4- H Officer Training: Club Vice President

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Howard County 4-H Council Member
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!