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!