



# Florida 4-H Officers' Handbook

# The President



So you're the president of your 4-H Club or Council! You have an important job. Your fellow 4-H'ers have shown their support in your leadership by electing you to the highest position in your 4-H Club or Council. The successful teamwork of the group depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club or council work together.

## Duties of the President

- Plan the business part of meeting with other leaders before meetings are held.
- Check on meeting arrangements, seating, lights, and temperature of the meeting place.
- Prepare a meeting agenda in advance.
- Know parliamentary procedure so that you can conduct an orderly meeting.
- Start and stop the meeting on time.
- Preside and call the meeting to order and direct the business meeting.
- Appoint a temporary secretary if the secretary is absent.
- Keep order. Be courteous but firm.
- Provide opportunities for all members to be heard. Encourage everyone to participate.
- Decide points of order fairly.
- Guide the meeting in a courteous, tactful way; avoid talking too much. Keep the program moving. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motions under discussion.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club or council, and define the responsibilities of the committees. Counsel with leaders if necessary.
- Work closely with your club or council advisor/volunteer to plan, practice and evaluate your work.
- Work with your elected officer team to plan, carry out and evaluate successful meetings.

### **Welcoming a Guest Speaker to Your 4-H Club Meeting**

- Meet the speaker at the door and extend a cordial welcome.
- Know the following about the speaker:
  - a) The speaker's full name and how to pronounce it properly.
  - b) The title the speaker prefers to be introduced by.
  - c) The name of the topic.
  - d) The speaker's preference about having questions or discussion after the talk.
- Introduce the speaker to some of the members and leaders who can discuss something about the 4-H organization.
- Discuss meeting plans and the time allowed for the program.
- Encourage members to be ready to start a discussion and/or ask questions after the talk.



- Check frequently on progress of committees and ask for a report from each chairman.
- Delegate responsibilities so that every 4-H'er has some job in the group at one time or another.
- Help plan a program for each month in the year.
- Arrange to have another person (usually the vice-president) preside if you cannot attend a meeting.
- Work with other officers to plan programs and carry out events.
- Keep in close touch with the local leaders and county Extension agents and state advisors.
- Attend the officers' training session.

## The Vice-President

The vice-president is next in rank to the president. You take the president's place if that officer resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

### Duties of the Vice-President

- Know parliamentary procedure so that you can conduct an orderly meeting.
- Preside at meetings in the absence of the president.
- Know the duties of the president.
- Serve as chairman of the program committee. Prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program committee.
- Arrange each program to make a well-balanced one. Announce the program at each meeting.
- Work closely with the president, leaders, and other officers on all club activities.
- Consult with the president on plans or special work needed.
- As program chairman, sit near the front of the room or at the table with the president and secretary.
- Attend the officers' training session.



# The Secretary



Congratulations on being elected to one of the most important offices ! The club or council has entrusted to you the responsibility of maintaining the records. Get a copy of the *4-H Secretary's Record Book*, 4H GCR 01, to help you with this task. Much of the success of the club or council depends upon the working relationship between you and the president. This is your opportunity to help the president make the club or council work well.

## Duties of the Secretary

- Sit with the president at the desk or table in the front of the room.
- Record any officers elected, committees appointed, and other business brought before the club.
- Call the roll at the request of the president and record the attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections given by 4-H'ers of the club or council.
- When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.
- Read correspondence directed to the club or council when called upon by the president; write replies when necessary.
- Initiate correspondence as directed by the club or council. Keep copies of all correspondence for future reference.
- Collect and record reports of all committees and all written resolutions.
- Cooperate with the reporter in preparing articles for the newspaper.
- Call the meeting to order in the absence of the president and vice-president and have a temporary chairman elected to preside.
- Assist the president during the meeting by

writing each motion as stated. Be prepared to read the motion.

- Advise the president on matters of business to be taken up. Help to start, and to stop, on time.
- Maintain a record of all officers, standing committees, and special committees.
- Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- Submit regular reports to the leader or to the county Extension office as requested.
- Attend the officers' training session.
- Turn over your records to the club leader at the end of the year.

### **Meeting Minutes Should Contain:**

- Name of the club or council; time and place of meeting.
- Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- A summary of reports given.
- Business transacted. Each motion should be fully and accurately recorded: person making the motion, seconding it, and giving the exact wording. The result of the vote should also be given. State whether the motion was passed or failed. State time that the meeting was adjourned.
- Signature and title of person who recorded the minutes.



# The Treasurer

Your club or council has placed upon you the responsibility of keeping the financial records. For any club or council to make wise use of money it has earned, 4-H'ers need to know the financial status of their club or council. Ask your leader or advisor for a copy of the *4-H Treasurer's Manual*, 4H GCR 02, or secure your own copy at the Florida 4-H Web site: <http://www.florida4h.org>.



## Duties of the Treasurer

- Take charge of all the money taken in by the club or council.
- Keep an accurate record of:
  - a) all money received and its source.
  - b) all money paid out, showing whom the money was paid to and what it was paid for.
- Deposit in a checking account in a local bank or Extension office, all money received as soon as it is received. Do not keep large sums of club or council monies at home or on you personally.
- Do not mix money belonging to the club or council with private funds.
- Never use club or council money to pay personal bills no matter how short the time intended for the loan.
- Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the President.
- Be ready to give an itemized account of funds at any time upon request of members or leaders.
- Pay money out of the treasury (by check or check request with 2 signatures) only as approved by the club or council or as specified by the bylaws of your club or council. Pay bills authorized by the club or council promptly. Canceled checks will serve as receipts.
- You are responsible for the club or council funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.
- Give complete, accurate records to your successor at the end of the year.
- If your club or council disbands, turn over remaining funds for disposition as approved by the club or council or as specified by the county program guidelines.
- Attend the officers' training session.



# The Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing.

For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of “Who, What, When, Where, Why, and How.”

To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) close to the place of publication, (4) unusual, and (5) interesting. It must always be accurate.

## Duties of the Reporter

- Spread the good news of 4-H and your club or council to the people.
- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible. Send a copy to your county Extension Office as well. Remember that old news is worse than no news.
- Make a collection of clippings and news items concerning your club or council for the permanent record.
- Write articles and take photographs of special 4-H events for your local newspaper.
- Serve as chairman of the publicity committee.
- Attend the officers' training session.

## **Suggestions for a Good News Story**



- Type your story.
- Put your name, address, and phone number at the top of the page.
- Double space.
- Leave wide margins at the left and right.
- Write stories in the third person (he, she, they).
- Keep sentences short.
- Leave out personal opinions.
- Be sure all names are spelled correctly.
- State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Keep paragraphs short (not over 40 to 50 words).
- If possible, submit good pictures with your stories.
- Visit the local newspaper office and radio and TV stations to find out what news writers want and will use.
- Recognize that your story may be cut or changed (or not used at all). Remember the reporter's A-B-C's: Be Accurate! Be Brief! Be Concise!





## The Sergeant-at-Arms

As sergeant-at-arms of your 4-H club or council your duties are as follows:

- Assist with room setup, flags, banners, and be on watch for potential physical risks in the room.
- Arrange for pledges and a thought for the day for each meeting of the club or council.
- Keep order, peace and let all youth know the rules of the meeting to reduce interruptions in the meeting space.
- Attend the officers' training session.



## The Historian

As historian of your 4-H club or council your duties are as follows:

- Collect memorabilia from the 4-H'ers about the events and activities of the club or council.
- Take photographs that show the events and activities of the 4-H program.
- Compile memorabilia in an orderly manner such as a scrap book.
- Arrange for display of the "scrap book" at appropriate occasions.
- Work with the club reporter to gather newspaper clippings and stories.



## The Parliamentarian

As parliamentarian of your 4-H club or council your duties are as follows:

- Be knowledgeable about parliamentary procedure and its application in a meeting.
- Carry *Robert's Rules of Order* to meetings for reference purposes.
- Make final decisions on any discrepancy in the parliamentary procedure of the club.

### **Additional Leadership Roles**

Other officer or committee chair positions can be determined for expanding the leadership roles within your club. Some others might include:

Community Service  
Volunteer Recognition  
Holiday Gatherings  
Parent/Family Recognition











# 4-H Club Meeting Checklist

	<u>Good</u>	<u>Average</u>	<u>Needs Improvement</u>
Meeting was well planned	_____	_____	_____
Each officer did his/her job	_____	_____	_____
President used an agenda	_____	_____	_____
Secretary had minutes prepared	_____	_____	_____
Treasurer had report prepared	_____	_____	_____
Business meeting moved along well	_____	_____	_____
All members took part in discussion	_____	_____	_____
Meeting room was set up when members arrived	_____	_____	_____
Meeting place was comfortable	_____	_____	_____
There was a program or activity	_____	_____	_____
The program/activity was interesting	_____	_____	_____
Recreation was included	_____	_____	_____
Recreation was well led	_____	_____	_____
Refreshments were served	_____	_____	_____
Each member spoke at least two times during the meeting	_____	_____	_____

*Use this check list to do a quick evaluation of your 4-H club's meeting.*

# Club Performance Recognition

Club recognition systems exist to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club members work to achieve standards. Florida 4-H provides four levels of recognition—bronze, silver, gold, and emerald—for 4-H Club attainment. Each of the four levels of standards is available for clubs to achieve. Criteria for *Club Performance Standards* can be found on the Florida 4-H web site.



## BRONZE Clover

Club will receive a BRONZE Clover Certificate and name printed in the 4-H newsletter.

## SILVER Clover

Club will receive a SILVER Clover Certificate and name printed in the 4-H newsletter.

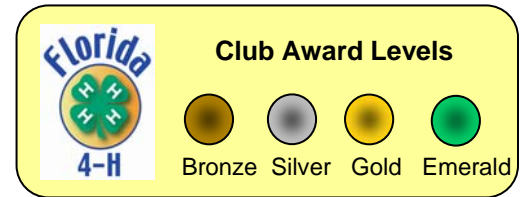
## GOLD Clover

Club will receive a Gold Clover Certificate and name printed in the 4-H newsletter.

## EMERALD Clover

Club will receive an EMERALD Clover Certificate, name printed in the 4-H newsletter and name in a news article submitted to the local newspaper for publication.

For further information about the Florida 4-H Program go to the Florida 4-H web site at:  
<http://www.florida4h.org>



*For more information about 4-H Club Awards and Recognition please contact your Club Leader or go to:  
<http://florida4h.org/awards/>*

**Standards of Excellence for 4-H Clubs and Groups**

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name \_\_\_\_\_  
 County \_\_\_\_\_  
 Club/Group President Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Organizational Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Total Number of checked responses for the 20 Excellent Standards \_\_\_\_\_

**Club Performance Standards**

- Club/group had a planned annual program that includes group goals. (Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend.)
- Club/group members were actively involved in planning the club/group's annual program.
- Club/group selected an area of focus for their annual program. (Ex: health & fitness; environmental science; pet care; community service; intercultural understanding) OR club/group is represented in the community, by serving on a committee, council or board with adult partners.
- Club/Group members were involved in implementing the annual program/activities. (Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others.)
- A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events.)
- All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. (Ex: meetings; club/group tours; recognition event.)
- Club/Group officers were elected or appointed, and fulfilled their leadership roles.
- Club/Group completed at least one (1) community service project.

Starting and Maintaining 4-H Clubs Page 13

**Performance Standards (continued)**

- Club/Group completed at least one (1) promotion activity that promotes 4-H visibility at the community or county level. (Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.)
- Club/Group has completed at least one (1) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
- Club/Group recruited at least one (1) project volunteer for at least 75% of the member's project learning areas.
- At least 75% of the members made progress toward individual 4-H project goals.
- Group developed a method to communicate with families at least three (3) times per year regarding club/group activities, education, and achievements. (Ex: newsletters; e-mail; calling tree; group activity that includes families.)
- Club/Group planned at least one (1) activity to include parents and families in club/group activities. (Ex: project showcase; skating party; hours; recognition event.)
- Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/group level. (Ex: county project workshops; council meetings; interstate exchange programs.)
- A scheduled recognition event was held for members, volunteers and parents.
- Club/group planned and implemented at least one multi-club activity. (Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event.)
- Members participated in competitive 4-H events beyond the club/group level. (Ex: county events; district events; state fair; project area competitions.)
- 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
- The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

12-13 Checked of 20 questions = BRONZE Clover Club Award  
 14-15 Checked of 20 questions = SILVER Clover Club Award  
 16-17 Checked of 20 questions = GOLD Clover Club Award  
 18-20 Checked of 20 questions = EMERALD Clover Club Award

Starting and Maintaining 4-H Clubs Page 14



**HEAD**

**HEART**

**HANDS**

**HEALTH**



*I pledge...  
my Head  
to clearer thinking  
my Heart  
to greater loyalty  
my Hands  
to larger service  
and my Health  
to better living  
for my club  
my community  
my country  
and my world.*

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.

## The 4-H Pledge

The **HEAD** represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The **HEART** represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The **HANDS** represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The **HEALTH** represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

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