



PRESIDENT & VICE PRESIDENT HANDBOOK



THE UNIVERSITY OF ARIZONA
Cooperative Extension





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The University of Arizona Cooperative Extension 4-H Youth Development President and Vice President Handbook

Adapted from: Montana 4-H President and Vice President's Handbook- Rev. 2012; Iowa State University President Handbook Rev. 2003; New Mexico State University 4-H Officer Handbook; Missouri manual for 4-H Club Officers; Ohio 4-H President's Handbook.

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Duties of the President and Vice President

Congratulations on being selected as your 4-H Club's President or Vice President! It is an honor that you were selected by your 4-H friends to lead your 4-H Club! Remember, with this honor comes responsibility. You are expected to be a positive representative of your club, and also the Arizona 4-H program throughout the state of Arizona. During your year of service you will have many different duties. You will be expected to plan, preside, and delegate responsibilities. To be successful you will need to be observant and strive to be the best you can be.

To understand and accept the responsibilities of President or Vice President I will:

- Help plan the yearly program.
- Plan the business meeting with the adult leader(s) and other youth officers before the meeting. If necessary, this can be done at the previous meeting by phone or video chat.
- When unable to attend the meeting, the president should inform the community club leader and Vice President several days before the meeting, if possible. Inform them as soon as you can to allow plans to be made for your absence.
- Keep in close contact with local leaders, and the county Extension office. Be sure to read the newsletter or county communications for announcements and news that applies to the group.

Preside

Use Parliamentary Procedure, or methods of decision making, to conduct an orderly meeting. Refer to page 7 of this manual, or see Montana State University Extension's parliamentary procedure guide at <http://msuextension.org/broadwater/documents/BasicParliPro.pdf>.

President:

- The President is responsible for leading the club meetings.
- The President should use a pre-made agenda. It's helpful to provide a paper or electronic of the agenda to each officer before the meeting. This way, all officers are able to effectively do their part in the meeting.
- Guide the meeting in a courteous way while staying on task. The president is only the "pilot" and should avoid giving an opinion on subjects under discussion.

Vice President

- The Vice President takes the President's place in the event that he/she resigns (quits), or is not present at the meeting. For this reason, it is important that the Vice President know all of the President's duties.
- The Vice President serves as the chairperson of the program committee and may serve as chairperson on several committees. He/she may also serve as Secretary or Treasurer in their absence.
- The Vice President should make sure that a program or presenter is properly introduced and thanked.

Delegation of Responsibilities

- The President assigns responsibilities fairly so every member has a club responsibility at sometime. The Vice President helps the President accomplish this task.
- The President and Vice President are involved with the planning of programs for the meeting. For example, the President and Vice President should schedule demonstrations.
- The Vice President informs and reminds people of their involvement in the next meeting.

Be Observant

- Officers serve as a role model to younger members, and their actions should reflect the high standards of the 4-H program outlined in the youth code of conduct.
- Officers should make new members feel welcome and invite them to be on committees and voice their opinions.
- Officers should do their best to get to know each member in the club.
- Officers must be courteous to guests and properly introduce them to the club.
- Attitudes should always be positive, so others become excited about the program as well.
- Officers should give others credit for jobs they do.
- Watch out for members who are not fully involved. Ask these youth what they want to do to help the club.

Be the Best Leader You Can Be

As the President or Vice President of your 4-H club, it is your responsibility to lead the club, and set an example for other members to follow. You serve as a role model for many members, and should do your best to include them in the decision-making of club activities and events. As a leader in your club, your year will be more successful if you gain your club's trust. This development of trust can be accomplished by:

- Being accepting of others
- Being responsible by completing your assigned tasks
- Only speaking for yourself
- Avoiding put-downs at all times
- Respecting others' time and commitments by moving meetings along appropriately
- Being flexible and understanding of changes
- Not being critical of others
- Maintaining a welcoming location and environment

Working with Club Committees

Committees are created to ensure that all 4-H members in a club feel a part of the club's planning process, have a voice in the programs and events, and provide youth leadership opportunities. It is expected that every 4-H club member participates, or even takes on a leadership role, in one committee during the year. All committees

should have specific tasks that they are responsible for and must complete for the club.

Committees are assigned by the President, or named from volunteers. Committee chairs may be named by the President, or by the committee. The number of members needed on a committee depends on the tasks assigned, but generally there are five to seven members on a committee. The President discusses committee work with the Vice President and asks committees to report during club meetings.

The Vice President coordinates the work of all standing (permanent) and special committees (as needed). The Vice President is responsible for keeping track of what each committee is planning, and makes sure there is no duplication of programs or overlap of dates and times. The Vice President will serve as the chair of the Program Committee, who plans the annual group program(s).

Some examples of possible committees might be:

Welcoming Committee - Ensuring youth and adult are greeted by name Fundraising

Committee - Raise money for educational programs

Finance Committee - Ensure responsible use of club finances Community Service

Committee - Plan service opportunities in the community

Recruitment Committee - Ensure the club is growing and has great volunteers Record

Book Helping Committee - Support completion of record books

Club Committee:

Community Service Committee

Suggested Committee Tasks:

- Work with officer team to identify-community service ideas
- Research community, county, state,national, and international needs
- Present research to leaders, officer team,and club
- Organize community service effort
- Conduct community service effort
- Develop report detailing the outcome ofthe service, and send to Extension officeto be published in county communications(social media, newsletters, localnewspaper, etc.)

Hosting A Presenter

Introduction

The Vice President is the officer that introduces programs and presenters. Introductions should include:

- Program or presenter's name.
- Background about the program or presenter.
- Title or subject matter of the presentation.

Examples of introducing a presenter: *"Anthony Lewis is our club's guest speaker this evening. He is the owner of the local dairy. Tonight he is going to explain the importance of a proper diet for dairy cattle, and share with us the nutrition program his cows are on. Please join me in welcoming Mr. Lewis to our club."* (Start applause - it fills the time while the speaker comes forward.)

Members giving demonstrations should also be introduced before their presentation. Example of introducing a member to give a presentation: *"Mariana Gonzales is a first-year 4-H member. She is enrolled in multiple projects this year, including the sewing and textiles project. Her demonstration will teach us how to properly sew on a button."* (Start applause)

Closing

It is also the Vice President's duty to thank a presenter. Thank-you speeches should be 30 seconds to one minute long. The thank-you speech should express thanks for one or two of the following: the speaker's thought, preparation, useful information, special news to the group, or time taken for a long journey to your meeting.

Example of a thank-you speech: *"We would like to thank Mr. Lewis for the interesting program about the importance of dairy cattle nutrition. It has been especially interesting to learn that cows are ruminants and chew their cud for up to eight hours each day. Thank you for taking the time out of your schedule to visit with our club this evening. We really appreciated it."*

Following the verbal thank-you, the Vice President should shake hands with the presenter.

It is also important to follow-up a verbal thank-you with a written one. The club Secretary should be given the contact information to send a hand-written thank you note from the entire club.

Nominations And Elections

At the end of the 4-H year, it is the President's duty to oversee the nominations and elections of officers for the next 4-H year. There are a couple of ways to nominate members:

1. Nominations can come from the floor at a meeting. During the election portion of the meeting, members present can suggest someone for an office. The member says, "I nominate (name) for (office)." It is also encouraged that the nominating member explains why the nominee would make a good officer. The candidate can either accept, or decline the nomination.

2. The President can assign a nominating committee. Prior to the meeting, the nominating committee will select candidates for each office, and present their list of candidates during their report at the election meeting. The members present can make other nominations from the floor following the nominating committee report. When there are no more nominations, a member says, “I move to close the nominations.” If the motion is carried, the members vote on the candidates.

Generally, voting for officers is by ballot, which allows members to vote for themselves or others and not be influenced by peers. Some clubs have used electronic voting (“clickers” or voting apps) as another alternative.

Nominations and elections are important club business. Prior to the election meeting, it is important to inform all members about the election, and the duties of each officer position. This will allow members to begin thinking about the kinds of officers they want representing their club.

Planning Activities For Meetings

1. Surveying Member Interests

Try a few of these methods to help your club generate ideas:

- Brainstorming: Give members a topic, such as community service. Allow members to offer ideas and suggestions. Record ideas generated on a board or large piece of paper. Do not allow comments or evaluate ideas at this stage. After brainstorming, discuss the ideas and decide which the club wants to pursue.
- Survey: Ask members to answer written, open-ended survey questions. Questions can be placed on posters around the room for members to add their suggestions or on paper for them to work on individually or in small groups. Examples of survey statements include: “We could help our community by . . .” and “Just for fun we could . . .”
- Roll Call: Ask members to answer roll call with an idea or suggestion for a club activity, such as something new to try this year, or ideas for a family activity. Encourage creative ideas by asking each member to suggest a new idea.

2. Selecting the Program/Education Committee

The Program/Education Committee should consist of five to ten people. Youth committee members should be diverse (ages, genders, ethnicities, and interests). Adult committee members should include leaders and parents. If your club is small, the program planning committee might be the entire group. If the club is large, the President can assign representatives or ask for volunteers.

3. Planning the Program

Creating a club plan is a very important part of your job as President or Vice President. Two to three weeks after the new Executive Committee (officers) are selected they should meet with leaders to plan the club program. Other members of special committees can participate; work with your leader to decide who will be part of the planning. This plan will help you outline the meetings, events, and educational programs that will focus on accomplishing the goals the club has set for the year. Please make sure the goals are

specific, measurable, attainable, realistic, and timely (SMART). This program will need to be reviewed and approved by the club. The Secretary should keep an approved club program in the Secretary's book and make copies for those members interested and fellow officers. A club program can take many forms and a sample form has been provided as Appendix A in this book.

4. Approving the Plan

The Program/Education Committee presents the proposed program to the club for approval. After their presentation, the committee should be willing to make changes based on membership input. Seek club approval and then develop a club calendar or program booklet to share with families.

Informed 4-H members and families will participate more, miss fewer meetings, meet deadlines, take part in programs, and be happier and more productive. Members with a club program or calendar will be more likely to have a positive 4-H experience.

5. Evaluating the Plan

Evaluation gives members the chance to look at the strengths and weaknesses of the plan. After some discussion you can determine what went well and what could be done differently. Keep tabs on progress throughout the year by asking for suggestions and comments about your club's programs. Good communication is essential to improving the programs your club offers in the future.

Club Meetings

Conducting

It is the President's duty to preside over each meeting. Below are some helpful hints to ensure a successfully run meeting.

- **Be early.** Arrive 15 to 20 minutes early to organize the room, properly display the American and 4-H flags, and meet with leaders, guest presenters, and other officers.
- **Be punctual and professional.** It is important to start and end the meeting on time. Tap the gavel twice to begin the meeting, whether or not everyone is present. If the President is late, the Vice President should start the meeting. Once the meeting has begun, be sure to proceed in a businesslike manner. It is helpful to know and follow the simple rules of Parliamentary Procedure.
- **Be prepared.** The agenda should be written prior to the meeting and printed for the members and officers. If you are unable to print the agenda for each member, post it on the board for everyone to see.
- **Be attentive.** While leading the meeting, the President should stand to start the meeting, take action on a motion, announce the vote, address the meeting participants, and to introduce a speaker. The President should also clearly communicate upcoming events, dates, and responsibilities.
- **Be courteous.** Straighten up the room after your meeting. The meeting room should be as neat, clean, and organized as it was when your club arrived. Remember to thank leaders, members, families, guests, and presenters for their help.

Components

(This is meant as a guide. Some components may last longer, or shorter, than the time frames provided. You may also want to switch the order around to fit your club best. For example, you may find it better to do recreation at the beginning of the meeting rather than the end.)

- Opening (5 minutes) The President welcomes everyone to the meeting, and attendance is taken.
- Business (15-20 minutes) Members share ideas and plan activities. It is suggested that members learn, use, and practice the basic principles of Parliamentary Procedure.
- Educational Program (30-40 minutes) Learning is made fun! This portion of the meeting should interest all members, and may include: guest speakers, field trips, workshops, recognition of club/member accomplishments, learning games, member demonstrations/illustrated talks, speeches, or work sessions. The Vice President and committees are responsible for this part of the meeting.
- Recreation and Refreshments (15-20 minutes) Have fun! Members have the opportunity to talk, and get to know one another better. Providing the refreshments is a shared responsibility of all club members- allowing everyone to be involved in the meetings at some point.



Parliamentary Procedure

Parliamentary Procedure

Parliamentary procedure is a set of rules designed for use at meetings. By following parliamentary procedure, everyone is heard, and decisions are made without confusion. For more detailed information about parliamentary procedure, read Robert's Rules of Order by Henry Robert.

Main Motion - Used to introduce items to the membership for their consideration.

- A member wanting the club to make a decision raises his/her hand.
- The chair (President) calls on the member.
- The member presents the motion by saying, "I move . . ." (NOTE: It is improper to present a motion by saying, "I make a motion . . ." or "I motion . . .")
- Another member seconds the motion (a second is required to assure that more than one person is interested in the motion).
- The chair restates the motion and calls for discussion (discussion allows members to express their opinions and helps members consider all parts of the motion).
- Following discussion, the chair calls for a vote (voting assures that more than half of the members voting want a motion approved).

If the chair is unsure of the voting results, he/she may call for another vote with a show of hands, or have the members stand to vote.

Amendment - Used to change the wording of a main motion. The wording may be changed by adding words, striking out words, or inserting words.

- During discussion of a main motion, a member who thinks the wording of the motion needs to be changed raises his or her hand.
- The chair calls on the member.
- The member presents the amendment by saying, "I move we amend the motion by inserting the words . . ." or "I move we amend the motion by striking out the words . . ." etc.
- Another member seconds the amendment..
- The chair restates the amendment and calls for discussion. Discussion is based on the components of the amendment, not the original motion.
- Following discussion, the chair calls for a vote.
- If the amendment passes, the chair calls for discussion on the motion as amended.
- If the amendment fails, the chair calls for further discussion on the original motion.
- The chair then calls for a vote on the motion as amended or the original motion (if the amendment failed).

Referring to a Committee - Used to change the wording of a main motion. The wording may be changed by adding words, striking out words, or inserting words.

The motion should include:

- The number of members on the committee.
- How the members are selected.
- When they report back.
- If they have the power to act.
- If the club must vote on their recommendations.

Adjournment - Used to end a meeting.

If no motion is on the floor, a member may be recognized and say, "I move we adjourn the meeting." A second is required. The chair repeats the motion and then takes the vote.

If a motion is on the floor and a member moves to adjourn, the motion still requires a second, but whether or not to adjourn must be discussed before the vote.

Use of the Gavel

The gavel symbolizes authority and the President should use it to run an orderly meeting. Club members and officers should understand the use and meaning of the gavel.

When the President taps the gavel:

- One tap: signals the completion of a motion or announces adjournment.
- Two taps: calls the meeting to order and signals officers to take their seats. If officers are seated and the gavel is tapped twice they should stand.
- Three taps: signals all members to stand.
- A series of sharp, loud taps: restores order to the meeting and the club.

Some Ways to Vote

- Voice Vote: The president says, "All in favor of the motion say 'aye'."
- Standing Vote: Members stand so their votes can be counted.
- Show of Hands: Members raise their hands, so the president can count their votes.
- Ballot: The President has one or more helpers hand out blank slips of paper, so members can write their vote.
- Roll Call: Members vote as their name is called (President's name is called last).
- Honor System: Members close their eyes, and vote by raising their hands.
- Nominal Process: Members use dots, markers, pennies, etc. to vote numerous times to narrow down a selection.
- Four Corners: Members go to a corner of the room to record a stand vote for one of four options.

Annual 4-H Club Program Plan

Program Planning in Your 4-H Club

- | | |
|--|--|
| <input type="checkbox"/> A Good Program Should:
Start with the interest of members
Include educational information
Get members doing things | Have a variety of subjects and methods
Provide for fellowship
Add something positive to each person's life |
| <input type="checkbox"/> Planning Helps to:
Have better club meetings
Allow time for each member to prepare
Inform parents about what we are doing | Know what's going to happen
Avoid other local meetings and events |
| <input type="checkbox"/> Who Plans?
If the club is small, everyone helps
Officers and leaders | A committee for a large group
Parents when they are present |
| <input type="checkbox"/> The Club Year:
Runs from October 1 to September 30
Includes an annual organizational meeting in October or November | Starts with the election of officers |
| <input type="checkbox"/> Regular Meetings:
Opening.....5 minutes
Educational.....30-40 minutes | Business.....15-20 minutes
Recreation.....15-20 minutes |
| <input type="checkbox"/> The Program Chairman:
Announces the members
Reminds members who are on the program for a specific meeting | Announces plans for the next meeting |

Club Goals

As a committee and officer team, work with your leaders to set club goals for the year. Make sure they are specific, measurable, attainable, realistic, and timely (SMART).

1. _____

2. _____

3. _____

Note: Submit a copy of your completed plan to your county Extension office. The club leader, secretary, and program chairman should have a copy. Other officers may also find it helpful to have a copy.

Club	Component Description	Committee or Person Responsible
October	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
November	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
December	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	

Club	Component Description	Committee or Person Responsible
January	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
February	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
March	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	

Club	Component Description	Committee or Person Responsible
April	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
May	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
June	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	

Club	Component Description	Committee or Person Responsible
July	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
August	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	
September	Opening Ideas:	
Date:	Business Items:	
Time:	Program:	
Location:	Recreation and Refreshment:	



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Delivered by University of Arizona Cooperative Extension, Arizona 4-H empowers young people across the state with the skills they need to lead for a lifetime. Youth collaborate with caring adult mentors to lead hands-on projects in areas like science, health, agriculture and citizenship. Mentors provide a positive environment where youth learn by doing.

Arizona 4-H serves more than 100,000 youth and is delivered in every county—through in-school and after-school programs, school and community clubs and 4-H camps.

Learn more at extension.arizona.edu/4H

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