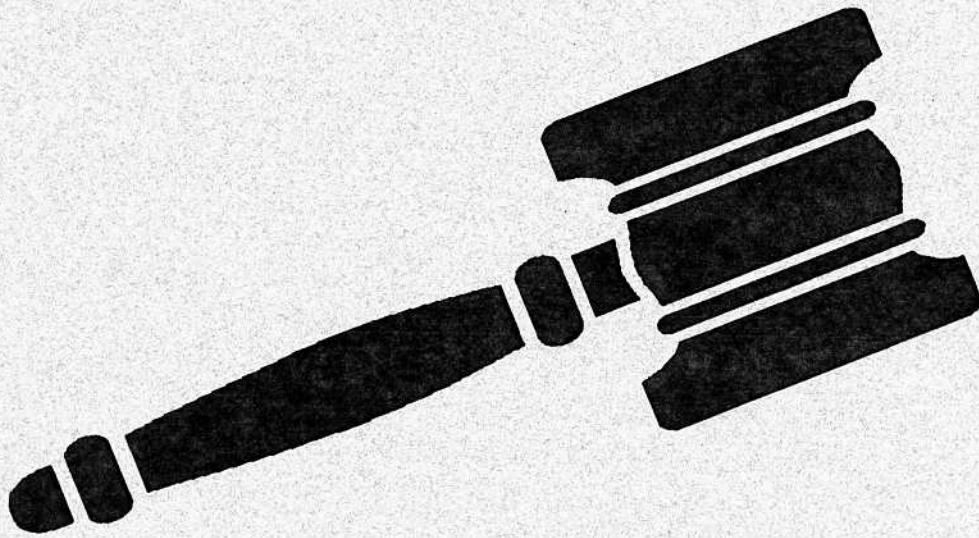




Montana 4-H Center
FOR YOUTH DEVELOPMENT

So, you are
PRESIDENT
of your 4-H club ...



MONTANA
STATE UNIVERSITY

EXTENSION

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You represent 4-H and it's an important responsibility



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You and all officers of 4-H groups are representatives. You represent not only the local group, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent Montana 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers.

When 4-H club members elect someone president, the members also expect that person to accept the responsibilities of leadership. The cooperation of club members depends, to a large part, on the president's leadership skills. The president is responsible for maintaining order at meetings and other club activities. There are some specific things that are part of the president's job:

- Plan the business part of each meeting with his or her executive committee (other officers and leaders) well before the meeting.

When 4-H club members elect someone president, the members also expect that person to accept the responsibilities of leadership.

- Prepare a meeting agenda before the meeting.
- Preside over and call the meeting to order and conduct an orderly meeting.
- Start and end the meeting on time.
- Know parliamentary procedure to conduct an orderly meeting
- Appoint a temporary secretary if the elected secretary is absent.
- Keep order; be courteous, but firm. Decide points of order fairly.
- Make it possible for all members to be heard, and encourage everyone to participate. Delegate general responsibilities so that each club member has a job to do sometime during the year.
- Cast the tie-breaking vote when required. The president can vote only when by ballot, or to break a tie.

- The meeting belongs to the members. The president is only the pilot, and should avoid personal opinions about motions under discussion.

- Appoint committees as directed by club membership. Define each committee's functions and responsibilities. Check frequently on committee activities and receive reports from committee chairpersons.

- Guide and assist other club officers when developing program plans and in general execution of club projects and activities.

- Consult regularly with volunteer 4-H leaders and the county extension agents.

- Check on arrangements for the meeting and that each program listed is ready. Have all necessary supplies available.

- See that the meeting place is adequate. (Lighting, comfort, ventilation, etc.)

- Help the other officers learn and carry out their duties.

- Attend the 4-H officers' training when it is held in the county or neighboring county, if possible.

1 One of the first jobs of a newly-elected president is to select a program committee. This may be done before the new president is actually installed, so that program planning will be started as early as possible.

2. Start meetings *on time* and proceed in a businesslike manner. When meetings drag or are conducted without order, members lose interest in the organization.

3. Know the simple rules of parliamentary procedure, to keep meetings running smoothly.

4. Arrive at the meeting place 15 to 20 minutes ahead of the starting time to check on the seating arrangements; talk things over with the 4-H club leader, program chairman and others and see that everything is ready.

5. Do not discuss a controversial issue while you are in the chair. If you wish to take part in

the discussion of a motion, ask the vice president or another member to take the chair. Then take your place in the group and take part in the discussion like any other member.

6. While presiding over the meeting the president stands to:

- a. Open the meeting or call to order.
- b. Put a question and to announce a vote.
- c. Address the meeting.
- d. Introduce a speaker.

7. Be courteous to guests and introduce them.

8. Be courteous and attentive to suggestions from the local leader and appreciative of the leader's help. Encourage the other club members to do likewise at all times.

9. Check to see that the room is put to order after the meeting.

"Not only to say the right thing is difficult in the right place, but far more difficult is it, to leave unsaid the wrong thing at the tempting moment."

— Sala

Checklist for 4-H presidents ...

I consult with the leaders ahead of time to prepare for each meeting.

I notify the leader and the vice-president several days before the meeting if I'm going to be absent.

I conduct the business meetings according to parliamentary procedure and in a courteous and tactful manner.

I introduce guests and am careful to see that they are involved in the groups' activities.

I help the other officers to carry out their assignments.

I encourage everyone to participate in the meeting

I make sure everyone gets to serve on a

committee at some time during the year.

I delegate responsibilities rather than trying to do it all myself.

I give others credit for the jobs they do.

I thank those who participate in the program or those who help to make arrangements.

I avoid dominating the meeting by giving too many personal opinions.

I represent my group proudly at other meetings and events.

I try to attend as many 4-H meetings and activities as possible and am prompt and enthusiastic.

A well-planned 4-H meeting consists of the business meeting (when needed); an educational program which may be talks, discussions, presentations, special speakers, group projects, films and recreational activities.

When a group forms

Involving everyone in the club is the fastest way of ensuring enthusiasm.

When a group forms, group-building and trust-building must take place.

If one new person is added to a group, it becomes a new group. Or if one person is missing from a group, it also becomes a new group. Since one new person or one missing person may very well be the case at every meeting, it would make sense that some kind of group-building occur at the beginning of each meeting.

Some kind of quick, get-acquainted activity is appropriate and probably can be done in five to ten minutes. Those few

minutes helping the group become established will make the rest of the time more productive.

Seating arrangements can contribute to group building.

Putting members in a circle guarantees that some interaction will occur — if not verbally, then non-verbally.

After several weeks of sitting in a circle and making *some* eye contact, even the shyest person will be more likely to have something to share verbally.

Research has shown that youth perceive meetings to be successful or unsuccessful in direct proportion to how often they speak during the meeting.

If your group is large, breaking into small groups of eight to ten persons at some time during the meeting to share ideas will be important so that everyone will have an opportunity to talk.

If your group often has difficulty with one person monopolizing the conversation or calling attention to himself/herself, an exercise entitled "Who's Got the Ball" will help members remember to speak one at a time.

Rules for meeting together and talking together needs to be established at the first meeting and reviewed briefly for the next two or three meetings.

Suggested outline for a 4-H club meeting

Meetings should be flexible. Not every meeting has to include all five parts, nor does it have to follow this order.

Part 1: Opening 5-10 minutes

This is often helpful to set the mood for the rest of the meeting. It could include a get-acquainted activity, the Pledge of Allegiance, the 4-H Pledge, a song and roll call.

Part 2: Business session 5-10 minutes

Minutes of last meeting (if any)
Committee Reports (if any)
Unfinished business (if any)
New business (if any)
Adjournment

A business meeting is not necessary at every meeting. Have a business session *only* when you have definite business to discuss.

Part 3: Program: 20 minutes to one or more hours
This is the heart of most 4-H meetings and may include any of the activities in this handbook or those identified by your group as appropriate in reaching their goals.

Some possibilities are:

Guest speaker

Visual aid material (films, slides, video tapes)

Community service activities

Tours

Supervised work on projects

4-H presentations-demonstrations, talks, show and tell

Part 4: Recreation: 10-15 minutes

Through recreation at club meetings, members learn to create their own fun, to cooperate, to give as well as follow directions, and to better understand themselves and others. Some clubs schedule recreational activities while waiting for all members to arrive; others prefer having this at the end of the meeting. Simple action games use up excess energy and can teach information or skills. Games also provide an opportunity for 4-H members to lead their club (it is usually helpful to discuss the game or activity details with the member before he/she leads it). *New Games* activities are particularly good at providing interaction among members. They are also easy to lead.

Part 5: Refreshments

Once again, it is up to your group. If your meeting is right after school, you may want to start with a snack. A Saturday morning meeting might end with refreshments. Some meetings may not need any. Refreshments should not be provided by the leader.

Guidelines for conducting good business meetings

(The following procedure is taken from "The Meeting Will Come to Order")

Let's get started!!

Bold face type indicates suggested statements of the chairperson.

Chairperson: (Rapping desk) **"The meeting will now come to order. The secretary will call the roll. Mr. or Ms. ..."**

Secretary: "Mary A., Tom B., Robert C., Helen D., etc. ...

10 present; 3 absent; a quorum is present."

(Sometimes it is good to take the roll silently and report to the chairperson that a quorum is present.)

Chairperson: **"Thank you. The secretary will read the minutes of the previous meeting. Mr. or Ms. ..."**

Secretary: "The regular meeting of the Parliamentary Law Club was held Oct. 5 in the Union Building. The presi-

dent etc. ...

Chairperson: **"Thank you, Mr. or Ms. ... Are there any corrections to the minutes? Mr. or Ms. ..."**

(A member is recognized by rising or raising a hand. Seldom should one call out, Mr. and Ms. Chairperson.)

Member: "Chairperson. I believe the date should be October 15 instead of October 5."

Chairperson: **"If there are**

no objections, the minutes will be corrected to read **October 15.** (Pause) **Since there are no objections, will you make the correction, Mr. or Ms. Secretary.**

“Any further corrections? (Pause) If not, the minutes stand approved as corrected.”

(If there are no corrections, the minutes “stand approved as read.”)

“We shall now hear the reports from the officers. First, the president’s report.”

(This report usually deals with matters of general policy.)

“Are there any questions about the president’s report? (Pause) If not, the report stands as read.

Does the vice-president wish to make a report?”

The vice-president, acting as program committee chairperson, will give the report during Standing Committee reports.

“We will now hear the treasurer’s report. Mr. or Ms. ...”

Treasurer: “Cash on hand ... \$16.00; Receipts ...; etc.”

(This report is usually a meeting-to-meeting report of the financial condition of the treasury and has not been audited.)

Chairperson: **“Thank you. Are there any questions about the treasurer’s report? (Pause) If not, the report will be received as read.”**

(This report should not be approved by the assembly until it is audited.)

“We will now hear the secretary’s report. Mr. or Ms.

...”

(This report does not refer to the minutes; it is a report of any important letters that have been sent or received and all the bills that have been approved for payment by the secretary and president or by the executive board.)

“Thank you. Are there any questions about the secretary’s report? (Pause) If not, it will stand as read.”

(The assembly may desire to vote approval or rejections of the bills. Members of the group may wish to express themselves about any letters that require action; a motion may be made for that purpose at this time. If it seems that these motions will require considerable discussion, they might better be received again during the new business.)

“We shall now hear the committee reports, first, the standing committees. Mr. or Ms. ...”

(Standing committees are those elected to serve for a certain time, say one year. Example: program committee.)

Standing Committee Chairperson: “The program committee wishes to report that Senator Brown will speak at our next meeting. Coffee and sandwiches will be served.”

“Thank you. Are there any questions about this committee report? (Pause) If not, the report will be received as read.

[Generally, committee reports need not be adopted (accepted) unless definite action is required. “Adopt” and

“accept” are used interchangeably on committee reports.]

“Since there are no more standing committee reports, we shall proceed to the special committee reports. Are there any special committees prepared to report? Mr. or Ms. ...”

Special Committee Chairperson: “The committee to investigate the purchase of a blackboard reports that the portable blackboards range in price from 3 to 7 dollars. The size is 3 feet by 4 feet.”

Chairperson: **“Thank you. Are there any questions about this report? (Pause) If not, what is your pleasure concerning this information? Mr. or Ms. ...”**

Member: “Chairperson, I move that the committee purchase a blackboard that it feels is best suited to our needs.”

(Anyone except the chairperson and the maker of the motion may second it.)

Member: “Seconded.”

Chairperson: **“It is moved and seconded that the committee purchase a blackboard that it feels will meet our needs. Any discussion?”**

(When discussion is over, the chairperson will then put the motion to a vote.)

“Since there are no more committee reports, we shall proceed to unfinished business.”

(Now is the time to take up any motions that were not completed at the last meeting and are pending in the

secretary's minutes.)

"Mr. or Ms. Secretary, do we have any motions pending from the last meeting?"

(In addition to postponed motions, tabled motions may be considered at this time. Secretary reads motions.)

"Since that completes the postponed business, the Chair will receive any new business, Mr. or Ms. ..."

(Members may present new business, if any.)

"Are there any announcements?" (Announcements of certain additional meeting times, group project dates, places, etc., could be made at

this time.) Following announcements, the Chair can receive a motion to adjourn.

"Since that completes the business for this meeting, the Chair will receive a motion to adjourn, Mr. or Ms. ..."

Member: "Chairperson, I move that we adjourn."

Member: "Seconded."

Chairperson: **"It is moved and seconded that we adjourn. All those in favor of adjourning, say Aye; opposed, No. The motion is carried.** (Usually the chairperson does not have to ask for a vote on this motion and

may say, **"If there are no objections, we will stand adjourned. No objections?"** (Pause) **We stand adjourned! The meeting stands adjourned."**

(It should be noted that any section of the order of business that does not apply to a particular organization may be omitted. It should be remembered, however, that this order of business is standard procedure and generally most of the contents are used.)

Worksheet for club meeting plan

Opening:

Business Session:

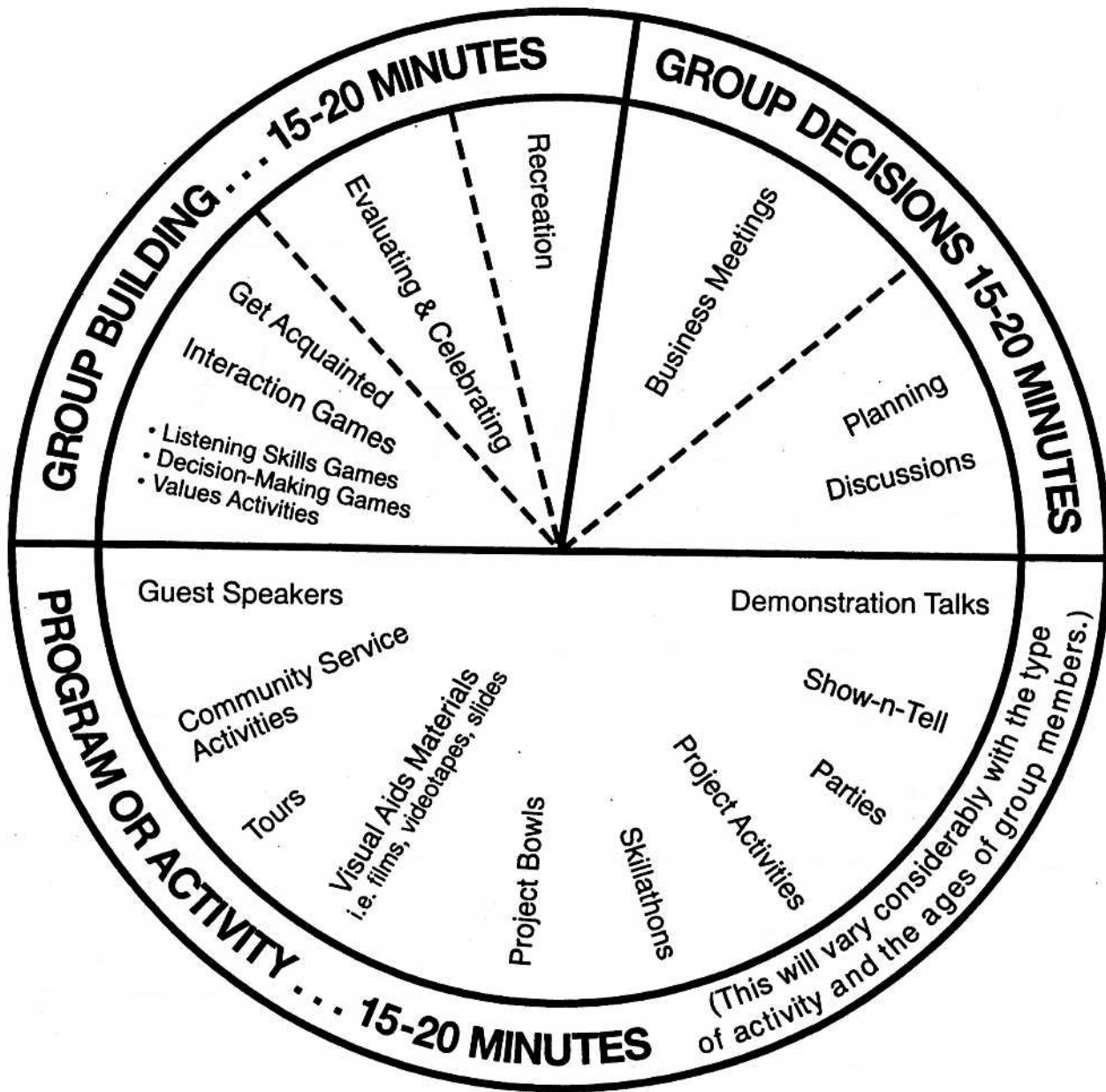
- Minutes of last meeting (if any)
- Committee reports (if any)
- Unfinished business (if any)
- New business (if any)
- Adjournment

Program:

Recreation:

Refreshments:

The 4-H Club Meeting ...



... where the action is!

Worksheet for business meeting

Business meeting:

1. Call to order
2. Roll call _____
3. Reading and approval of minutes
4. Reading of communications (if not presented during reports by officers)
5. Reports of officers, council members or leaders _____

6. Reports of Committees
Standing _____
Special _____
7. Unfinished business
a. _____
8. Initiation of new members, installation of officers, or other ceremony (when appropriate) _____
9. New business
a. _____
b. _____
c. _____
d. _____
e. _____
10. Announcements
11. Adjournment

