of this form from the Internet, go to <http://www.extension.iastate.edu/store> and enter 4H 71B in the box. Then print pages 7-8.

**IOWA STATE UNIVERSITY**  
University Extension



**... and justice for all**

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