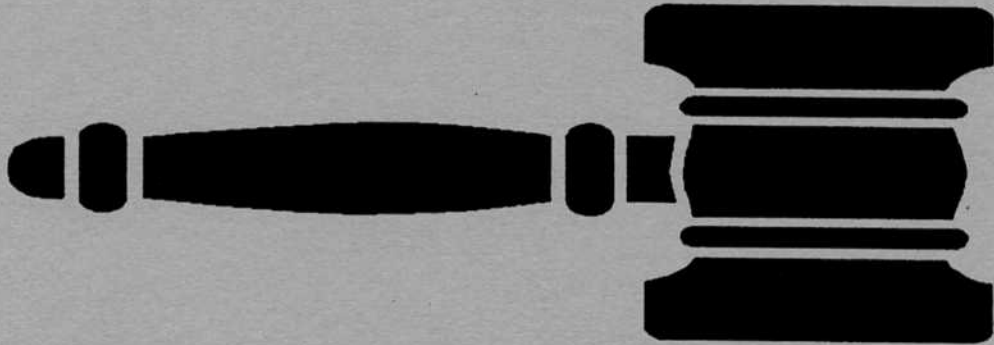




Montana 4-H Center
FOR YOUTH DEVELOPMENT

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



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



By Kirk A. Astroth
Extension 4-H Specialist

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.

The vice president takes the president's place if the president resigns or is not present at a meeting. This requires the vice president to be familiar with the president's position and responsibilities. Learn the duties of the president.

The vice president serves as the club's parliamentarian if this is not an elected position. The vice president must understand parliamentary procedure to perform this function, or to assist an elected parliamentarian.

The vice president works

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closely with the president, other club officers and 4-H leaders in planning and organizing club activities.

The vice president is chairperson of the program planning committee. As chairperson of this committee, he or she prepares a calendar of events listing all future programs and other scheduled club activities, follows through with each monthly program and notifies club members who are on the program.

Take on other duties beneficial to the club, such as looking after guests and visitors, helping 4-H leaders check members' record books, etc.

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

The educational program should last 30 minutes or less. It can be a talk or demonstration by club member(s), a slide presentation, a movie or video

tape or a presentation by a special guest. Program content is a decision of the program committee but should be something that interests club members. Programs should cover a variety of topics and include different kinds of presentations to keep members active and interested in attending club meetings.

When there is a guest speaker, the program chairman or the committee member that first contacted the speaker should already have discussed general meeting plans and the time allowed for the speaker's presentation. The program chairman should also:

1. Know the speaker's full name, how to pronounce it, the title the speaker prefers, the title of his or her presentation, and whether or not questions can be asked after the talk.

2. Meet the speaker at the door and make him or her feel welcome.

3. Introduce the speaker to members and leaders before the actual program, if time permits.

4. Encourage club members to start a discussion or ask questions after the program.

Checklist for vice-presidents

- I consult with the president on plans or special work to be done.
- I preside at the meeting in the absence of the president.
- I represent my group at other events in the absence of the president.
- I work with the leaders and other officers on committees and other group activities.
- I serve as chair of the program committee to help plan group meetings and activities.
- I check with those responsible for the program to see if they are ready or need assistance.
- I introduce the program participants.
- I remember to thank the people who are on the program.

Guidelines for program chair

The vice-president of the group serves as chair of the program committee, introduces the program participants and thanks the people who present the program.

Introducing the program participants

Introduction of the participants can be very brief. You will want to include:

1. Presenter's name
2. A little about his or her background
3. The title or subject matter of the presentation

A good example —

Lynn Oakland is our club's guest speaker this evening. He is one of our city firemen and is president of the county Audubon society. Tonight he will speak to us about purple martins. Now I present Mr. Oakland.

Thanking the people who present the program

Thank you speeches are to be 30 seconds to 1 minute in length. Do not write notes for the thank you speech. Listen to the speech for worthwhile qualities. Express thanks for one or two of the following:

1. thought
2. preparation
3. useful information
4. special news to the group
5. a long journey to your meeting

A good example —

We would like to thank Mr. Oakland for the exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. We appreciate your informative talk.

Helping your group plan meetings

If you will involve all of the members of your club in the program planning you will find that more members will be actively involved in making your programs work and that everyone in your club will be more enthusiastic about coming to your meetings.

To do this, you must first agree as a group upon some things that you would like to accomplish together. We refer to these desired outcomes as *goals*.

In identifying group goals, you must incorporate individual members' goals. Youths, parents and leaders all have ideas about what they would like to accomplish during the year, and they need a chance to express them. There are many interesting ways to survey the members of your group.

Idea-gathering exercises

Fish Bowl

A few people (about six) sit in a circle of chairs in the middle of the room and talk about the things they would like to do or to have done in 4-H. The rest of the members listen to what is being said. Only the people in the circle talk. Any other member who wants to participate in the conversation must tap one of the people in the circle on the shoulder and take that person's place in the "fishbowl." Appoint someone to record what is being said for the planning committee.

Brainstorm

Let all members have a part in setting the goals by dividing them into groups of five or six. Each group has 10 minutes to write down ideas for everybody to see. Members should be encouraged not to evaluate or criticize the statements of others. The purpose of this activity is simply to generate as many different ideas as possible. Groups should be creative! It may be fun to sit on the floor and list ideas on large sheets of paper. Discuss the possibilities and eliminate the ones that do not meet the group's needs right now. Vote on the remaining alternatives. Those receiving the most votes become the goals of the group. Have someone record the list of goals for future use.

Sharing Ideas

Tape a large piece of paper to the wall. As people arrive, ask them to write at least one thing they would like to do in their 4-H club meetings during the year. Using magic marker or crayons in many colors makes it an enjoyable activity.

Rank order

This is a variation of brainstorming. All members of the group sit in a circle. One volunteer acts as recorder and writes down all ideas. You may need to start the wheels turning

by offering several ideas; then encourage members to add to the list. All ideas are good ideas at this stage of the game. When possible ideas are recorded, look over the list and discuss the pros and cons of each one. Each member then privately rank-orders (numbering in order of choice — 1, 2, 3, 4 ...) his/her choices of goals. Tally the results; discuss those selected and then record goals.

WHEN ALL MEMBERS have had a chance to share their ideas, you are ready to identify some goals that are common to the group that could become the group's goals for the year. Some examples of goals which groups have chosen are listed here. Yours may be quite different!

- To get to know more about each person in the club
- To provide a service to our community
- To learn something more about our community
- To learn more about ... (a topic in safety, boy/girl relations, nutrition, health, etc.)

DON'T SET TOO many goals. You need to concentrate on just enough goals so that it is a challenge to reach them. Five a year would be plenty, because you will need several activities to reach each goal, and you may have only 10 or 12 meeting times to do so. Once you are clear as a group about the direction you want your club to go (goals), you are ready to decide upon activities you will use to get there (reach your goals). Use the same methods that you used in goal-setting to get ideas from your group for activities. This will be much easier than goal-setting.

WHEN YOUR GROUP has agreed upon the activities it will pursue for that year, members will need to make lists of all the things that must be done to make each activity work. For example, one group decided to make valentines for people in a care home for Valentine's Day. (*Goal:* to provide a service to the community).

Their list included:

■ Need someone to buy and bring paper, doilies, paste or glue, scissors, magic markers, etc.

■ Need someone to contact the care home to get their OK and to obtain a list of residents who would like to have a visitor and a valentine.

■ Need someone to organize enough cars to transport members to the care home.

■ Need someone to provide some patterns for the valentines and some direction during the time they are being made.

■ Need someone to find out how many people will be attending and work with the car person(s) to make sure everyone has a ride.

WHEN LISTS ARE completed, ask members to sign up for the things they are willing to do. Be certain members, leaders, parents or resource people are designated to be responsible for each part of the program. Ask for volunteers; pass around activity worksheets or send them home.

YOUR ROLE AS program chairperson will

be to coordinate all of this to be sure that members remember to take care of their responsibilities. If no one signs up for an activity, throw it out because that is a good indication people are not very interested in doing that particular thing.

BE SURE CERTAIN members, leaders, parents or resource people are designated to be responsible for each part.

PLANNING ALONE IS not enough to make a successful 4-H program. To accomplish this, check with people to see that plans are being carried out. At the end of each meeting allow some time to find out how members reacted. At the end of the year, ask your group to look at your total program and record feelings and ideas for the next year's planning committee.

1. Survey the members' interests
2. Select planning committee
3. Plan the program
4. Have group approve the plan
5. Coordinate responsibilities
5. Evaluate

Problems for vice-presidents

Problem: The yearly program that has been planned by the vice-president and the program planning committee does not seem interesting to other group members. Some have said they are so bored they are going to stop coming to the meetings. What action should be taken about this problem?

Solution: _____

Problem: The 4-H meetings never start on time because half the members and the president are late in arriving. Can you as vice-president do anything about this problem?

Solution: _____

Problem: The Clover Clan 4-H group presented their Share-the-Fun act as part of your group program. Six of their members acted out a skit entitled "Excitement at the County Fair." What would you say to thank them?

Solution: _____

Activity worksheet

Goal:

Activity:

Materials needed:

Persons responsible:

Club Calendar

Club Goals for the Year

Month	Date	Program, Event or Activity	Committee or Person(s) Responsible

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:

