



4-H GROWS HERE

4-H Club Officer Packet
Position Duties & Resources



University of Idaho
Extension

Working with 4-H

CLUB OFFICERS

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Overview

This tipsheet is designed to provide a broad overview of club officers, how to work with teens in your club—working together as an example of a positive youth-adult partnership. The 4-H officer has an important role within the club. Successful meetings depend on leadership from effective officers. The officers' leadership helps the club reach its goals, help conduct the business meeting, help set the tone during meetings and club activities. Accepting the role of a club officer carries special responsibilities which are:

- Help the club set goals for the year and working with all members of the club to reach those goals.
- Help the club work together in harmony. The club does not belong to the officers nor is it necessary for the officers to do everything. Make certain everyone feels welcome and everyone has a chance to speak (this includes the youngest and newest members of the group). Be willing to give credit to others.
- Help other members be involved. Encourage participation in discussion, activities and tasks. The older members are valuable mentors to younger members.
- Be fair to everyone and respect their rights to ideas and opinions.
- Be a good example for the club. Be on time, courteous to members and volunteers and do your best on tasks assigned to you.

The Big Picture: Helping Officers See Beyond

Elected officers are an important part of the leadership team in a 4-H club. Serving in this role allows youth to develop leadership skills as they carry out their duties in their respective office. Club officers do not realize how important they are, and feel their responsibilities consist solely of doing what the job description says—presiding at the meeting, taking notes or presenting a treasurer's report. There is much more!

For clubs to be vibrant, officers need to be trained to work together as a team not only amongst themselves as officers but with adults. A balance of sorts can be achieved through youth and adult partnerships where there is mutual growth and leadership.

Getting officers to understand there is an obligation beyond the scope of their office may be difficult. There are a couple exercises in this tipsheet that can be implemented during an officer training session.



YOUTH/ADULT PARTNERSHIPS

In some organizations, young people are actively involved with adults in making important decisions. In other organizations, adults make most of the decisions for the young people. Unfortunately, society in general tends to underestimate the potential of young people to make positive contributions to improve the community. Youth in fact, are a very capable and a very critical component to healthy clubs.

The essence of youth-adult partnerships is that they are a partnership between adults and youth, who support each other and the joint efforts towards solving community problems. In addition, both parties acknowledge the contributions that each party brings.

You probably have some questions. For example, what constitutes a true youth-adult partnership? What characteristics are prevalent among a youth-adult partnership? The first step is to see where your club is in terms of the type of youth/adult partnership. The model below, the Continuum of Youth/Adult Relationships, has five different youth/adult relationships. What relationship is prevalent in your club?

Continuum of Youth/Adult Partnerships

Categories	Descriptions
Adult-Centered Leadership	Consists of programs that are conceived and driven completely by adults, without employing any youth decision making.
Adult-Led Collaboration	Programs where adults provide guidance for youth, but youth have some input in decision making, albeit limited by adults' discretion.
Youth-Adult Partnership	Relationship where a partnership is achieved between youth and adults. Youth and adult participants have equal chances in utilizing skills, decision making, mutual learning and independently carrying out task to reach common goals.
Youth-Led Collaborations	Youth primarily develop the ideas and make decisions while adults typically provide assistance when needed.
Youth-Centered Leadership	Programs and activities are led exclusively by youth, with little or no adult involvement.

Benefits of Involving Youth in Leadership

Involving youth in leadership roles traditionally reserved only for adults can result in the following benefits:

- More effective outreach to younger audiences. Youth leaders are aware of the needs and interests of youth who will benefit from the program since youth are able to relate to others close to their age.
- Youth are not caught up in “the way things have always been done” and have a new outlook on ideas for club and county programs and activities.
- Adult volunteers gain valuable human resources due to the sharing of responsibilities between youth and adults.
- Youth become invested in the club and overall 4-H program and encourage other youth to develop a vested interest as well.
- Youth more easily accept decisions because they are involved in the decision making process.

Tips to Develop Effective Youth-Adult Partnerships in your Club

- Actively seek youth input and be sure to listen to their ideas and ask questions.
- Ensure that each adult and young person enters a partnership with a clear understanding of everyone’s roles and responsibilities.
- Value youth participation and what they bring to the program (new ideas, enthusiasm and a real connection to those youth that are being reached through the program). Encourage youth to value the adults’ participation and what they bring—knowledge, experience and access to resources.
- Work with young people to find meaningful roles and responsibilities for all involved. This will result in youth becoming invested in the success of their 4-H programs.
- Prepare both youth and adults for involvement by sharing information prior to meetings/activities. Make sure that information on all programs is equally shared with both youth and adults.
- Set realistic expectations. Effective partnerships don’t set young people up for failure by throwing them into situations for which they are not prepared.
- Offer youth and adult training so they can work together and be accepting of one another.
- Develop an atmosphere of mutual trust and respect.
- Be a good role model. Set a good example through language and actions and set the same standards for youth.
- Listen and validate the thinking of youth members and let them know their ideas are welcome.
- Be willing to try youth members’ ideas even if those particular ideas did not work in your previous experience.
- Evaluate programs and be willing to change and adapt where necessary.

Everyone can be Involved

There are many opportunities for youth and adults to be engaged in the club. There are specific officer roles such as president, vice president, secretary, treasurer and reporter. The club may decide to have additional officers or give special assignments to individuals in the club. Examples include recreation leader, music leader, safety leader and citizenship leader.

A well-organized club will also utilize committees to carry out certain parts of club business/work. The president, with the assistance of the adult club volunteer, may appoint members to the special or standing committees which are made up of members, other volunteers and parents.

There are two types of committees, special and standing. A special committee is one appointed to do a certain job. For example, your club wants to do a club tour. After the tour is over, the committee’s work is completed. Standing committees are those appointed to serve for the entire year. Examples include membership, citizenship, recreation and health and safety.



PARLIAMENTARY PROCEDURE

Parliamentary Procedure are guidelines that help meetings run smoothly and fairly. The guidelines help to keep meetings running on time and ensure that everyone at the meeting has an opportunity to share their opinions in an organized manner. The parliamentary procedure that we use at 4-H meetings is based loosely on a famous book called Robert's Rules of Order. The most important thing to remember about using parliamentary procedure at your meetings is that this is a learning experience—making mistakes is ok!

General Rules of Parliamentary Procedure

Parliamentary Procedure Made Easier (see references section) has detailed information regarding motions and the details of how parliamentary procedure works. Below is a very simplified guide to using parliamentary procedure.

1. Always rise to make a motion or to address a group
2. When making a motion, one should say, "I move that..." NOT "I make a motion."
3. A motion must be approved by a second person saying "I second that motion."
4. The floor refers to the area in which business is being conducted (the meeting room). The president, presiding officer, always has control of the floor except when granted to another member.
5. Use of the gavel:
 - i. One tap: members are to be seated and signifies the pass/fail of a motion.
 - ii. Two taps: calls meeting to order.
 - iii. Three taps: members are to rise.
6. Voting methods include: voice, rising, show of hands, secret ballot and roll call.
7. President only votes in the case of a tie.
8. When used properly, parliamentary procedure will provide for a very orderly and efficiently run business meeting which allows the right of everyone to be heard.

Types of Motions

1. Main Motions: to present an opinion or propose an action for the group to consider.
2. To Adjourn: to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege: provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. Table: to set aside a main motion until a given time for future consideration.

The principles of parliamentary procedure for 4-H members:

- All 4-H members have the equal right to share opinions, make motions, vote, discuss, respectfully disagree and offer alternative solutions.
- A majority vote by 4-H members determines an action on a motion.
- One issue is discussed at a time.
- Only one person speaks at a time.
- Motions should be repeated and discussion held to make sure that all members understand the issue being decided and the proposed action.
- All 4-H members, volunteers, parents and guests should be respectful when speaking.



Electing Officers

When Club Officers are elected, there are special parliamentary procedure rules that are followed. There are several ways to receive nominations and elect officers. Here are two ways commonly used by 4-H Clubs:

One Office at a Time

President: "I now open the nominations for president. Are there any nominations from the floor?"

Billy: "I nominate Yuri for president." (nominations do not need seconds)

President: "Yuri, do you accept?"

President: "Are there any other nominations?"

Ella: "I nominate Bradley for president."

President repeats the process for Bradley.

President: "Are there any other nominations for president? If not, is there a motion to close nominations?"

Andrew: "I move to close the nominations for president."

Julie: "I second that motion."

President: "It has been moved and seconded to close the nominations for president. All in favor signify by saying 'aye.' All opposed say 'no'. Motion carries. We will now vote."

This process is repeated with each office. This method is helpful because members who are nominated but not elected to an office can be nominated for a different office. However, this process can be time consuming.

Slate of Nominations

President: "I now open the nominations for all offices. Are there any nominations from the

floor?" The President then receives nominations for all offices. When there are no other nominations:

President: "Is there a motion to close nominations for officers?"

CJ: "I move to close the nominations for officers."

Jamie: "I second that motion."

President: "It has been moved and seconded to close the

nominations for officers. All in favor signify by saying 'aye.' All opposed say 'no'. Motion carries, we will now vote on the slate of nominations."

This process takes less time to complete and voting is done once for the entire ballot. Sometimes clubs use a nominating committee or take nominations a month before elections. If a committee presents the nominations, the slate method above is used. Remember, all nominees should be given a chance to speak about why they would like to be elected.



The Order Of Business For 4-H Meetings

Call to Order

President: "Will the meeting please come to order. (Raps gavel on desk.) Will everyone please stand for the Pledge of Allegiance and the 4-H Pledge? Will _____ and _____ lead us in these pledges?" *(Two different members each month or can be appointed by citizenship committee.)*

Pledge of Allegiance

4-H Pledge

President: "Everyone, please be seated. Will the secretary call the roll?" *(Only clubs with fewer than 25 members should call the roll. Larger clubs should pass a sign-in sheet around or have it at the door for people to sign as they come in.)*

Secretary calls the roll. "Will the secretary read the minutes of the last meeting?"

Secretary reads minutes.

President: "Are there any additions or corrections to the minutes? (short pause) If not, the minutes stand approved as read. Will the treasurer please give a report?"

Treasurer gives report.

"Is the reporter ready with a report?" *(Must report on a 4-H activity and/or new article(s) since last meeting. Not same as secretary's minutes.)*

Reporter reports.

President: "Will the health chairman (example committee) give the report?"

Health chairman reports. Repeat for other committees if needed.

President: "Is there any old business?"

President: "Is there any new business? Are there any announcements? I will now turn the meeting over to the vice president for the program."

Program: Vice president presiding.

"____ will give a project talk." Or "____ will present a demonstration today on ____."

Or "____ will present a special program titled ____."

Members present program.

"This concludes our program. I will now turn the meeting back over to the president."

President: "Welcome (Name of guest). I now turn the meeting over to ____" the club leader, a resource volunteer or guest to present a program (or make announcements)."

President: "Does our leader have any additional announcements? Do I hear a motion to adjourn the meeting? Is there a second to the motion? The meeting is now adjourned."

Parliamentary Procedure Survey

How does your 4-H club rate? Read the following items and check the response (always, usually, sometimes or never) that best describes your club.

	Always	Usually	Sometimes	Never
A written agenda is prepared for meetings.				
The meeting begins on time.				
Secretary and Treasurer reports are given at each meeting.				
The Secretary's minutes are approved after the reading of the minutes.				
The Treasurer's report is approved after the reading of the report.				
Members introduce motions by saying "I move."				
Members are disruptive during business meeting.				
When the chairman calls for a voice vote, he/she says "All in favor say 'aye'; all opposed say 'no.'"				
Only one item of business is introduced at a time.				
Members participate in discussions and decisions.				
The club volunteer runs the meeting instead of the officers.				
A motion is made at the end of each meeting to adjourn the meeting.				
The meetings are organized and effective.				



ACTIVITY: MIRACLE WORKERS

1. Distribute the list of Miracle Workers to each officer. Have members read through the descriptions of the 15 “experts”.
 - a. When finished explain to them that they can utilize the talents of only five miracle workers to assist them in the coming year.
 - i. Whose “gifts” would they most like to receive? Give them time to re-read and make their selections.
 - ii. Ask them to circle the number of their top five choices.
 - b. Next, have your officers select their “second string”.
 - i. Which five of the remaining 10 miracle workers would they like to have on their side?
 - ii. Ask them put a square around the number of their five second string choices.
2. At this point encourage the officers to discuss their top five.
 - a. Why did each person select that particular top five?
 - b. Why were the others less desirable?
 - c. Did the officers select the same people? Why?
3. Now explore the selections for the second string.
 - a. Are there commonalities in these selections?
 - b. Do the selections suggest any problems that may exist within the club?
 - i. Where do the officers feel they need the most help? (i.e. in how they work through issues such as disruptive members or Club operation).
4. How can what they are doing now or plans for the future allow them to achieve what the top five miracle workers can do? How can they become miracle workers? What can they do?
5. Have the officers devise a plan to address at least two of the problems identified with the second string. How can these problems be solved?
6. Work through goal setting for the club. Outline how as a club they can meet their objectives. What will be the process to ensure there is follow through for meeting the goals? (i.e. short/mid/long-term work that needs to be done).

The Miracle Workers

A group of 15 experts, considered miracle workers by those who have used their services, have agreed to provide these services to you free of charge. It is up to you to decide which of these people you need most.

1. Dr. Seymour Prospects. A noted college professor, he can help you recruit as many new 4-H members as you want.
2. "Pop" Larity. He guarantees that you will have the friends you want now and in the future, ensuring that you soon will be president.
3. Dr. Betty Can. She can recruit new adult community club volunteers for you at any time, especially ones who are enthusiastic and hard working.
4. Rocky Fellas. He can bring wealth to your 4-H club, with guaranteed schemes for earning thousands in weeks.
5. Patty Participation. A noted lecturer in motivational theory, she can increase parent involvement in all club activities, including club meetings.
6. Baron VonBarrons. He brings to your club his organizational talents and ensures that all your 4-H club meetings are orderly, organized and efficient.
7. Mrs. Lotta Pep. She can guarantee that all your club meetings and activities will be exciting and fun filled.
8. Dr. Yes. Her special training will ensure that whenever you ask someone to help, they will agree.
9. "Red" Ribbons. Although he is rather old, he still has what it takes to train all club members in the ins-and-outs of doing well at the county fair.
10. Dr. Pepper. His talents in game theory have earned him the nickname of "Dr. Phun." His recreation activities will improve your club meetings.
11. Lord Roberts. His expertise in parliamentary procedure ensures that you will be able to master every term and every motion.
12. Mrs. Civic Sense. She has a wide range of ideas and resources for community service projects for your 4-H club.
13. Dr. Lea Der. An expert with project volunteers, she will show you how to recruit all the project volunteers you will ever need for your club.
14. "Rowdy" Yates. His personal experience as a troublesome youngster make even more valuable his advice on ways to control disruptive members.
15. Ms. Lettuce B. Prompt. An expert in scheduling techniques, she can show you how to ensure that 4-H members arrive for events on time.

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