UF | IFAS Extension
UNIVERSITY of FLORIDA

4H GCM 10

A Resource for 4-H Club Officers

Florida 4-H Officers' Handbook

A Well-Planned 4-H Meeting

A well-planned meeting consists of three main parts: business, program, and recreation. Every officer should know the procedure.

Business

Generally, the meeting follows this order of business:

- Call to order
- Pledges to the flags
- Group singing (if held)
- Roll call
- Reading and approval of minutes
- Reports from officers, executive committee, or leaders
- Reports of standing committees
- Unfinished business
- Initiation or installation (if held)
- New business announcements
- Adjournment

Program

A program consists of a combination of talks, demonstrations, slide presentations, movies, or musical presentations as determined by the program committee. Programs should be interesting to members.

The program should be well balanced, with variety to add interest and enthusiasm. Avoid repetition by varying the program from meeting to meeting.

Recreation

Recreation is the social part of the meeting. The recreation leader should consider the interests of the 4-Her's and the time and facilities available when planning creation. A good recreation program will offer something for all the members not just a few.

Responsibilities of all Officers

The 4-H club officers, working together under the supervision of an adult leader, perform many duties. Some important duties are the following:

- **Secure** new members and organize the club or council.
- **Plan** the program for the year.
- **Conduct** and take part in the meetings.
- **Keep** the club records and give them to the leaders or advisor as required.
- **Maintain** a good spirit and interest in the club or council.
- **Help** every 4-Her find a place in the club or council and an opportunity to contribute.
- **Maintain** a good relationship with all individuals and groups.
- **Maintain** contact with the Extension office.
- **Attend** the officers' training session., if available and if not review duties with your club leader.

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 . 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 by which the speaker prefers to be introduced.
  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.
- Coordinate with the Vice-President to ensure there is a program planned for each meeting.
- 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.

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

- Learn 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.
- Inform the president if you will be absent

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

- Attend the officers' training session., if available and if not review duties with your club leader.
- 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.

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

- Chair your club finance and fundraising committees. Use the committee to involve members in the decision making, as well as in accomplishing the business of the committee. The finance committee is responsible for developing an annual club budget.
- Prepare a club budget with your club finance committee.
- Keep an accurate account of:
  - ☑ all money received and its sources.
  - ☑ paid expenses showing to whom and why the money was paid.
- Learn how your County 4-H Association works, and about your responsibility as a club treasurer in working with the Association.
- Prepare and present a summary of income and expenses at each club meeting. Also, report the current balance of all club accounts. Keep your monthly ledger for income and expenses up-to-date.
- Deposit dues (if any) and any other money received (for example from a fundraising activity) as soon as possible to the club account with the help of the County 4-H Association Treasurer.
- Ask permission from your County 4-H Association before your club conducts a fundraiser or applies for a grant.
- Provide receipts to all individuals who have given money for club activities.
- Pay money out of the club account only as voted by the club.
- If the club has any bills, make sure they are paid promptly. Submit a check reimbursement request to your County 4-H Association, as they write checks on behalf of your club. Get a receipt for any bill you pay in cash.

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.

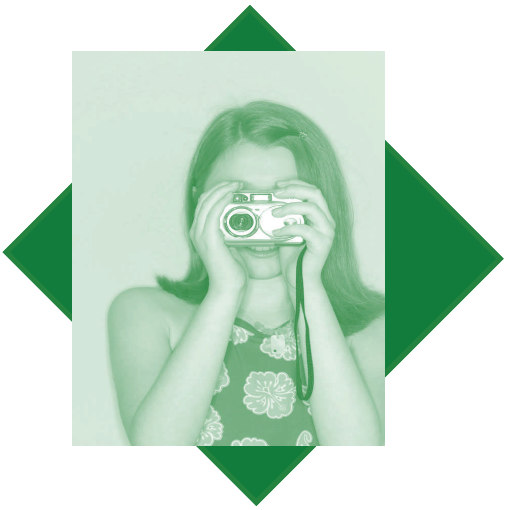
Duties of the Reporter

- Spread the business 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.

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 as 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.
- Coordinate club or council social media efforts if applicable and approve by the 4-H Agent.

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.
- Help your club members understand how to function with parliamentary procedure, using pages 8-9 of this Handbook, or other resources.
- 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

Recreation Leader

Parent/Family Recognition

Basic Club Meeting

CALL TO ORDER *(President, _____, Raps Gavel 2 times for members to come to order)*

The meeting of the _____--_____ 4-H Club will come to order. We will begin with the Pledge of Allegiance and the 4-H Pledge. _____ and _____ will be our Pledge Leaders today. Everyone please stand. *(President, Raps Gavel 3 times & members stand)*

PLEDGES *(The 2 Pledge Leaders come to the front to lead pledges)*

(All Members, Pledge Leaders and all Officers stand and recite pledges along with Pledge Leaders)

(Pledge Leader, _____) Attention, salute, pledge: I pledge allegiance to the flag…

(Pledge Leader, _____) Attention, pledge:

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.

ROLL CALL *(President raps gavel 1 time for members to sit)* Next, we will have roll call. Please respond when your name is called by our Secretary, _____.

(Secretary) When I call your name, please answer with your favorite _____.

(Secretary calls names of each club member on roll and checks off names of members present)

EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES

(President) Our Vice-President, _____, will tell us our club options for today.

(Vice-President) Today's club options are:

a._____b. _____

ANNOUNCEMENTS *(President)* Are there any announcements?

ADJOURNMENT *(President)* Do I have a motion to adjourn the meeting?

(Member 1,_____) I move that the meeting be adjourned. *(President)* Is there a second?

(Member 2,_____) I second the motion. *(President)* All those in favor of the motion to adjourn the meeting say "aye." All opposed say "no." The motion to adjourn the meeting is passed. The meeting is adjourned and you may go to your project meetings. *(President raps gavel 3 times.)*

Use popsicle sticks or officer buttons to draw out officer duty and members for the day. President, Vice-President, Secretary, American Pledge Leader, 4-H Pledge Leader, Member 1, Member 2. You may also have unlimited number of Member cards for each youth present. **The Gavel is a symbol of power and authority and should be respected. Only the presiding officer may use the gavel. When not in use, the gavel rests on the podium or table in front of the presiding officer. (To practice gavel raps, play a fun game of stand/sit etc)**

1 rap = Signal for members to sit – Follows the announcement of a vote - Adjourns the meeting
2 raps = Calls the meeting to order
3 raps = Signal for group to stand in unison (for pledges, to recognize honored guests, etc.)
Multiple raps = Signal to restore dignity and order to the meeting, members, sit and be quite.

Adapted by the Florida 4-H Military Programming team, from 4-H 101, Lesson 11, 4-H Military Partnerships, 4-H National Headquarters, National Institute of Food and Agriculture, USDA.

Teaching Parliamentary Procedure: Let's Make Trail Mix

Printed with permission from University of Nebraska-Lincoln Extension.

Learning to use parliamentary procedure is an important part of a club meeting, and this activity can be a fun way for members to practice making motions, seconding them, and voting. When completed, there will be refreshments for the club.

Materials Needed:

- Large Bowl
- Large Spoon
- Serving utensils: paper cups, napkins, etc.
- Ingredients for Trail Mix
  - Several choices of cereal
  - Raisins
  - Peanuts
  - Different types of candies
  - Pretzels
  - Other items as desired.
  - Include one or two items that could be questionable for Trail Mix.

Procedure:

1. Display the ingredients and talk about the importance of using parliamentary procedure to insure a successful business meeting.

2. Explain that by using the process of making Trail Mix, members will learn how to make a motion.

3. As members go through the process of deciding what ingredients they will put in the Trail Mix, they will need to correctly make a motion for each ingredient they want to add. ("I move that _____be added to the Trail Mix.")

4. Then ask for a second, discuss, and a take a vote.

5. Continue for each ingredient to be added.

6. Once the Trail Mix has been completed, the members can eat it for a snack.

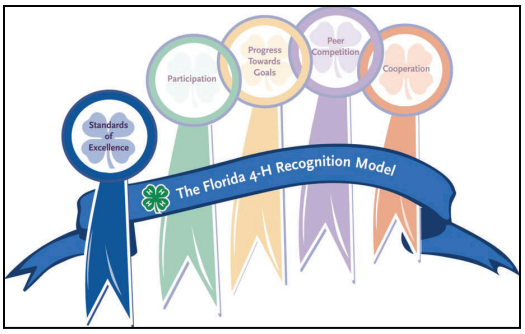
4-H Club Meeting Checklist

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

	Good	Average	Needs Improvement
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	_____	_____	_____

Adapted from materials developed by Colorado State University Cooperative Extension.

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

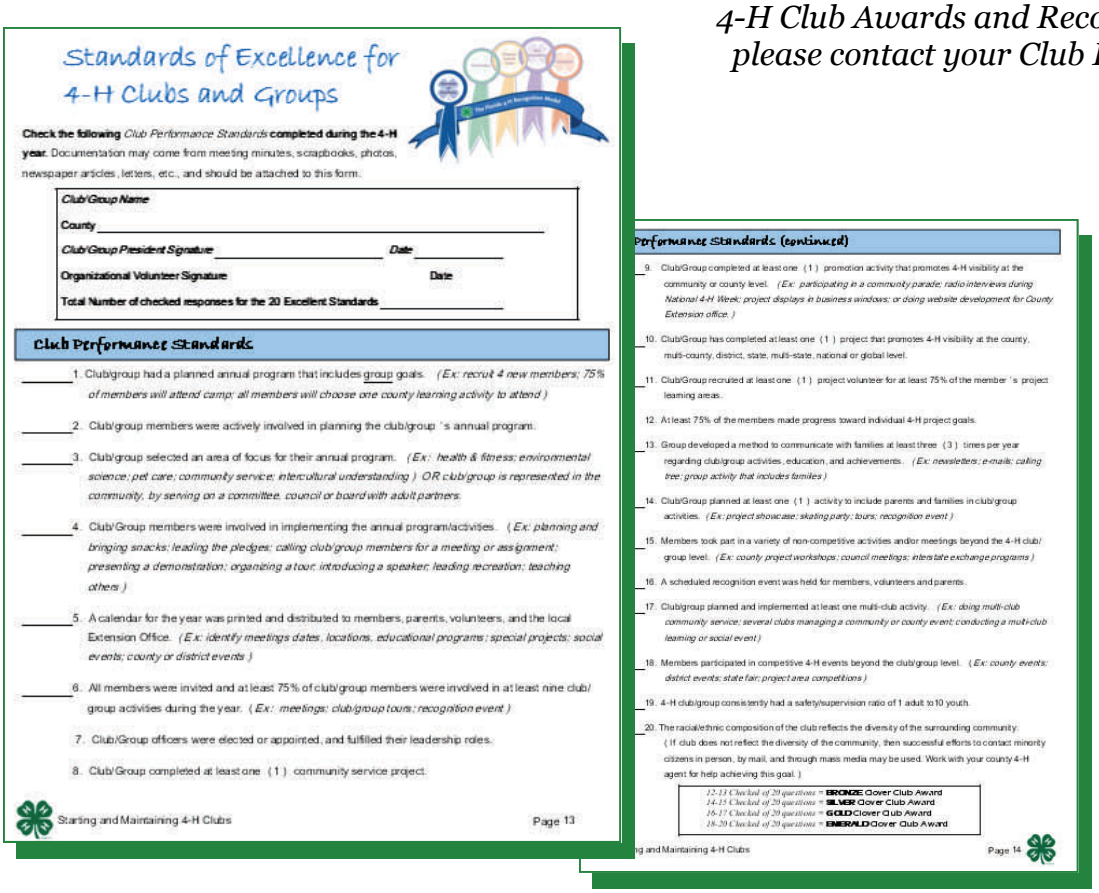
Club will receive a Gold Clover Certificate and name printed in the 4-H newsletter.

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



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

1. 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.)*
2. Club/group members were actively involved in planning the club/group 's annual program.
3. 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.
4. 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.)*
5. 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.)*
6. 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.)*
7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.
8. Club/Group completed at least one (1) community service project.

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Performance Standards (continued)

9. 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.)*
10. 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.
11. Club/Group recruited at least one (1) project volunteer for at least 75% of the member 's project learning areas.
12. At least 75% of the members made progress toward individual 4-H project goals.
13. 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-mails; calling tree; group activity that includes families.)*
14. Club/Group planned at least one (1) activity to include parents and families in club/group activities. *(Ex: project showcase; skating party; tours; recognition event.)*
15. 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.)*
16. A scheduled recognition event was held for members, volunteers and parents.
17. 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.)*
18. Members participated in competitive 4-H events beyond the club/group level. *(Ex: county events; district events; state fair; project area competitions.)*
19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
20. 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

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Notes

The 4-H Pledge

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 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

The Florida 4-H Officer's Handbook was revised in 2009 by Joy Jordan, former associate professor and 4-H youth development specialist; Bryan Terry, assistant professor and 4-H volunteer specialist; Dale Pracht, associate professor, community-based organizational systems in 4-H youth development, Department of Family Youth and Community Sciences, and Judy Butterfield, former regional specialized agent; and Adam Estes, Escambia County, 2008-09 State 4-H Sergeant-At-Arms; UF/IFAS Extension 4-H Youth Development Program, Gainesville FL, 32611.

Revised September 2014 by Tracy Tesdall, regional specialized 4-H Extension agent II, South District; Judith Levings, state 4-H educational design specialist; Ali Baker, state 4-H resource development coordinator; Sarah Hensley, regional specialized 4-H Extension agent II, Central District; and Stacey Ellison, regional specialized 4-H agent II, North East District; UF/IFAS Extension 4-H Youth Development Program, Gainesville FL, 32611. Reviewed January 2018.

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