

Hamilton County 4-H Officers Handbook



Congratulations on being elected as a 4-H Club Officer!

This is a great opportunity for you in your 4-H club! Now that you have been elected as an officer, you, and all other officers of your 4-H club are representatives. Your skills, abilities, standards, ideals, speech, and personal presentation represent all 4-H members. Representing others is one of your most important responsibilities because it exists at all times— not just while you are at 4-H events. As an officer, you will manage the planning, leadership and carrying out of your clubs' programs and business. You will be a guardian and decision maker of the clubs' legal, financial, social and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and welcomes all 4-H members and youth in your community.

Officer Responsibilities

- Learn and act upon the duties of your office
- Be an active member of the officer team
- Attend an officer training if available
- Attend officer executive meetings
- Attend club meetings and activities
- Lead planning meetings and event
- Give your opinion on issues
- Listen to what others have to say on issues
- Actively represent 4-H in your community
- Let your leader know if you are not able to attend the meeting

At Your 4-H Club Meetings

- Work as a team to set-up and clean-up the meeting area
- Greet guests, members, and leaders as they arrive
- Offer help when needed
- Help new or younger 4-H members become acquainted with 4-H terms
- Facilitate club decision making
- Manage the club meeting so that all tasks are accomplished within the set amount of time

Planning Your 4-H Year

Before the club year begins, your 4-H leader and your officer team should meet and discuss:

- The duties of each officer
- Annual club goals for membership, programs and community service
- Developing a year-long club program calendar
- Planning the club budget

Club officers and 4-H leaders should use the [Annual Club Planner](#) to organize and schedule the 4-H club's events and activities for the year. It is very important to identify and focus the club's calendar around the goals of the 4-H club for the year.



Club's Yearly Goals

Develop goals for your club's membership, programs, community service and leadership. Here are some examples of goals the 4-H club may have:

- This club will work to increase membership by 15 youth this year.
- The club will conduct three service learning projects this year.
- Every 4-H member will have the opportunity to serve on at least one club committee.
- All 4-H members will give one demonstration on one of their 4-H projects.
- Our club will have representation at every 4-H County Council Meeting.

Committee Appointments

Make sure each member has the opportunity to serve on one or more committees during the year.

Parents and Leaders

Parents and leader are very instrumental in the success, growth and retention of 4-H members. Plan parent orientations, membership events, and project leader planning sessions to ensure active adult involvement and leadership in the club.

Planning Your 4-H Meeting

Your club meetings should consist of four segments from the Vibrant Club Model: Pre-Meeting Activity (~15 minutes), Business Meeting (~20 minutes), Education (~20 minutes), & Recreation (~15 minutes). Your meeting should take about 45-90 minutes. A well planned and organized meeting will keep the interest of the members and minimize possible disruptive behavior. The meeting times and order of the meeting should be arranged to meet the needs of your club. Youth come to club meetings when their needs are met by having fun with friends/making new friends, learning new things, having a voice and helping make decisions in their club, and when they can provide service to others.

Pre-Meeting Activity

4-H members want to have fun! This is a great avenue for your 4-H club to get to know each other too! The recreation leader can organize the social activities, you can form a committee for this portion's leadership, or the monthly host/hostess can be in charge of this. Some ideas are icebreakers, games, activities that are appropriate for all ages and that fit into the time frame allowed for them will help the members to socialize. Officers & adult leaders can use this time to review the agenda.

Business Meeting

This portion of the meeting should be run by Officers & youth leaders. Keep to the agenda and discourage excessive discussion on individual issues. Officer, committee, and project reports should be complete but brief. Larger clubs often schedule alternating reports at each meeting rather than have all project groups or committees reports at every meeting.

Education

This part of your 4-H club meeting is a great way for 4-H member to learn. This portion needs to be tailored to the interests of the membership. Outside guest speakers can be invited to address topics



of interest. You don't have to have a guest speaker at every meeting. This is a perfect time for 4-H members to give 4-H demonstrations. You can invite your 4-H County Council Officers to discuss upcoming county events, public speaking skills or project information.

Recreation

Beginning and ending your club meeting in a fun and interactive way will be a great way to provide fun and grow a sense of belonging in all of your members. Most clubs have a snack offered at the end so grab your plate and try one of these: scavenger hunts, "would you rather" card game, use a white board for Pictionary...the options are endless!



Parliamentary Procedure

Officers and members will work to learn proper parliamentary procedures to help conduct club meetings. Besides knowing how to make and amend motions, there are some simple rules of courtesy members need to follow in every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- Every member has the same rights as any other member. Any member can introduce a motion or debate and vote on a motion
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.

Steps to making and voting on a motion:

- Addressing the chair: The member wishing to present an item (motion, question, share information, etc.) for business must first address the presiding officer (by position or title, not by personal name).
- Chair recognizes speaker: The presiding officer will recognize the person by calling their name; once recognized that person may present their item.
- Motion is made: —"I move..." are the proper words to use in presenting a motion.
- Motion is seconded: All ordinary motions must be seconded (—"I second the motion.>"). If it does not receive a second the motion is dead and cannot be acted upon by the group. The person wishing to second the motion does not have to be recognized by the presiding officer.
- Motion is restated: The motion is restated to make sure everyone understands what is to be voted upon.
- Motion is discussed: Any member of the group has the right to discuss the motion after they receive permission from the presiding officer to speak. All discussion must be about the motion or the speaker can be ruled out of order by the presiding officer.
- Motion is voted on: The presiding officer will say, —"Is there any further discussion?" In order to leave time for replies, the presiding officer needs to ask this three times before the motion is voted upon. The presiding officer will say, —"All those in favor of ... (restate the motion)" say "Aye". All those opposed say "No".
- Results are announced: The presiding officer announces the results by stating if the motion is carried or defeated.

Ending a meeting

When all items on the meeting's business agenda have been completed, and if no further business items are put forward for discussion, the president calls for a motion to adjourn or end the meeting as follows: A member is recognized by the president and says, —"I move to adjourn the meeting." Another member says —"I second the motion." Or the president can say, —"Is there a motion to adjourn the meeting?" A member says, —"So Moved." A member seconds it and the president says, —"Seeing no objections, meeting is adjourned by general consent."



Sample Monthly 4-H Meeting Planning Guide

Club Name: Month

Meeting Date and Time: Meeting Place:

Recreation:

Refreshments: (Host(s)/Hostess(es))

Educational Program or Activity:

Programs Objectives (What will the 4-H members learn?):

Person Responsible for Program Contact:

Program Presenter:

Materials Needed for Program:

County Event Preparation: (Program could be a time in the meeting for the club to prepare for a County/District/ State Event)

Program Presenter:

Club Community Service Project:

Committee Coordinator:

4-H Presentation(s) by 4-H members: (demonstration/illustrated talks/displays, etc..)

Person Responsible for Completing:

Other Activities:

Person(s) responsible for coordinating: Planning Team Members and Signatures:



Sample Monthly 4-H Meeting Planning Sheet

Month
Date
Time
Place

Order of Business:

Call to Order

Opening Ceremony

Roll Call/Sign In

Introduction of Guests

Minutes and Correspondence – Approval/Second

Treasurer's Report - New Bills to be paid – Motion to pay/Second

Reports of Officers or Club Leader

Reports of Committees– Standing and Special

Standing Committees

Special Committees

Project Groups

Reports of membership

Unfinished business: (Taken from agenda's and secretary's minutes of previous

New Business:

1.

2.

3.

4. Etc...

Announcements:

1.

2.

3.

4. Etc....

Adjournment for Program

Educational Program: Program Talks/Demonstrations/Illustrated Talks: Club Activities:

Recreation: Refreshments:



President

The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committee and club activities. The president should also direct the implementation process of the club meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

Responsibilities

- Lead the team of officers in identifying annual goals, activities and events
- Establish a sense of team with the officers and make all participants feel welcome
- Upon club approval, president and secretary should sign official minutes
- Guide meetings in a courteous and tactful manner as well as avoid talking too much. The meeting belongs to the members. The president is only the guide of the meeting and should avoid giving opinions on the subject under discussion.
- Meet with club officers and the 4-H organizational volunteer leader before each meeting to plan the agenda
- Ensure that officers have reports and activities prepared for the meeting
- Notify the vice president to chair the meeting if unable to attend
- Appoint a temporary secretary if the elected secretary is absent.
- Cast the tie-breaking vote when required. The president can vote only when voting by ballot, or to break a tie.
- Attend 4-H Officers' training session when it is held in the county, district or state
- Appoint members to participate on club program and activity committees
- Communicate with Vice President on committee progress.
- Make sure the Vice President has a written report from each committee
- Delegate responsibilities so that every 4-Her has some job in the club at one time or another
- Ask for adult volunteer leaders to advise and coach committee
- Become familiar with parliamentary procedure
- Have members approve, by budget approval or specific request, all funds spent by treasurer
- Cast deciding vote in case of a tied vote. You may vote when voting by ballot.
- Coordinate yearly program planning for the club by consulting with other officers or an appointed committee.
- Use monthly planning guide each month.

At Your 4-H Club Meetings

- Begin and end meeting on time
- Follow the planned agenda
- Check on meeting arrangements, seating, light and temperature of facility
- Preside and call meeting to order and chair the business meeting
- Fairly decide any points of order
- Appoint an alternate recording secretary if the elected one is absent
- Guide the meeting, redirect as needed to stay on topic
- During discussions, focus on leading the discussion, not sharing your own opinions
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year
- Approve payment of bills after action by the club



End of Your 4-H Year

- Thank your officers for their year of service
- Have the treasurer, yourself and 4-H volunteer leader prepare the club's treasury books

Using the Gavel

The President may wish to use a gavel. It is used as a symbol of authority to support self-government and an orderly meeting.

- Two taps of the gavel are usually used to call a meeting to order.
- Three taps of the gavel often signals for all members to stand (this could be used for the pledge to the flags, etc.).
- A single tap of the gavel is a signal to be seated. One tap of the gavel follows the announcement of the result of a motion being passed or defeated.
- One tap of the gavel follows the announcement that a meeting is adjourned.

The gavel is an instrument for maintaining order during the meetings. If at any time it is necessary to return the meeting to order, a sharp tap (or series of taps) of the gavel restores order

Presidential Phrases

Call to Order	"The meeting will come to order."
Pledge to the Flags	"(Member's Name) will lead the pledges."
Roll Call	"The secretary will please call the roll."
Reading of the Minutes	"The secretary will read the minutes of the last meeting. "
Approval of the Minutes	"Are there any additions or corrections to the minutes? If not, —The minutes are approved as read. After additions and corrections, — I call for a motion to approve the minutes as corrected. "
Treasurer's Report	"The treasurer will present the treasurer's report. No motion is required to approve the report. This report is for information only."
Correspondence Report	"The secretary will read the club correspondence."
Optional Reports from: Other Officers Committees Leaders Project Groups	



Unfinished (Old Business)	Present any old business you know about, or that the secretary's minutes indicate as unfinished from the last meeting. Then ask, —Is there any more unfinished business?
New Business	Present any new business you know about. Then ask, —Is there any more new business?
To Vote	Repeat the motion and call for a vote. —It has been properly moved and seconded that... —All those in favor please say, —Aye, (Wait for response) —Those opposed, —Say Nay, (Wait for response) Then declare the motion: "Motion carried", or "Motion passed." or "Motion failed," or "Motion not passed."
Adjournment	Do I have a motion to adjourn the meeting? Motion is made and seconded. —Are there any objections? Seeing none, meeting is adjourned by general consent.



Vice President

The Vice President's role is to develop and carry out a club's program year, calendar, and provide leadership and direction for the club's educational programs. It is also important that the Vice President works with the officer team to identify annual goals, activities, and events.

Vice President's Responsibilities

- Arrange club meeting programs
 - Work with program committee to plan the program for each club meeting
 - Fill out the program section of the Club Meeting Planner form
 - Contact program guests, speakers immediately after plans for a program have been made
 - Chair the program portion of club meetings
 - Assist the presenter or special guest with any help for the presentation
 - Distribute the annual program/calendar to all club members and their families
 - Learn the duties of the President and preside at meetings when the President is absent
 - Follow-up with any committees who have not reported to the club
- These committees should provide 2 copies of the committee reports. One goes to the secretary and the second to the adult club leader.

At Your 4-H Club Meetings

- Greet program speakers and guests at the door.
- Introduce them to other club officers and leaders before the meeting as well as the club during the meeting
- After the presentation, thank the speaker for his or her time and presentation for the club
- Ask the secretary to write a thank-you note to the speaker

End of the Year

- Evaluate the effectiveness of club programs
- Suggest programs for the next year

How to Plan a 4-H Program

SURVEY the members' interest

PRIORITIZE ideas and select one

ESTABLISH a planning committee

PLAN the program

COORDINATE responsibilities

EVALUATE the completed program



Secretary

The secretary's responsibilities are to maintain careful and accurate minutes of each meeting and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

Secretary's Responsibilities

- Record the happenings, or "take minutes," of each meeting
- Set-up and maintain a secretary's binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence
- Read aloud to the club members any correspondence received by the club
- Report on any letters you have written on behalf of the club since the last meeting
- Send thank-you notes to guest speakers, special guests and people who donate time, money and service to the club
- Keep a record of attendance at each meeting. Roll call can be done by calling each name, having a sign in sheet or taking attendance as members arrive
- Update the member list

At Your 4-H Club Meetings

- Sit next to the president at the club meetings
- Stand and read the minutes of the last meeting when the president calls for them to be read
- Make corrections to the minutes if the club members indicate they are needed
- Record minutes of all meetings
- Record all motions and the names of the people who make and second those motions. At the request of the president, read the motion aloud to the group as stated.
- Record changes to the motion. Enter the final motion and membership vote in the minutes
- Record names of the officers elected, committees appointed, and other business conducted during the meeting.
- Note the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting
- Record the treasurer's report in the minutes of the meeting
- Keep a list of topics that are discussed and require further discussion at the next meeting. These topics will be brought back up at the next meeting by you as the secretary in the unfinished business portion of the meeting.
- Collect and file committee reports
- If you are going to miss a 4-H club meeting, let your officer team know and your 4-H Volunteer Leader. Please make sure your secretary's binder gets to the meeting

Minutes Should Contain:

- Type of Meeting
- Name of 4-H Club
- Date, Time and Place of Meeting
- Number in Attendance / Guests
- Name of Chairperson and Secretary
- Statement of Minutes were read and if they were approved
- Statement of Treasurer's Report



- All motions—who made them and if they carried or failed
- If Motion is important—include the count of the vote
- Members appointed to committees
- Program Presented
- Meeting Conclusion
- Date, time of next meeting

Sample of 4-H Club Meeting Minutes

The regular meeting of the Lucky Trailblazers 4-H Club was called to order by President Chris Clover at 7:00pm on January 5th, 2010 at the Clay County Extension Office. There were 33 members, 5 4-H leaders and 3 guests present.

Business (Officer Reports, Committee Reports, Old and New Business)

The minutes of the December 3rd meeting were read by secretary Susie Smith and approved with the following corrections.

The correct date of the talent program is Saturday, March 22nd.

The treasurer's report was read by Mike Mallory. There were no expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of the club rummage sale. The current balance of \$300.04.

Correspondence: A thank-you letter from the Clay County Soup Kitchen for our donation of canned foods.

Reporter Gary Griffin submitted an article to the newspaper about our food drive and it was printed. Recreation officer, Tim Taylor, requested that members bring their baseball gloves, bats and other equipment to our club picnic on Saturday March 4th.

4-H Council Report: No report was given at this meeting.

Committee Reports: Carrie Alexander parade committee chair reported that ten members have been working hard to finish the float for the Valentine's Day parade.

There was no unfinished business.

New Business: Ricky Johnson moved that all members sponsor a cleanup at the City Hall on Saturday April 20th. The motion was seconded and carried. Ricky volunteered to chair the committee and was appointed. Ben Garcia, Jackie Jensen, Ellen Kennedy and Megan Plate volunteered to be on the committee.

Announcements: A baking project day will be at the Clay County Extension Office on Monday, January 30th from 5pm to 7pm. Next meeting: Clay County Extension Office on February 6th, 2010 at 7pm.

Business meeting adjourned at 7:45pm.

Educational Program (Projects, Talks, Demonstrations, etc.)

Program: Carrie Plate gave a demonstration on, —How to Groom Your Horse.

Project Exhibits: Dolly Harris and Jody Lee had an exhibit on, —Duded Up Denim.

Recreation and Social Activities Recreation:

Recreation was led by Tim Taylor in a game of jumping stick relay

Signed: , Secretary and President



Treasurer

Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income and providing financial records to members, the public and the County Extension Council.

Treasurer's Responsibilities

- Meet with club officers and leaders to develop a club budget for the year
- Account fully for money that is received and spent
- Promptly pay all bills authorized for payment by the club budget or by club members
- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- Keep accurate records in the treasurer's ledger or on a computer using an accounting program
- Check the monthly bank statements for 4-H accounts and balance (reconcile) the club ledger reports Provide current written ledger reports at all club meetings
- Maintain an inventory of club property and equipment
- Keep accurate, up to date records
- Present a treasurer's report at each club meeting

At Your Club Meeting

- Report on all bills paid and all money received since the last meeting
- State the present club balance
- Ask if there are any bills to be presented by members to the treasurer for payment
- End of the Year
- Records to be passed onto the Auditing Committee and your 4-H Organizational Leader
- Monthly Reports / Reconciliation Statements
- Bank Statements
- Copies of any bills / Receipts
- Year End Net Worth Statement

There will be new information for Club Treasurer's coming in the 2018/2019 4-H year.

4-H Club Budget

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as a new club year is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved.



Reporter

The reporter's job is to manage the 4-H club's communication with the community, county extension office, other 4-H clubs, and its members. This means that the reporter must stay current in news about the club's activities as well as keep the general public informed on the happenings of the 4-H club. The reporter can write and send in news articles, announcements and press releases on a variety of 4-H club events. These articles can be published in the local newspaper, county 4-H newsletter or school newsletters

Reporter's Responsibilities

- Highlight and attend club activities or events that would make good news stories
- Write and submit news releases about 4-H activities and events to newspapers and radio stations. Report immediately after event(s).
- Keep reports factual & give accurate information
- Reports who, what, when, where, why, and how
- Uses full names and checks spelling
- Writes in the third person
- In a story, highlight a person or unusual event, and make it interesting
- Report at club meetings about any news items that were printed or broadcast

Tips on Writing News Articles:

- Use WHO, WHAT, WHEN, WHERE, WHY and HOW
- Start with the most important facts first for the readers.
- NO MISTAKES on names, addresses, times, dates, rules, costs, quotes.
- Write in THIRD person only. (He, She, It, They, Him, Her, Them)
- Keep it simple!
- Write easy-to-read sentences.
- Use a short word instead of a long word.
- Keep paragraphs short.

Ideas on how to tell your community about 4-H:

- Start a newsletter for your 4-H Club
- Submit reports and articles for your county 4-H newsletter
- Contact your local newspaper and tell them about an event or project your club is working on. You can always invite the press to an event you are doing so that they can attend it first hand.
- Work with other 4-H reporters in your county and make a radio spot about 4-H news.
- Develop a promotional display and display at schools, community centers or at stores.
- Use social media to share your 4-H experience
- The sky is the limit to how you can share the news about 4-H



Historian

It is the Historian's duty to keep a record of the 4-H club's past as well as collect and record the present to preserve it for the future. The historian maintains the club's scrapbook to document important events. Adding names, dates and short descriptions to scrapbook entries helps future members know what took place

Historian's Possible Responsibilities

- Publish monthly or quarterly Club newsletters to report about members accomplishments
- Ask members to write stories for the newsletter about events, project and community service activities
- Provide column in the newsletter for the leader's thought
- Provide club program calendar
- If your club does NOT have a photographer, you need to photograph the 4-H members at various 4-H events

CHECKLIST FOR HISTORIAN BOOK

- Sturdy Cover(with club name)
- Table of Contents
- Charter (If your club has)
- Membership List
- Officer & Leaders (Picture & List)
- Historian Story
- Club Activities
- Pictures (Awards Night, Club Meetings, Club Presentations, Parties, County Communications, Community Service Activities, Workshops, Junior Fun Day, Junior 4-H Camp, Intermediate Activities, Share the Fun, State 4-H Conference, Trips, Tours, Fair, Awardrobe, National 4-H Week, Floats, State Fair Winners, Speakers...)
- Clippings - Club Meetings
- Officers Training
- Fair Results
- Yearly Club Program



Recreation Leader

The Recreation Leader has the task of keeping the membership enthusiastic and energized at 4-H meetings. The main duty for this officer is to plan and facilitate games, ice breakers, and fun activities for the 4-H clubs. Social activities can be a lot of fun, but it is very important that the recreation leader is prepared and organized for their part in the 4-H meeting. A key to a successful game is to make sure it is appropriate for all ages of your membership!

Recreation Leader's Responsibilities

- Plan recreation activities for each club meeting
- Practice the games planned for presentation
- Be organized and prepared for your part in the 4-H meeting
- Involve everyone in the recreation activities.
- Serve on club committees and assist in organizing ceremonies and parties
- Keep track of club recreation supplies

Tips for a Successful 4-H Fun Activity

- Give Loud Directions
- Involve all members and visitors
- SMILE & show excitement, it's contagious!
- Stay on Time

At Your 4-H Club meetings

- Arrive early greet members and guests as they arrive.
- Begin an activity or game before the meeting
- Use games to help members get acquainted
- After the meeting help clean up any supplies used
- Make TIME for FUN!!

Examples of Activities for 4-H Club meetings

Name Acrostics: As your guest arrive at your party, give each person a pen and a 4 x 6 index card. Instruct the guest to write their full name vertically on the paper on the left hand side. Then, as other people arrive, have them find other people whose last names start with the letters in their own name.

People Scavenger Hunt: You can have everyone mixing and talking to each other with this easy to play game. Before everyone arrives, type out a list of about 20 questions such as: Who wears a size nine shoe? Who has a birthday in December? Who has a reptile for a pet? Who speaks another language? Who plays a musical instrument? Make enough copies for each guest and as they arrive, give each person a copy and a pen. Encourage them to walk around the room to find the answers to each question on the list. This will encourage your guest to mingle and spark conversation.

Communication Challenge Give everyone a number. They have to arrange themselves in numerical order by communicating with each other without speaking or holding up fingers. They make up their own sub-language or sign-language and it often is pretty amusing. For Round Two, have people arrange themselves in order of birth or in calendar months.



Bus Stop: Group members make choices (express their opinions) in front of other people by getting on and off an imaginary bus

Group Juggle: The group stand in an inward facing circle and are asked to throw juggling balls amongst the group in a specific order. As the activity develops more juggling balls are introduced and the pressure to work well as a group increases.

Human Knot Starting in a circle, participants connect hands with two others people in the group to form the human knot. As a team they must then try to unravel the “human knot” by untangling themselves without breaking the chain of hands.

4-H Officer Handbook References:

Officer Manual, Pennsylvania 4-H, Penn State Cooperative Extension Service

4-H Member’s Guide to Parliamentary Procedure, Texas Agricultural Extension Service

New Mexico 4-H Officer Manual, New Mexico State University Cooperative Extension Service

4-H Club Officer’s Handbook, University of Connecticut Cooperative Extension Service

South Dakota 4-H Officer Handbook, South Dakota State University Cooperative Extension Service

