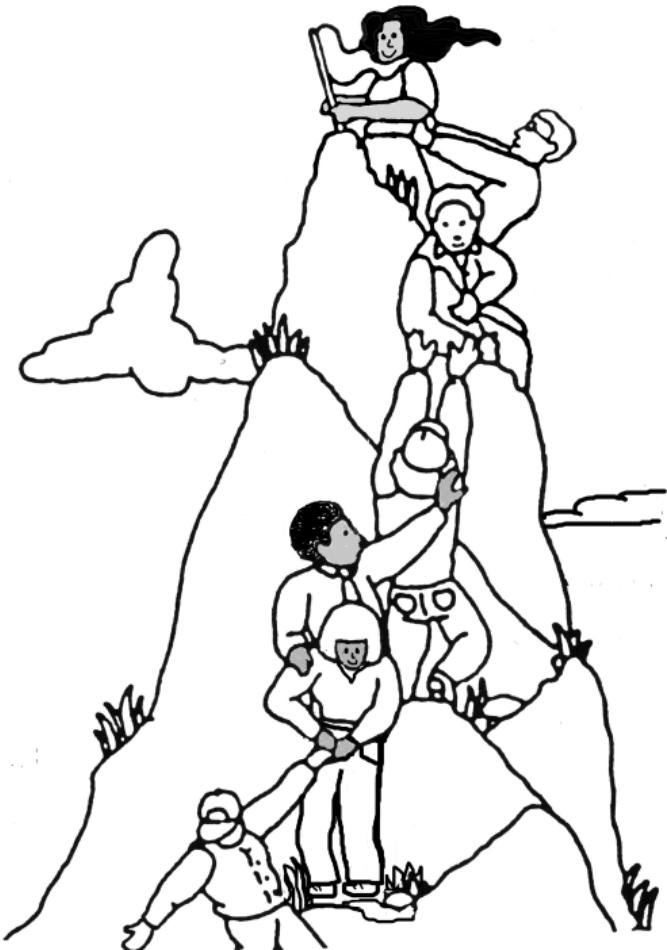


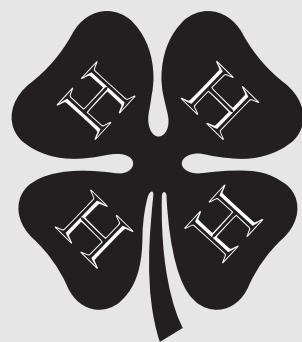


*Experience & Service*



# Officer's Manual





*Head  
Heart  
Hands &  
Health*

# 4-H Officer's Manual



## ACKNOWLEDGMENTS

Youth Development Advisors Jane Chin Young, Marciel Klenk, and Eric L.Jorgensen and Program Representative Susan Gloeckler prepared the Officer's Manual and forms. The materials were drawn from the *4-H Handbook for Program Staff*, the University of California's *North Region 4-H Club Program Planning Guide*, *YOU the 4-H President*, *Tips for The Vice President*, and the *Secretary's Book for 4-H in California*.

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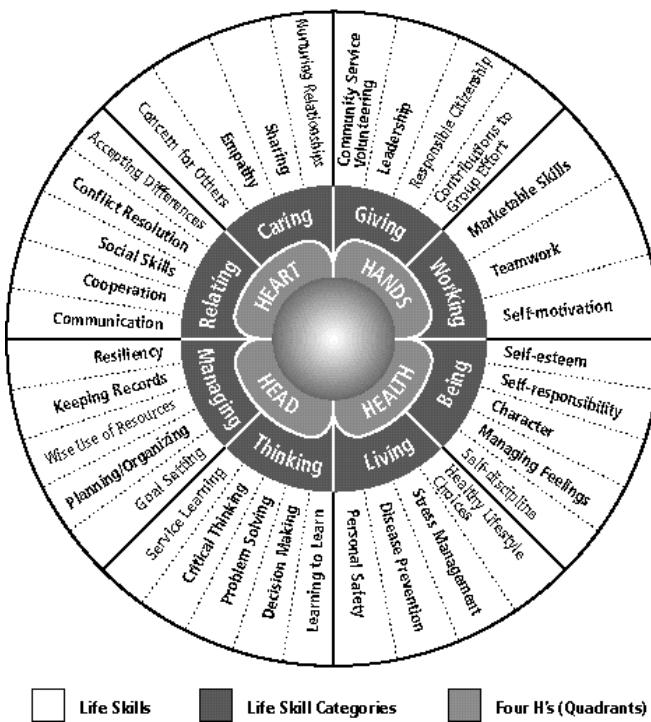
# INTRODUCTION: YOUTH OFFICERS AND LEADERS

The Officer's Manual is a guide for the 4-H club officers, the officer advisor, and the community club leader. The officer advisor is a volunteer leader who coaches the club officers. Some officers, such as the treasurer, may benefit from having their own advisor. In large clubs it is recommended that the community club leader focus on club parents, volunteer leaders, and club planning, and delegate officer advising to another volunteer leader.

Together, this team is responsible for the administration of the 4-H club and its programs. The officer advisor serves as a facilitator, counselor, resource provider, and coach to the officers. The target audience for this manual is junior and teen leaders, grade 6 and older, and the officer advisor. Clubs with predominately younger members will require increased officer advisor leadership.

Club officers plan and carry out community club meetings. This process engages officers by encouraging them to learn experientially. High-quality youth development experiences don't just happen; the best ones are carefully planned. By focusing on the life skills to be developed, an advisor is able to support officer and club-member growth. These objectives include increased

- planning and organizing skills
- teamwork, leadership, and social skills
- communication and public speaking skills



- self-responsibility and decision making skills
- record keeping and management skills.

The “Targeting Life Skills Model” (left) of learning, developed by Dr. Patricia Hendrix, Iowa State University Extension Youth Specialist, provides a context for the officer advisor to engage officers and members in the club planning and meeting process.

The most effective club meetings last 60 to 90 minutes and are divided into three components—recreation, business, and program. Planning is the key to developing effective club

meetings. In the Appendix are forms intended to assist your planning process.

Club officers and officer advisors have an important responsibility to their club, to the University of California, and to the public. Officers are responsible for a public, non-profit organization—a 4-H club. The club has educational goals for its membership, service and membership goals for the community, and fiscal and legal responsibilities to the University.

A club's youth members should make the club's decisions, with leadership provided by the club's officers. Adult leaders are present as advisors, project leaders, resource providers, youth coaches, and, as necessary, facilitators to nurture the youth leadership and planning process.



## OFFICER LEADERSHIP

“Experiential learning takes place when a person is involved in an activity, then looks back and evaluates it, determines what was useful or important to remember, and uses this information to perform another activity.”

— John Dewey

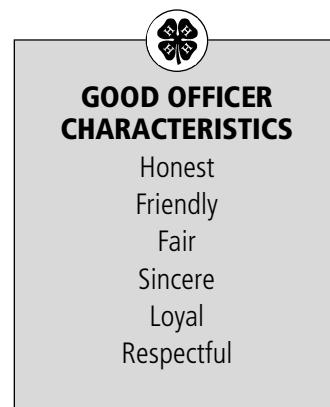
# CLUB OFFICERS AND RESPONSIBILITIES

Congratulations on being elected a club officer. This is a very important leadership role. You and the other club officers, the officer advisor, and the community club leader will be role models for the other club members and leaders. Take your role seriously, be honest and fair, do the best job you can, and you will succeed.

As an officer, you will manage the planning and implementation of the club's programs and business. You will be a guardian of the club's legal, financial, social, and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and does not discriminate on the basis of race, color, national origin, religion, sex, or disability.

## Officer Responsibilities

- Learn and act upon the duties of your office.
- Be an active member of the board of officers.
- Attend officer executive board meetings.
- Attend club meetings and activities.
- Lead in planning meetings and events.
- Give your opinion on issues, but also listen to what others have to say.
- Actively represent 4-H in your community.
- Let the officer advisor know if you are not able to attend a meeting.



## Planning the Club Year

Before the club year begins, the community club leader, the officer advisor, and the officers meet together to complete the following tasks:

- Review the duties of each officer
- Set annual club goals for membership, programs, and community service
- Develop a year-long club program calendar
- Plan the club budget

## At 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 members become acquainted with 4-H terms.

## End of Year

- Give all reports to the community club leader.



# RESPONSIBILITIES OF THE PRESIDENT

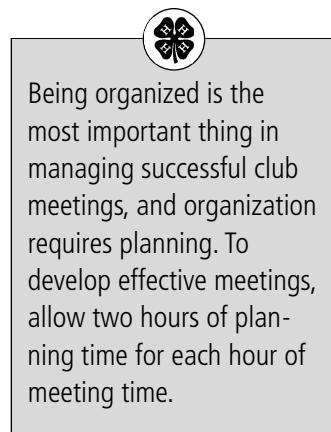
*The president provides leadership to the officer team in defining the club's goals, activities, and programs for the year. The president facilitates (leads) the monthly club meetings, ensures that officers provide reports on club business, and strives to engage all members in club committee and program activities.*

## General Duties

- Lead the team of club officers in identifying annual goals, activities, and events.
- Meet with club officers and the officer advisor prior to each club meeting to plan the agenda.
- Chair the club business meeting.
- Ensure that officers have reports and activities prepared for the club meeting.
- Ask the vice president for programs to chair the meeting, when unable to attend.
- Communicate with officers and the officer advisors regularly.
- Appoint members to participate on club program and activity committees.
- Ask for volunteer leaders to advise and coach committees.
- Become familiar with parliamentary procedures and consensus methods of making decisions.

## At Club Meetings

- Begin and end the meeting on time.
- Follow the planned agenda.
- Appoint an alternate recording secretary if the elected one is absent.
- Guide the meeting. During discussions, focus on discussion leadership, not your own opinions.
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year.



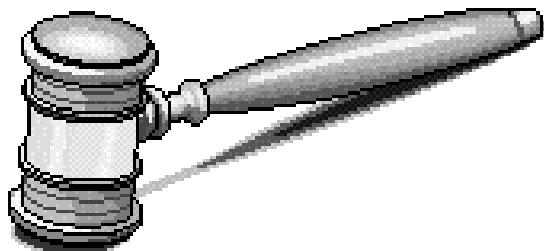
- Have members approve, by budget approval or specific request, all funds spent by the treasurer.
- Decide parliamentary points of order fairly and cast the deciding vote to resolve tie votes.

## End of Year

- Appoint a committee of members and leaders to audit the treasurer's records. This review process ensures clear, accurate, and complete financial records.
- See that the club officers give their completed books or year-end reports to the club advisor by the due date set by the club.
- Remember to thank club officers and the advisor for their cooperation and support as you leave office.

## More Information

- Decision Making section of this manual
- Club Planning section of this manual
- Appendix: Presidential Phrases
- Appendix: 4-H Club Business Meeting Agenda Guide
- Appendix: Club Meeting Planner
- Appendix: Annual Club Planner



# RESPONSIBILITIES OF THE VICE PRESIDENT FOR PROGRAMS

*Development and distribution of an annual club program calendar and leadership of the club's educational programs are the primary responsibilities of the vice president for programs.*

## General Duties

- Work with the team of club officers to identify annual goals, activities, and events for a program calendar.
- Arrange club meeting programs.
- Chair the program portion of club meetings.
- Distribute the annual program to all club members and their families.
- Learn the duties of the president and preside when the president is absent.

## For Club Meetings

- Work with a program committee to plan the program for each club meeting.
- Fill out the program section of the Club Meeting Planner form.
- Contact program presenters or speakers immediately after plans for a program have been made.
- Confirm in writing with the speaker the date, time, and place of the meeting, along with your name and phone number.
- Arrange to make available any audio-visual equipment that the speaker might need for the presentation.

## At Club Meetings

- Greet speakers at the door, and introduce them to other club officers and leaders before the meeting.
- Before the presentation, introduce the speaker to the assembled club members. State the title of the presentation and provide some background information about the speaker.



## STEPS TO PLANNING A PROGRAM

1. SURVEY the members' interests
2. PRIORITIZE ideas and select one
3. ESTABLISH a planning committee
4. PLAN the program
5. COORDINATE responsibilities
6. EVALUATE the completed program

- At the end of a presentation, thank the speaker, and point out to the audience one or two interesting points from the speech.
- Ask the correspondence secretary to write a thank-you note to the speaker.

## End of Year

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

## More Information

- Club Planning section of this manual
- Decision Making section of this manual
- Appendix: Annual Club Planner
- Appendix: Club Meeting Planner

### INTRODUCING THE SPEAKER:

"Linda Swan is our guest speaker this evening. She is in business sales with Winnet Corporation. She is also a 4-H leader and a member of Toastmasters. Tonight she will discuss the art of speech making. Now I present to you Linda Swan."

### THANKING THE SPEAKER:

"We would like to thank Ms. Swan for her remarks. It was especially interesting to see how she prepared her opening 'hook' and then outlined her speech. We appreciate your informative talk."

# RESPONSIBILITIES OF THE VICE PRESIDENT FOR MEMBERSHIP

A primary responsibility of all clubs is to let the surrounding community know about opportunities for membership and participation in 4-H clubs. The vice president for membership is responsible for membership promotion and for documenting the club's recruitment activities.

## General Duties

- Join with club officers to identify goals, activities, and events for the club year.
- Form a membership committee.
- Lead the membership committee in development of annual plans for recruiting new members and leaders.
- Document all recruitment efforts.
- Learn the duties of the president and the vice president for programs so that you can preside over club meetings in their absence.

## During Club Year

- Plan recruitment displays and public presentations by members.
- Send out news releases informing the public about your club. Sample releases may be obtained at your Cooperative Extension office.
- Personally invite potential members to attend your club meetings and join the club.
- Greet and host guests who attend your club meetings.
- Introduce guests to club members during the meeting, when called upon by the president.



## MEMBERSHIP ABC'S

- Plan for club visibility
- Recruit members from your entire community
- Welcome and introduce guests, both youth and adults
- Involve new members and leaders with projects and committees early. Active participation builds ownership and commitment.

- Answer questions about 4-H and your club.
- Keep a club guest book.
- Keep a record of the membership committee's recruitment activities, such as personal invitations extended, presentations made, displays arranged, and public events sponsored.
- Keep copies of flyers, letters, news releases, and other items that document the committee's efforts.

## End of Year

Work with the officer advisor to complete the 4-H Outreach Documentation form or the outreach documentation that is required by your county's Cooperative Extension office.

## More Information

- Decision Making section of this manual
- Club Planning section of this manual
- Appendix: 4-H Outreach Documentation form
- Appendix: 4-H Outreach Documentation Sample



# RESPONSIBILITIES OF THE SECRETARIES

Depending on the size and needs of the club, the secretarial duties can be performed by one person or shared by a recording secretary, a correspondence secretary, and even an attendance secretary. Together these officers would establish and maintain a secretary's binder containing club documents for the current program year. Computers can be used for writing minutes and maintaining a record of attendance.

## RECORDING SECRETARY

### General Duties

- Record the proceedings, or "take minutes," of each meeting.
- Set-up and maintain a secretary's binder for the program year. Include sections for: annual goals and annual program plans; the club roster and attendance; meeting minutes; committee reports; and correspondence.

### At Club Meetings

- Sit next to the president at the front of the room.
- Stand and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if 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 a motion. Enter the final motion and membership vote in the minutes.
- Record the names of officers elected, committees appointed, and other business conducted during the meeting. Make note of 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 ("old business"). When called upon by the president, state the nature of any old business that needs attention. If there is no old business, state that to the president.
- Collect and file all committee reports.



### IMPORTANT SECRETARIAL JOBS

- Write accurate minutes
- Update the roster of members
- Record attendance at meetings
- Write thank-you notes
- Reply promptly to correspondence
- Don't procrastinate! Write-up minutes and correspondence soon after each meeting while your memory and notes are fresh!

- If you must miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone appointed by the president will take the minutes.

### End of Year

- Give the community club leader a completed secretary's binder with minutes from all club meetings.

## CORRESPONDENCE SECRETARY

### General Duties

- When called upon by the president, 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.
- During the meeting, make notes of any correspondence that club members decide they want you to write.
- Send thank-you notes to guest speakers and to people who make donations to the club.
- File all correspondence in the secretary's binder.

## ATTENDANCE SECRETARY

### General Duties

- Take roll at each club meeting and keep a record of attendance. This may be done by calling each name, by distributing a sign-in sheet, or by taking attendance as members arrive.

### MEETING MINUTES SHOULD INCLUDE

- Date, place, and time of meeting
- Name of person presiding
- Action on previous minutes
- Treasurer's report
- Communications read
- Other officers' reports
- Committee reports
- Motions
- Description of program
- Description of recreation
- Announcements
- Date, place, and time of next meeting

- As requested, assist the community club leader with enrollment paperwork for new members and leaders.
- Update the member roster.

### More Information

- Appendix: 4-H Club Meeting Minutes Sample
- Appendix: 4-H Club Meeting Minutes Form

# RESPONSIBILITIES OF THE TREASURER

The treasurer is charged with helping to plan the club's budget for the year, maintaining all the banking records in support of club expenditures and income, and providing financial accountability to members, the public, and the University.

## General Duties

- Meet with club officers and officer advisors to develop a club budget for the year.
- Account fully for all money that is received and/or 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.
- Balance ("reconcile") the club ledger reports with monthly bank statements.
- Provide current written ledger reports at all club meetings.
- Maintain an inventory of club property and equipment.

## At Club Meetings

- Report on all bills paid and all money received since the last meeting.



**TREASURER'S MOST IMPORTANT DUTIES**

- Create a budget and have it approved by the club
- Keep accurate, up-to-date records
- Present a treasurer's report at each club meeting
- Have budget or club approval before paying bills

- Report on sub-account balances.
- State the present club balance.
- Ask if there are any bills to be presented by members to the treasurer for payment.
- Ask the club to take action on all bills requiring a motion to pay.

## End of Year

- Complete the Annual Financial Report.
- Update the Annual Inventory Report.
- Give all financial records and treasurer's reports to the club's audit committee for a year-end Internal Audit Report.
- In cooperation with the community club leader, furnish copies of all year-end reports to the club, the county council, and the local Cooperative Extension office.

## More Information

- *Treasurer's Manual*, 4-H 1035
- Treasurer forms on 4-H website: <http://fourh.ucdavis.edu/>
- *4-H Handbook For Program Staff*, Section 600 on Finance, at local Cooperative Extension office



# RESPONSIBILITIES OF THE ACTIVITY LEADER

*Some clubs split the recreation and song duties between leaders. Other clubs combine the duties into one position. Activities, games, and songs help members build club spirit, maintain tradition, make new acquaintances, and have fun. Club size and member age will influence the number and type of activity leaders that may be elected.*

## General Duties

- Plan recreation and song activities for each club meeting.
- Practice the games and songs planned for presentation.
- Involve everyone in the recreation activities and songs.
- Serve on club committees and organize ceremonies and parties.
- Keep track of the club's songbooks and recreation supplies.

## At Club Meetings

- Arrive early to help the other officers greet members and guests as they arrive.
- Begin an activity or game before the meeting to give those who arrive early something to do.



## SUCCESSFUL ACTIVITY LEADERS

- Are organized
- Plan ahead
- Practice
- Are enthusiastic
- Involve everyone

- Use games and songs to help members get acquainted.
- Give directions in a voice loud enough to be heard by everyone. Explain the game or song to the group and make sure that everyone understands what to do. Involve all the members and visitors. Smile, be enthusiastic and happy, and keep to a time schedule.
- After the meeting, store songbooks and recreation supplies.

## More Information

- Club Planning section of this manual
- Appendix: Club Meeting Planner

# RESPONSIBILITIES OF THE COMMUNICATIONS OFFICERS

*One person can handle communications for the club, or the work can be done by a team that could include a reporter, a historian, a newsletter editor, and a photographer. The size and needs of the club will determine how many communications officers are elected or appointed. These officers are responsible for keeping club members and the community informed about the good work that the club is doing, so that the club will gain community support and respect. It is also important to keep 4-H parents informed about upcoming events and ways in which they can support the club.*

Most clubs have at least a club reporter and a club historian; these officers often assume the duties of club photographer and club newsletter editor. Some clubs also have a website officer who posts 4-H information on the World Wide Web.

## CLUB REPORTER

### General Duties

The club reporter is responsible for informing the community about club activities. The reporter keeps the public informed by writing news stories about the club and sending

them to local newspapers and radio stations for publication. In addition, the reporter can arrange to have announcements about meetings and club events published in the Community Calendar section of the local newspaper and in school newspapers, and can post announcements on community bulletin boards. Local public access television stations can also be helpful—they are often eager to film local events. Be sure to coordinate club publicity with the vice president for membership because stories and announcements will often attract new members.

## **During Club Year**

- Make note of 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 and television stations. Allow 2–3 weeks lead time.
- In a story, highlight a person or unusual event, and make it interesting!
- Keep a scrapbook of all articles submitted and any published articles. (This can be done by the club historian, if your club has one.)
- Report at club meetings about news items that were printed or broadcast.
- Display articles that were printed.

## **CLUB HISTORIAN**

### **General Duties**

The club historian is the custodian of the club's past, gathering and recording the present to preserve it for the future. The historian maintains a club scrapbook to document important events in the life of its members.

The scrapbook provides a look into the past and illustrates the growth and accomplishments achieved in 4-H club work. Adding names, dates, and short descriptions to scrapbook entries helps future members know what took place.

## **During Club Year**

- Create and maintain a club scrapbook.
- Keep complete and accurate records illustrating the club's activities.
- Take pictures or collect member photos illustrating club activities.
- Collect newspaper articles, thank-you notes, club certificates, and awards.
- Collect 4-H event programs and souvenirs.
- Provide recognition of individual member achievements.
- Label and date all scrapbook entries.

## **CLUB NEWSLETTER EDITOR**

### **General Duties**

Communicating with club members, leaders and parents is essential for the success of a 4-H club. Members, leaders, and parents need to know what is happening within the club. It is also important that 4-H members receive acknowledgment for their work and accomplishments. The editor is responsible for publishing a monthly or quarterly newsletter and distributing it to all club members and leaders.



### **THE REPORTER**

- Keeps reports factual
- Gives accurate information
- Reports who, what, when, where, why, and how
- Uses full names and checks spelling
- Writes in the third person

## **During Club Year**

- Publish monthly or quarterly club newsletters to report about member accomplishments.
- Ask members to write stories for the newsletter about events, projects, and community activities.
- Provide a column in the newsletter for the community club leader.
- Provide a club program calendar in the newsletter.

## **CLUB PHOTOGRAPHER**

### **General Duties**

Develop a file of photos documenting club projects, events, celebrations, and meetings, and include photos of members and leaders. The photographer may be a member of a club photography project. Provide photos for the club reporter's stories, for membership recruitment displays, and for the club historian to use in illustrating the club's accomplishments during the 4-H year.



### **THE HISTORIAN**

- Preserves the present for the future
- Keeps accurate historical records
- Labels and dates all entries

# RESPONSIBILITIES OF THE SERGEANT AT ARMS

*The sergeant at arms assists the president with club duties and politely helps keep order during meetings. This officer is available to help officers and club advisors with errands and responsibilities, creating a smooth meeting process.*

## General Duties

- Check on room arrangements for each meeting.
- Arrive early to each meeting, set up chairs and tables appropriately, and heat or cool the meeting space as needed.
- See that club flags and banners are properly displayed and stored.
- Help guest speakers carry and set up their audio-visual equipment.

## At Club Meetings

- Stand in front of the room while the president calls the meeting to order.

- Ask members to stand for pledges, and lead the American flag and 4-H pledges, upon the president's request.
- Help the president count votes during the meeting.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting. Politely ask members and adults who insist on talking to stop or step outside.
- Hand out and collect items.
- After the meeting, clean and put away tables and chairs, if required. Make sure the meeting room is clean.



# OFFICER ADVISOR

Club officers are elected to plan and run the club meetings. Coaching these officers is a crucial responsibility for adult leaders. The community club leadership in many clubs is shared among two or more volunteer leaders; one or more work directly with the team of club officers. It is important for the community club leader to delegate authority and find advisors to support various officers. The key officers who require extensive advise are the president, the vice presidents, and the treasurer.

## General Duties

- Train and coach officers in their leadership roles, duties, and responsibilities.
- Assist the officers in developing an annual club program calendar and budget.
- Meet with officers before each club meeting. Coach officers in planning the meeting and agenda. With younger officers, facilitate the planning and meeting process.
- Counsel officers when they need support.
- Support officers in the planning, implementation, and evaluation process by using facilitation questions.
- Keep the community club leader informed about all plans and decisions.
- Let the officers run the club meeting; this is their experiential learning process!
- Encourage celebration of success.

## During a Planning Meeting

An advisor can assist the officers by helping them plan business meetings, meeting programs, and club events. In planning a meeting, an advisor can model leadership techniques for facilitating a meeting instead of directing the meeting. The following open-ended questions are examples of prompts you can use to help officers do the work themselves instead of doing it for them:

- In planning programs and meetings: "What type of programs do we want this year?"
- To encourage reflection and assessment: "Are there alternate ways to do this?"
- To manage timelines and event sequences: "How should we organize this?"
- To begin evaluation: "Identify things that worked and things to improve."

## Other Responsibilities

- Choose a safe place for club meetings, large enough to seat everyone comfortably.
- Make sure the meeting room is accessible to those with special physical needs.

- If a facility use contract is needed to secure a meeting place, submit the contract to the county Cooperative Extension office for processing. (Allow up to 30 days for processing of contracts.)
- Make arrangements for appropriate access to meeting rooms.
- Plan to hold meetings on a regular basis. Regularly scheduled meetings help keep members informed and involved. Clubs should meet at least once a month with a minimum of eight meetings per year.

## End of Year

The University of California Cooperative Extension requires that every 4-H club complete the following annual reports. Club officers are responsible for completing the following annual reports for the club and giving them to the community club leader and the county Cooperative Extension office. The community club leader, as the management agent of the University, is the person ultimately accountable for seeing that the reports are completed by the county due dates. Non-compliance with these requirements may result in closure of the 4-H club.

- Club/Unit Budget
- Annual Financial Report
- Audit Report
- Annual Inventory Report
- 4-H Outreach Documentation



Good group coaching can help officers plan and communicate effectively together. An advisor coaches by listening, observing, asking, and assisting, not by convincing, telling, manipulating, ordering, or doing.

## More Information

- Decision Making section of this manual
- Club Planning section of this manual
- Appendix: 4-H Outreach Documentation Sample
- Appendix: Club Meeting Planner
- Appendix: Annual Club Planner
- Workbooks from the *Youth Leadership* series: *Understanding My Traits, Reading the Situation, Mastering the Organization, Acting with Ethics, The Vision, and Reflecting on Action*. Order from the 4-H Catalog, by calling (800) 994-8849.

# CLUB PLANNING

Officers and advisors should hold regular monthly planning meetings. These meetings help to establish annual club goals and a calendar of events; plan program activities and agendas for the monthly club meetings; and address club issues, such as the best way to meet the diverse needs of primary and teen members. Good planning equals effective officer leadership.

A primary task of club officers is to plan for the club year, plan for each meeting, and take into account the differing needs of all members. This section supports that planning process and provides information about 4-H award systems that acknowledge club achievements.

## PLANNING THE CLUB YEAR

Club officers and advisors should use the Annual Club Planner to organize the club year. Planning should include consideration of the following.

### Annual Goals

Develop goals for membership, programs, community service, and leadership. Examples:

- “The club will increase membership by 15 youth this year”
- “The club will conduct two community service projects this year”
- “Every member will have the opportunity to serve on at least one club committee”
- “All projects will include member demonstration opportunities”
- “One member and one leader will attend all council meetings”

### Events

- Plan annual ceremonies and events to build club spirit and help all members feel part of the group.

### Committee Appointments

- Make sure each member has the opportunity to serve on one or more committees during the club year.
- Establish program and membership committees.

### Parents and Leaders

- Plan parent orientations, membership potlucks, and project leader planning sessions to ensure active adult participation and leadership in the club.

### Program Calendar

- Develop a calendar of club events, field trips, community service projects, potlucks, fundraisers, and so forth, outlining the club year. Include county and regional events. Distribute to all members and their families.

### Executive Board

- Set regular officer executive board meetings for the year.

### Budget

- Develop a proposed budget for club consideration based on the program calendar.

### More Information

- Appendix: Annual Club Planner

## PLANNING CLUB MEETINGS

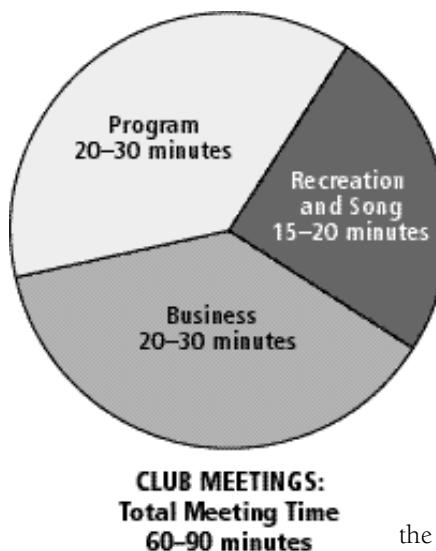
Club officers and the officer advisor should meet before each club meeting to set the business agenda, the program, and the recreational activities. The most effective club meetings are those that run a maximum of 60–90 minutes and consist of three segments: recreation and song, club business, and program.

A well-planned and organized meeting holds the members' interest and minimizes possible disruptive behavior during the meeting. Allow for 15–20 minutes of songs, games, and shared activities. Then, move into the business portion of the meeting for 20–30 minutes. Finally, end with the program component, lasting no longer than 30 minutes. Conclude the meeting with refreshments. The meeting times and sequence should be arranged to meet the needs of members, program guests, or club preference.

Ceremony can be woven into all three portions of a club meeting. Ceremony gives members a sense of belonging, builds group spirit, bonds members together, and creates traditions. Build a repertoire of commonly known songs for singing during the recreation component of the meeting. Include the Pledge of Allegiance and the 4-H Pledge in the business meeting. Integrate ceremony into programs. For example, develop ceremonies for initiating new members or presenting awards that acknowledge member accomplishments.

### Recreation and Song

Involving the membership in song and recreational activities helps build friendships, strengthens club spirit, and bonds members and leaders together. Help members select icebreakers, games, activities, and songs that are appropriate for all



ages and that fit into the time frame allowed for them. Consider starting these activities a few minutes before each meeting to give early arrivals something to do until the meeting starts. This may also encourage members to arrive on time at future meetings.

Keep a recreation box stocked in preparation for those times when unexpected recreational needs arise. Carry it with you to club meetings and activities. It should contain directions and equipment needed for simple games. Remember to include supplies for signs and decorations, such as paper, marking pens, scissors, and glue.

### **Business**

The business segment of the meeting should always begin promptly at the scheduled time. Meetings that run smoothly and hold membership interest are those that are organized and well planned. 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 report at every meeting.

### **Program**

Plan programs and activities that fit the interest of your members. Outside guest speakers can be invited to address topics of interest, but don't use them too often. Most of the time, the club members can fill the program segment of the meeting with their own productions, such as project demonstrations, organized skits, or a recognition ceremony. Invite an All Star or teen camp director to discuss presentation skills, record books, or an upcoming countywide activity.

### **More Information**

- Appendix: Club Meeting Planner.
- *Theatre Arts Adventures*. Dramatic arts that will engage your club. Order from the *4-H Catalog*, by calling (800) 994-8849.
- *The Incredible Indoor Game Book* and *The Outrageous Outdoor Game Book*, by Bob Gregson; *World's toughest Tongue Twisters & Zaniest Riddle Book*, by Joseph Rosenbloom; and *Everyone Wins! Cooperative Games & Activities*, by Jeffery Sobel. Order from the *School Age Resource Catalog*, by calling (800) 410-8780.
- *Sing, Rise Up Singing, and Spirit of Song: Songs For Building Community*. Order songbooks and other interactive games, stories, and activity ideas from the *American Camping Association Catalog*, by calling (800) 428-2267.

### **PLANNING FOR PRIMARY MEMBERS**

When a club's membership spans 5 to 19 years of age, special meeting plans may be needed to accommodate the needs of all members. Primary-age children have short attention spans, especially if there are distractions around them. The time spent in each meeting activity segment—business, recreation, and program—should be kept to 20 minutes or less. Older youth often tire quickly in the company of restless, younger members.

The following meeting formats have been successfully used to meet these differing needs. The age range of members and the size of your club will define which format may be most appropriate for your club. As members age, your format may shift.

- Primary members are invited to 2 or 3 club meetings per year. These club meetings run 90 minutes and are chosen for their fun and interactive nature. Examples of this type of meeting might include a fall potluck meeting where new and old families become acquainted, or a holiday meeting focused on skits, refreshments, games, and fun.
- Primary members attend every other meeting. In meetings that primary children attend, the older youth lead cooperative games, crafts, science exploration, theater games, and related activities for younger members. The business portion of these meetings should be short, perhaps 10 to 15 minutes.
- Primary members are excused from the business and program portions of meetings. Primary children attend regular club meetings and join in recreation activities. They attend the business portion of the meeting long enough to participate in the flag salute and 4-H pledge. The president then excuses the younger children, who go to their own meeting, utilizing age-appropriate activities led by leaders and teens. Primary youth may go home early. As they mature, primary members may choose to join the regular meetings.
- Primary children attend all club meetings. If most of your club members are of primary age, be sure the meeting lasts for only one hour, maximum! Recreation for 20 minutes, business for 10 to 15 minutes, and a diversified program for another 15 to 20 minutes.



#### **CLUB CEREMONIES CAN**

- Welcome new members
- Recognize achievement
- Install officers
- Celebrate a holiday
- Honor a volunteer

## PLANNING FOR ACHIEVEMENT

### Club Charter and Seals

Charter seal awards acknowledge the accomplishments of a club. Earning a seal involves completion of the following tasks:

- Attaining annual written club goals for membership, programs, community service, and management
- Completing all mandated University reports (budget, inventory, annual financial report, and membership outreach documentation)

- Having secretarial minutes for all club meetings

Contact your local county Cooperative Extension office for participation guidelines.

### More Information

- *Suggested Objectives for 4-H Seals*. Publication 4-H 1053, available at your local Cooperative Extension office.

# DECISION MAKING

*For many members, club meetings provide their first exposure to the concepts of common governance and the decision-making methods that are used in government, education, and public agencies.*

Two types of decision making are often used in club work: consensus and parliamentary. Consensus decision making seeks group agreement (“consensus”) on an action or decision and is often used in committee work. Parliamentary decision making is often used in club meetings and embodies a set of rules and procedures for making decisions. A key element in any decision making process is deciding who gets to participate. The use of committees enables everyone in the club to actively help shape club programs and events.

### COMMITTEES

Members and leaders all have ideas about what should be accomplished during the club year. Successful clubs provide opportunities for all members and leaders to participate in the planning process. Club committees offer a chance for members to work together toward accomplishing a goal with the guidance of an adult leader. Clubs form committees to organize club events, plan programs, recruit members, and raise funds.

Active member participation makes programs work and keeps interest high.

### Committee Membership

Committee members can be appointed by the club president or they may volunteer. The president may want to appoint members to committees so everyone has the opportunity to serve each year. All committees should have a 4-H leader or teen leader serving as coach and advisor to the group.

The size and make-up of the committee is important. A committee of one or two members does not offer a wide diversity of opinion. Committees with many members can become too large for younger or quieter members to feel comfortable in participating. Five to seven is a good number of members for a committee.



### COMMITTEE BRAINSTORMING

Write down all ideas on a subject without discussing the ideas. Capture everyone's thinking. Then, go back and clarify ideas. Combine similar ideas. Finally, select priority ideas for implementation.

### Committee Chair Duties

The committee chair may be appointed by the club president or selected by the committee members. The committee chair is responsible for the following tasks:

- Set the committee meeting dates, times, and places
- Guide committee discussion and decision making
- Make sure all decisions are recorded
- Check to see that committee members complete their assignments
- Report about the committee's progress and accomplishments at club meetings

### CONSENSUS DECISION MAKING

Consensus decision making helps members learn to listen, to value their own ideas, and to build cooperative solutions. Committees are a good place to learn and practice consensus decision-making skills. A volunteer leader may need to lead (“facilitate”) the committee process of making decisions. As the teen committee chair learns to lead the process, the leader shifts from the role of facilitator to that of resource person and coach. The following are open-ended questions designed to

build participant consensus:

- To build group agreement on an action or direction. “Are we comfortable with this idea?”
- To modify an action to make it acceptable to the group. “Are there changes which would make the idea acceptable to you?”
- To verify consensus where everyone accepts the action or at least agrees not to oppose it. “Are we all willing to undertake this project?”

## PARLIAMENTARY DECISION MAKING

Parliamentary decision making is governed by a set of rules and procedures called Robert’s Rules of Order. These rules provide for courtesy and respect for each member and bring order to the meeting. The following are some common rules of order.

### Bringing Up Business

Before a member can bring any business (item for discussion) before the club, it is necessary to get permission to speak to the group (“obtain the floor”). To do this, the member should seek the president’s attention by standing and saying “Mr. President” or “Madame President.” The president will allow (“recognize”) one member at a time to speak to the group.

### Passing a Motion

- To propose an action (“make a motion”) to the group, a member must first obtain the floor. Then, the member states the motion: “I move that . . .”
- A motion cannot be discussed or voted upon unless another member confirms (“seconds”) that it should be discussed. It is not necessary to obtain the floor to second a motion; a member can simply say, “I second the motion.” If a motion is not seconded, it is declared by the president to be lost without a vote.
- The president generally repeats a motion that has been seconded and asks if there is any “discussion”. During the discussion time, the members may wish to change the motion. The member making the



### COMMITTEE MEMBERS LEARN TO

- Work in a group
- Listen to other opinions
- Articulate their own ideas
- Compromise
- Feel ownership

motion, with the agreement of the member seconding the motion, must concur with the proposed change and incorporate it into the motion.

- After a reasonable length of time for discussion, the president calls for the vote. The president repeats the motion.
- The president asks the members to vote yes or no by saying “All in favor, say ‘aye’; all opposed, say ‘nay’”. The president then indicates whether the motion has been passed (“carried”) or defeated.

### Amending a Motion

When members decide to add more information to the original motion, they will need to amend the motion, as follows:

- Make the original motion, and second it
  - Discuss the motion
  - Make an amendment to the original motion and second it
  - Discuss the amendment
  - Vote on the amendment
  - If the amendment passes, a vote is taken on the original motion as amended



### RECORDING MEETINGS

- Record on large sheets of paper displayed in front of the group
- Write down key ideas from group members
- Create an active group memory

adjourn or end the meeting, as follows:

- A member is recognized by the president and says “I move that the meeting be adjourned”
- Another member says “I second the motion”

• The president says: “A motion has been made and seconded to adjourn the meeting. All in favor, say ‘aye’” (Wait for response.) “All opposed, say ‘nay’” (Wait for response.)

If the motion passes with a majority vote, the president says, “The meeting is adjourned.”

### More Information

- Appendix: Presidential Phrases
- *Robert’s Rules of Order*, available at your local bookstore



When the president asks if there is any further “discussion” after a motion is made and seconded, members can respond by:

- Asking questions, so they understand the motion clearly.
- Sharing information about the motion.
- Giving reasons why the motion is good or should be amended.

## Parliamentary Rules

**RULE:**

Only one member speaks at a time, after being recognized by the president.

**RULE:**

There can be only one motion before the group at a time. The steps to pass a motion are:

1. Member is recognized and makes motion
2. Another member seconds the motion
3. Discussion guided by president
4. President restates the motion
5. President calls for vote

**RULE:**

If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.

**RULE:**

A motion to adjourn is a "privileged motion" which means that it cannot be discussed. It requires a majority vote to pass.

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## APPENDIX

The appendix contains the following forms and samples:

- Presidential Phrases
- 4-H Club Business Meeting Agenda Guide
- 4-H Club Meeting Minutes
- 4-H Club Meeting Minutes Sample
- Club Meeting Planner
- Annual Club Planner
- 4-H Outreach Documentation
- 4-H Outreach Documentation Sample

# PRESIDENTIAL PHRASES

*Use these phrases to conduct a 4-H Business Meeting.*

AGENDA ITEM	PHRASE
Call to Order . . . . .	“The meeting will come to order.”
Pledge to the Flags . . . . .	“[Member’s names] 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 stand approved as read.” OR “Is there a motion to approve the minutes.” After additions or 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.
Correspondence Report . . . . .	“The correspondence secretary will read the club correspondence.”
Reports from . . . . .	Other officers (Optional) Committees (Optional) Leaders (Optional) Project groups (Optional)
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 old business?”
New Business . . . . .	Present any new business you know about. Then ask, “Is there any more new business?”
Adjournment . . . . .	“Do I have a motion to adjourn the meeting?” Take a vote and, if the motion is passed, declare the meeting adjourned.
To Vote . . . . .	Repeat the motion and call for a vote. “It has been moved and seconded that . . .” “All those in favor, say ‘Aye,’” (Wait for response) “Those opposed, ‘Nay,’” (Wait for response) Then declare the motion: “The motion is passed (‘carried’)” or “The motion is not passed (‘defeated’).”

# 4-H CLUB BUSINESS MEETING AGENDA GUIDE

(List the name and office of the person presenting agenda items, as indicated.)

Date \_\_\_\_\_

Call meeting to order

Flag salute and 4-H pledge to be led by:

Call the roll or pass around a sign-in sheet to take attendance.

Introduction of guests by:

Reading of minutes by:

Treasurer's Report by:

Correspondence Report by:

Other Officers' Reports by:

4-H Council Report by:

Committee Reports by:

Project Reports by:

Old Business:

New Business:

Announcements:

Adjournment

Program introduced by:

Recreation led by:

# 4-H CLUB MEETING MINUTES (page 1 of 2)

The meeting of the \_\_\_\_\_ 4-H Club was called to order by: (name and title) \_\_\_\_\_

At (time): \_\_\_\_\_ On (date): \_\_\_\_\_ At (location): \_\_\_\_\_

Flag salute and 4-H pledge led by: \_\_\_\_\_

Action on Previous Meeting's Minutes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Correspondence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Officers' Reports:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-H Council Report:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Reports:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 4-H CLUB MEETING MINUTES (page 2 of 2)

Old Business:

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New Business:

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Announcements:

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Next Meeting:

Business Meeting Adjourned:

Program:

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Recreation:

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Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Corrections and/or additions:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

# 4-H CLUB MEETING MINUTES SAMPLE

The meeting of the Union 4-H Club was called to order by Jack Brown, president.

**At:** 7:30 p.m. on February 5, 1998, at the Union Community Hall, Jim Harris and Sally Jones led the flag salute and 4-H Pledge.

**Action on Previous Meeting's Minutes:** The minutes of the January 3, 1998 meeting were read and approved with the following corrections. The correct date of the talent program is Saturday March 21.

**Treasurer's Report:** No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our club rummage sale. Current balance of \$252.28.

**Correspondence:** A thank-you letter from the food bank was read. A congratulations letter sent to the new county All Stars was read.

**Other Officers' Reports:** Reporter, Mary Griffin, submitted a newspaper article about our food drive to the local paper. It was printed, and a copy was given to our historian. Recreation officer, Tim Taylor, requested that members bring their baseball gloves, bats, and other equipment to the club picnic on Saturday, March 14.

**4-H Council Report:** No report presented at this meeting.

**Committee Reports:** Sarah Carr, parade committee chair, reported that 14 members have been working hard to finish the float for the Founders' Day Parade. Christy Hamilton, community service chair, reported that her committee is planning an Easter egg coloring party for the children's ward at the hospital during spring break.

**Old Business:** There was no old business.

**New Business:** Mike Reynolds moved that the members sponsor a cleanup for the Community Hall grounds on Saturday, April 17. The motion was seconded and carried. Mike volunteered to chair the committee and was appointed. Harry Clark, June Harris, Ellen True, and Tom Blake volunteered to be on the committee.

**Announcements:** Mr. Glen Arndt announced a countywide Share-the-Fun program to be held at the Parkview School auditorium on Saturday, March 27.

**Next Meeting:** Union Community Center on March 5, 1998, at 7:30 p.m.

**Business Meeting Adjourned:** 8:15 p.m.

**Program:** Demonstration - Mike Reynolds - "How to Bathe Your Dog"  
Project Exhibits - Beginning Crafts Project - June Harris, Molly Lee  
Songs - Led by song leaders Sue Williams and Ned Williams

**Recreation:** Recreation officer, Tim Taylor, led the group in a jumping stick relay.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## APPENDIX: CLUB MEETING PLANNER

(Officers fill out each month)

**Year:**

# ANNUAL CLUB PLANNER (page 1 of 2)

(Fill out at the beginning of the year and update as necessary.)

CLUB NAME \_\_\_\_\_ YEAR \_\_\_\_\_

## CLUB GOALS FOR THE YEAR:

CLUB PROGRAM GOALS      1 \_\_\_\_\_

                                2 \_\_\_\_\_

                                3 \_\_\_\_\_

CLUB MEMBERSHIP GOALS    1 \_\_\_\_\_

                                2 \_\_\_\_\_

                                3 \_\_\_\_\_

CLUB COMMUNITY SERVICE    1 \_\_\_\_\_  
GOALS

                                2 \_\_\_\_\_

                                3 \_\_\_\_\_

LEADERSHIP/MANAGEMENT    1 \_\_\_\_\_  
GOALS

                                2 \_\_\_\_\_

                                3 \_\_\_\_\_

ANNUAL CLUB PLANNER (page 2 of 2)

# 4-H OUTREACH DOCUMENTATION *(Form 4-H C1116)*

Program Year: \_\_\_\_\_

Club Name \_\_\_\_\_ Vice President for Membership \_\_\_\_\_

Community Club Leader \_\_\_\_\_ Membership Advisor \_\_\_\_\_

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least **three** of the first four outreach methods listed below. For assistance, call your county Cooperative Extension office. To document your club's outreach efforts, attach to this form copies of flyers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H office. (See sample.)

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
1. Mass media, including radio, newspapers, TV			
2. Newsletters, posters, flyers, announcements			
3. Personal letters to minorities and/or females. (Potential members and leaders)			
4. Personal contacts (phone, in person) with potential minority or female members and leaders			
5. Community and school groups contacted with information, or through community service			
6. Membership drive or promotional programs to reach minorities and females. (E.g., festivals, fairs, displays)			
7. Other			

*(Form 4-H C1116)*

# 4-H OUTREACH DOCUMENTATION SAMPLE

*Program Year:* \_\_\_\_\_

Club Name \_\_\_\_\_ Vice President for Membership \_\_\_\_\_

Community Club Leader \_\_\_\_\_ Membership Advisor \_\_\_\_\_

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least **three** of the first four outreach methods listed below. For assistance, call your county Cooperative Extension office. To document your club's outreach efforts, attach to this form copies of flyers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H office. (See sample.)

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
1. Mass media, including radio, newspapers, TV	Oct 1997 Oct 10 and 17 Feb 14, 1997	Bay Area Mountain View, Los Altos, Cupertino Sunnyvale	- National 4-H TV recruitment ads - The Downtown News: Community Calendar listing of club open house dates - "Helping Hands", article on club community service project
2. Newsletters, posters, flyers, announcements	October 1997	Brentwood, Amber, Chase, and Hollings Schools	- Flyer inviting kids and families to join our club. Distributed to 4 schools. Approximately 1200 children received flyers. School ethnic breakdown is approximately 25% Hispanic, 15% Asian, 55% European, and 5% African American
3. Personal letters to minorities and/or females. (Potential members and leaders)	1/10/97	Cupertino	- Notes to two families inviting them to club meetings.
4. Personal contacts (phone, in person) with potential minority or female members and leaders	1996-1997	Cupertino, Sunnyvale, Los Altos	- 4-H office referrals. Called 16 families and invited them to 4-H club meetings. Talked to approximately 40 families responding to flyers. Invited all families to come to our meetings.
5. Community and school groups contacted with information, or through community service.	October 1997 Feb 12, 1997	Sunnyvale	- School outreach campaign listed above - Valentines Day party with children at Children's Hospital. Shared 4-H with 30 youth. (See article titled "Helping Hands".)
6. Membership drive or promotional programs to reach minorities and females. (E.g., festivals, fairs, displays)	April 12	Cupertino	- Petting Zoo fund raiser at Homestead Park Pioneer Days. Club poster and flyers. 60 flyers taken. Crowd of 2,000 people.
7. Other			





*Head  
Heart  
Hands &  
Health*