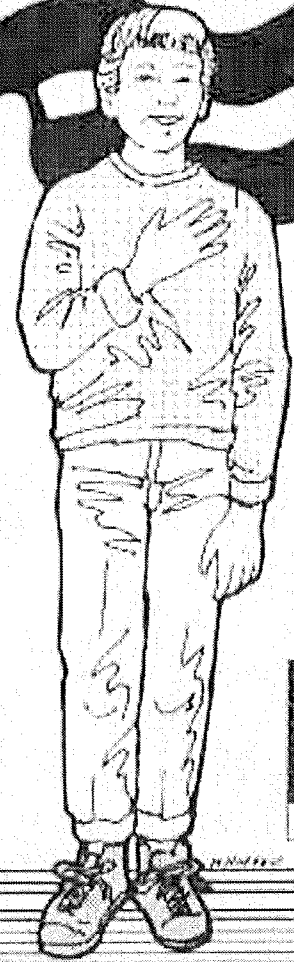
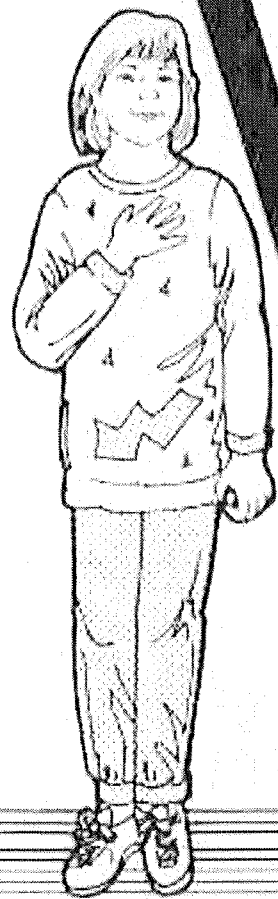
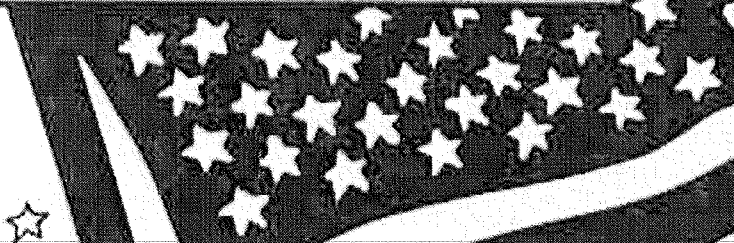


# VICE PRESIDENT'S MANUAL

OHIO 4-H CLUB  
OFFICER'S GUIDE



VICE  
**P**PRESIDENT'S  
MANUAL

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# Vice President's Manual



This material was adapted from *Map to Success*  
by Allen Auck, Extension Associate, 4-H.



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*Congratulations! You have been elected to serve as an officer of your 4-H club. By electing you to office, the members of your club have expressed their confidence in your ability to serve as a leader for their group. But being elected is only the beginning. You must now fulfill the expectations of the members by serving as a hard working and effective leader.*

Good officers should:

- give credit rather than take credit.
- help guide the club rather than control it.
- understand and carry out the duties of their office.
- be respectful of the rights and opinions of others.
- be prepared, organized and enthusiastic.
- serve as a representative of the 4-H organization to their family, school, community, state and country.
- promote the club's opinions and wishes instead of their own.

If you are prepared to do each of these things, chances are you are on the road to becoming a good officer. This manual will give you some ideas for planning your club's activities and suggest different projects you may choose to undertake.

Officers work as a team to move the club toward its goals. But remember, your club volunteer advisor is a member of that team too. By working together

with the advisor, the club can "map out" its program (what the club plans to do) a whole year in advance.

By taking time to learn a few simple skills, you can be an effective officer. As you perform your duties well, you will earn the respect of both your peers and advisors alike.

## Duties of the Vice President

You have an important job in the club. Sometimes people think the only thing a vice president does is fill in for the president if the president is absent. That is a major duty of a vice president, but it is not all a vice president does.

As vice president of your 4-H club, you are responsible also for your club's educational program. This means working with your 4-H advisor, the president and other members of your club to decide what your club will do for the year. That is a very important job!

Education, in the large sense, really refers to the club's program for the year. Within that program are all kinds of educational experiences:

- community service projects
- club visits to various city, county and rural sites
- group tours of governmental and other facilities
- demonstrations and presentations

made by club members, the club itself and special guest speakers

- even the social events — ones that precede or follow each meeting as well as longer, more special occasions.

All these and other activities represent, either directly or indirectly, club education.

While all these club education activities are fairly different from each other, they do have one very important thing in common: they require careful planning and directing.

They all require you to first ask yourself who, what, where, when and how; as if you were a reporter covering a story. Second, all activities require carefully conducted meetings with others — to brainstorm for ideas, to select good ideas and to come up with ways to make them work. Finally, after plans have been formed, they need directing; this means keeping a sharp eye out for pitfalls that may interfere with or actually prevent the plans from being carried out.

As vice president, you are responsible for all the above — club education. This is the “other hat” you wear. And the remainder of this booklet will help you to know how to wear it.

## Mapping Out Your Plans

In order to best get through your club’s educational planning, you need to know what good program planning means. Good planning guarantees a successful program, whether it’s a tour or your 4-H club calendar full of activities. This section will help you form your planning committee, guide you through a “brainstorming” session where you come up with ideas, and lead you in carefully selecting activities. Later in the book, you will learn how to develop your ideas carefully and how to conduct them successfully.

Early in the club year, you should meet with your planning committee to discuss and plan the year’s activities. Set a time and place to meet. Who is on this committee? The club president should appoint the members, but you and your advisor might suggest these people:

- Club Advisor
- Yourself
- New Officers
- Older Member

## Order of Business

Generally, the Business Session follows this order:

1. Call to Order - The president rises and says, "This meeting will please come to order." Meetings should begin on time and end promptly.

2. Pledge of Allegiance and the 4-H pledge - The president or someone he/she assigns leads the group in the pledge. A thought for the day or a similar activity could be added.

3. Roll Call and Introduction of Visitors - The president stands and says, "The secretary will please call the roll." The secretary remains seated and announces how roll call is to be answered and then calls the names of the 4-Hers. Then all visitors are introduced to the group by the member who brought them.

4. Minutes of Previous Minutes - The president stands and says, "The secretary will read the minutes of the last meeting." The secretary rises and addresses the chair, "Mr. (or Madam) President," then reads the minutes and is seated.

5. Approval of Minutes - The president then asks, "Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read." Or if there are corrections, the corrections are made and the president continues... "Are there any further corrections to the minutes? (waits a moment) There being no further corrections, the minutes will stand approved as corrected."

6. Officer's Report - The president asks, "May we have the treasure's report?" The treasure rises and addresses the chair, then reads the treasure's report and is seated. Other officers such as Reporter, Health, Safety, etc. may also have reports. At this time, the secretary should read any correspondence addressed to the group. Generally no action is required on these reports.

7. Committee Reports - The president asks the chair of each committee to report. The president says, "Will the chair of the

\_\_\_\_\_ committee please report."  
The chair rises, addresses the president, and gives the report.

The president says, "Does any member wish to present a motion to accept this report?"

8. Old Business - Old business is business not completed at earlier meetings.

President: "Is there any old business?" If the answer is, "Yes," then that business is brought before the 4-Hers. If not, the president goes on to the next section of the meeting.

9. New Business - New business allows time for 4-Hers to submit new ideas for the group to consider.

President: "We are now ready for new business."

The 4-Hers must address the chair and explain any new business to come before the club. Any action taken by the group must be stated as a motion ("I move we have a bake sale.") and then follow the motion process.

10. Announcements, Leader's Report - President: "Are there any announcements?" The program for the next meeting is announced by the vice president. The place, date and time of the next meeting and activities also are announced. The 4-H Leader may also want to make some announcements.

11. Adjournment - The president asks, "Is there a motion for adjournment?"

4-Her: "Mr. (or Madam) President."

President: "John"

4-Her: "I move that we adjourn."

Second 4-Her: "I second the motion."

President: "It is moved and second that we adjourn. All in favor say 'yes;' those opposed 'no.'" The motion is carried and the meeting is adjourned.

# Planning the Agenda

The following guide can be used in planning your 4-H club meetings. You will want to fill one out before each meeting.

Agenda for \_\_\_\_\_ 4-H Meeting (Produce additional copies as needed)

This form may be used for planning regular 4-H meetings. The officers and leaders should meet at least a week prior to the meeting date and make sure that everyone with a part on the program is notified and prepared.

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

*Pre-meeting Activities* \_\_\_\_\_

<u>Meeting</u>	<u>Person In Charge</u>
Call to Order	President _____
Pledge of Allegiance	led by _____
4-H Pledge	led by _____
Roll Call	to be announced _____
Introduction of Visitors	Various members _____
Minutes of Previous Meeting	Secretary _____
Approval of Minutes	President _____
Officers' Reports	Treasurer, Secretary, Health, Safety and other officers
Committee Reports	Vice President _____
_____	led by _____
_____	led by _____
_____	led by _____
Old Business - Item of Discussion	_____
New Business - Item of Discussion	_____
Leader's Report/Announcements	Advisor _____
Adjournment	_____
Program	_____
Recreation/Refreshments	_____

## Getting Ideas

Your committee is named . . . now what do you do? Now you are in the planning stage.

The planning stage is a nice place to start. Here you and your committee will “brainstorm” or list all the ideas you can think of that your club could do. (Later in this book is a chart that can help you in the planning stage.) As the

committee members come up with ideas, you will write them on the chart. At this point, don't discuss the ideas; just write them all on the chart. If you have read this book carefully, you will find planning to be an easy thing to do.

Planning leads right into what we want to do. Here, you and your committee discuss each of the ideas you got in the planning stage. Talk about what your committee would like the club to do and what the club would want to do.





## Meeting Ideas

This is where you consider what educational activities your club will do at regular meetings.

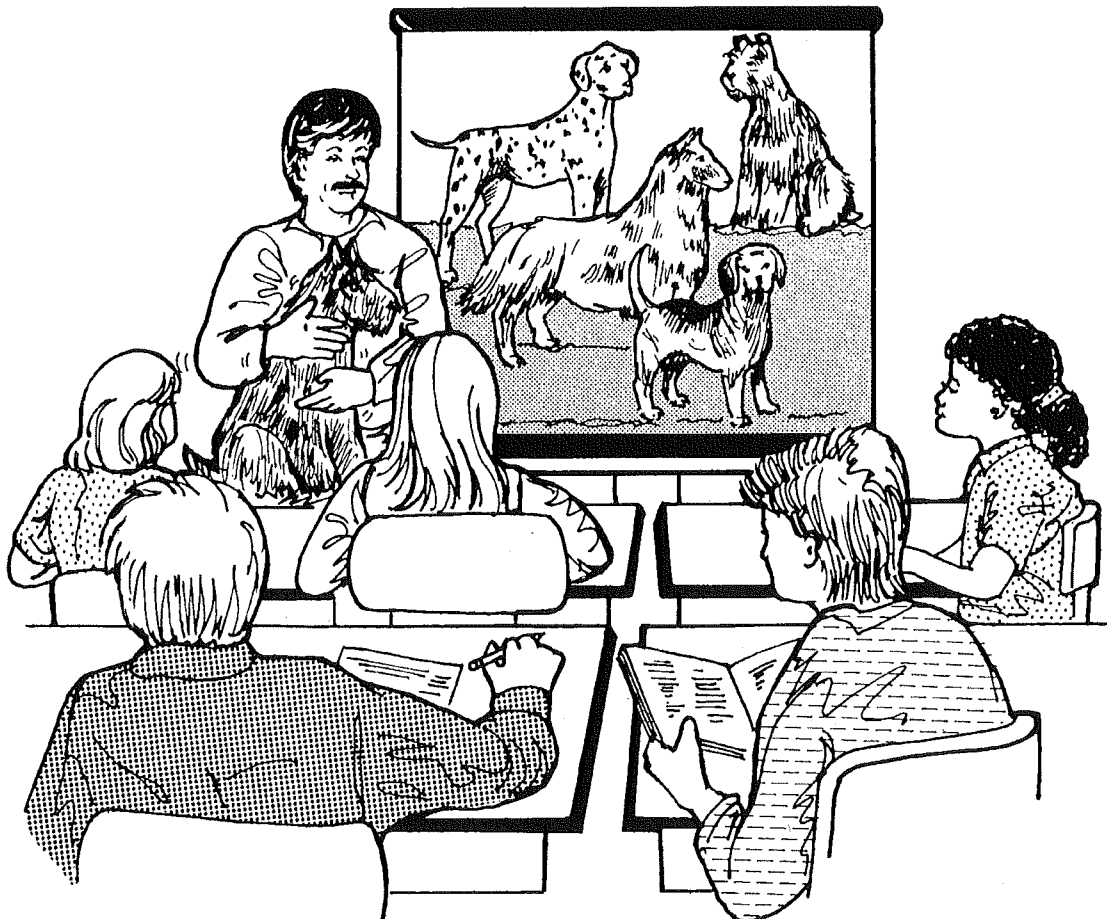
With a list of club meetings in hand, you are ready to begin planning for meetings. Once the meetings are scheduled, you can begin to plan for educational activities and special events.

Are club members to give demonstrations or talks to the club? If they are, assign members to do them at different meetings. It is important that all members get a chance to give a demonstration or talk. Assign them

early so everyone has advance notice. You may want to have experienced members demonstrate earlier in the year so that newer members have a chance to watch the older members before giving their demonstrations. Meeting ideas also include safety talks, showperson practice and all sorts of exciting things. Plan for these, too.

Make sure all your club meetings and responsibilities are specific as to where you will meet and date and time!

Finally, make your calendar carefully for the year. Remember events such as camps and fairs, and do not try to squeeze in extra meetings just before fair time. A well-planned club calendar will ensure a successful 4-H club year!



## Special Program Ideas

Special programs are those “extra” things your club can do.

One really good way to keep meetings interesting and to help all the club members learn more is to plan special programs. Guest speakers on topics related to your club members’ projects, tours, films, slide shows, fund-raisers and parties can all be part of an exciting program.

Every special program requires careful planning. A committee should be formed just to plan each different activity. Ask questions such as the following:

Is this good for the club?  
Do we have materials to do it?  
Do we need to plan transportation?  
Will it cost us money?  
— How much? How do we get it?

For each special program you and your committee select by this method, remember also to ask yourselves, **WHO** will do it? **WHAT** is the plan? **WHEN** will it occur? **WHERE** will it happen? **HOW** will we do it?

Finally, and if possible, include these special programs in your club calendar so every member knows what is going to happen. Remember that special programs can happen at any time during

the 4-H club year. There are a lot of things your club can do. All that is needed is a little planning ahead.

## Community Service Ideas

Community service projects should be a part of your 4-H club program. Think of the 4-H pledge ending: “... for my club, my community, my country and my world.” When you do something for others it's called, “Community Service.” The committee should schedule at least one community service effort. There are many kinds of service projects you could do such as a senior citizen’s help day, a beautification project, a clean-up campaign. Like special programs, community service activities can occur at any time during the 4-H club year. However, again, as with special programs, planning ahead is essential.

Here is an example of how to organize a community service project.

### Planning a community service project

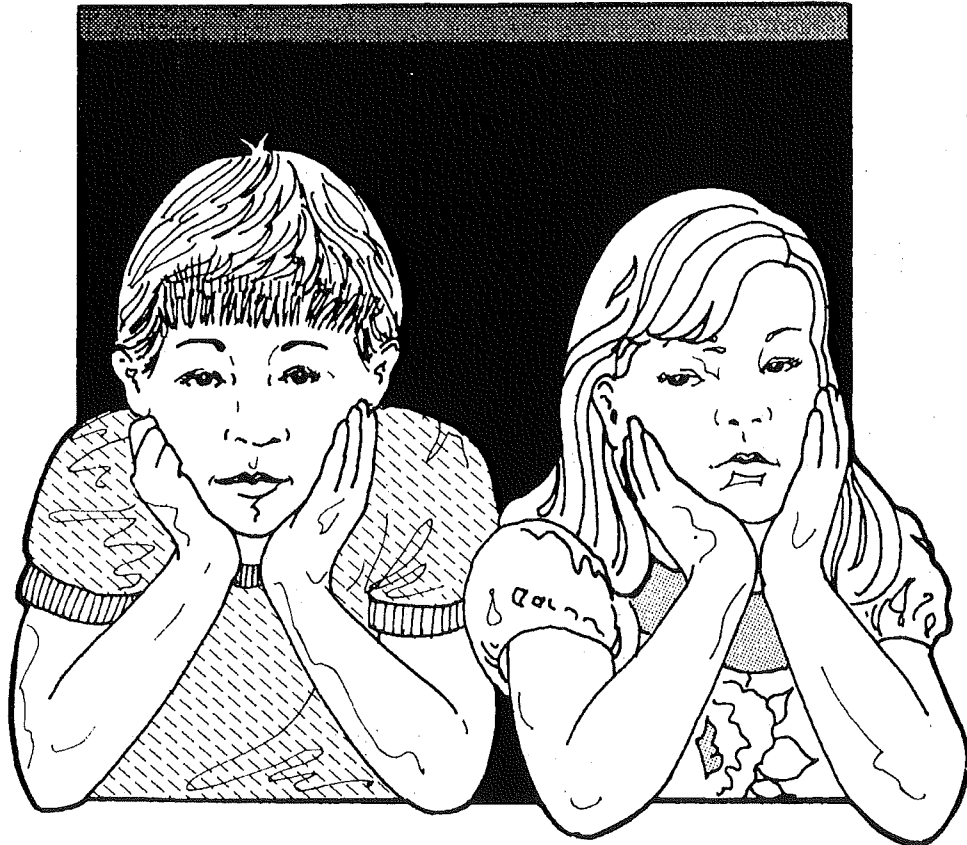
1. Decide on a “target area.”
2. Set a tentative date and time. Also choose a second date in case of rain.
3. Determine the equipment you will need.
4. Contact local officials who are responsible.
5. Consider other possibilities.

## Now It's Your Move — But Watch Your Step!

As you serve your club as Vice President, you should be aware of a few danger spots. One of the keys to good programs is anticipating any problems before they occur. A few pitfalls are listed below.

## I Don' Wanna

Many really good activities never get going because club members don't want to get involved or aren't interested. Avoid this problem by including club members in program planning. Your committee should select different program ideas and then allow the members to vote on those they want to do. Rather than telling your club, "This is what we are doing this year," tell them, "We have a lot of exciting ideas for this year, and we all need to join in to make this year great!" Positive attitudes stop the "I Don' Wannas" before they begin!



## Members Losing Interest

Sometimes projects seem to drag on forever. When this happens, club members lose interest. In planning activities, prepare a schedule and stick to it! Keep on track with dates and deadlines for goals with each activity.

## Too Much to Do

Plan your schedule carefully. Spread special programs and community service activities throughout the club year.

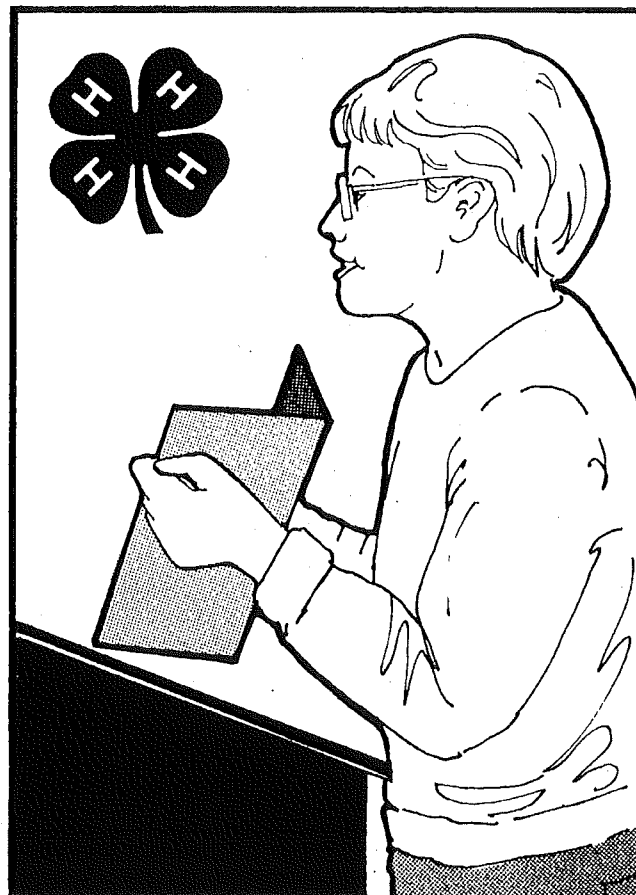
Avoid activities at those busy times,

such as during 4-H camp, just before 4-H project judging, during the fair and times when school requires extra effort (the end of the school year and special events).

These and other dangers can be avoided by careful and thorough planning. It's something you can do!

You have successfully learned what the job of the Vice President is. You found out how to travel down the program planning trail. Where did you go from here?

On the next three pages is a chart for your committee's brainstorming session. Have fun, avoid the dangers, and good luck on your trip down the Vice President's path.



Ideas	What Do We Plan To Do?	How Will We Do It?	Who Can Help?	When?
<i>Example: Meetings</i>	<i>Everyone will give one demonstration</i>	<i>Assign meetings Have time at end of meeting</i>	<i>Parents Advisors</i>	<i>Each meeting</i>

Ideas	What Do We Plan To Do?	How Will We Do It?	Who Can Help?	When?
<i>Example: Community Service</i>	<i>A Community Clean-up</i>	<i>Committee Choose Six Miles Set Date. Plan Now.</i>	<i>Parents Advisors 4-H Agent</i>	<i>June</i>

Ideas	What Do We Plan To Do?	How Will We Do It?	Who Can Help?	When?
<i>Example: Special Programs</i>	<i>Speaker on Fair Activities</i>	<i>Contact Person Get Background (4-H Agent? Jr. Fairboard Member?)</i>	<i>Advisors</i>	<i>Third Meeting</i>

## Meetings

Need More?

Here are some additional ideas for your club program. Many of the 4-H project manuals can be used to generate

## Ideas for Demonstrations and/or Illustrated Talks -

- Show materials that can be recycled and how to prepare them for recycling.
- Show members how to build a wood fire for cooking outdoors.



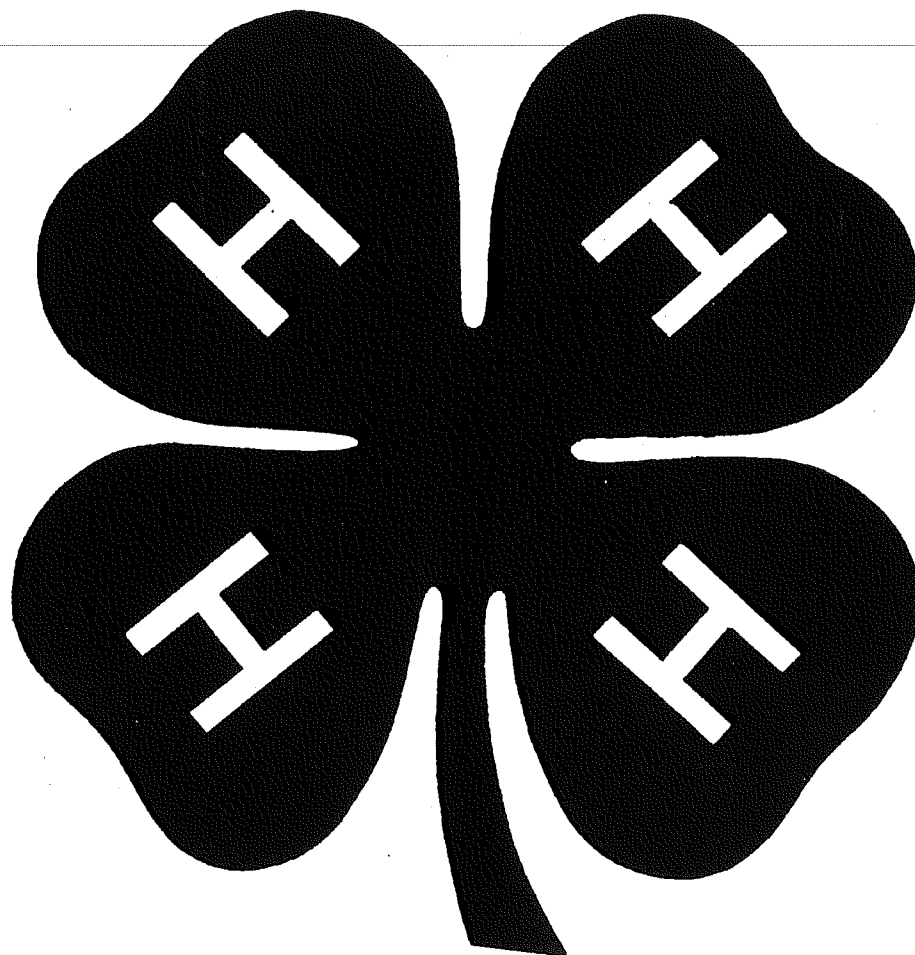


## Ideas for Community Service Projects -

- Conduct a roadside clean-up campaign.
- Perform yard work for senior citizens/shut-ins.
- Provide picnic tables for a park or community area.
- Paint trash cans for community areas or fairgrounds.
- Plant flowers on the town square.
- Take your club member's pets to a nursing home.

## Ideas for Special Programs -

- Take a tour of a recycling center.
- Have a "family night" at one of your meetings.
- Organize a project tour of member's projects.
- Tour a local feed mill.
- Tour a local food processing plant.
- Organize a club trip to an amusement park.





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.