So you are president of your club...
You, and all officers of 4-H clubs, are representatives. You represent not only the local club, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. 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.

Checklist for 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 meetings according to parliamentary procedure and in a courteous and tactful manner.

____ I make guests feel welcome.

____ 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 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 club proudly at other meetings and events.

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

4-H Business Meeting Agenda

1. Call to order
2. Pledge of Allegiance, song or 4-H Pledge
3. Roll call and introduction of visitors
4. Minutes of previous meeting
5. Treasurer's report
6. Report of officers and committees
7. Unfinished business
8. New business
9. Announcements, leader's report
10. Adjournment

Guidelines for Conducting Good Business Meetings

A well planned 4-H meeting consists of the business meeting; an educational program that may be talks, discussion, presentations or special speakers; and recreational activities.

Generally the club meeting follows this order:

Call to Order

The president rises and says, “The meeting will please come to order.” Meetings should begin on time and end promptly.

Pledge of Allegiance, Song or 4-H Pledge

The president or someone he/she assigns leads the group in the pledge. One or two lively songs are a good beginning for a meeting. A thought for the day or similar activity could be substituted.

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.

Minutes of Previous Meeting

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.
The president 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."

Treasurer’s Report
The president asks, "May we have the treasurer’s report?" The treasurer rises and addresses
the chair, then reads the treasurer’s report and is seated. Generally no action is required on this
report.

Report of Officers and Committees
The president may have plans or ideas he/she
wishes to report. The secretary reads any correspon-
dence that has been addressed to the group.

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, "What will you 4-H’ers do
with this report?"

Motion
A motion needs to be made by a 4-H’er to accept
the committee report. A 4-H’er addresses the
president and then says, "I move that this
committee report be accepted."

The secretary records the motion with the name of
the person who made the motion.

Second 4-H’er: "I second the motion."

President: "It is moved and seconded that this
committee report be accepted. Is there any
discussion?" (Discussion usually follows; every
speaker addresses the president and is recognized
before talking.)

President (when all discussion has ended): "All in
favor (repeat the motion) say 'Yes'; opposed
'No.'" If the motion carried, the president says,
"The motion is carried; the report is ac-
cepted." If more people voted 'No' than 'Yes,' the
president says "The motion is lost."

Unfinished Business
Unfinished business is business not completed at
earlier meetings.

New Business
New business allows time for 4-H’ers to submit
new ideas for the club to consider.

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

The 4-H’ers must address the president and then
explain any new business they have. Any action
taken by the club must be stated as a motion ("I
move we have a bake sale." ) and then follow the
motion process.

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 meetings and activities also are announced.

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

4-H’er: "Mr. (or "Madam") President."

President: "John."

4-H’er: "I move that we adjourn."

Second 4-H’er: "I second the motion."
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 may include a get-acquainted activity, the Pledge of Allegiance, the 4-H Pledge, a song and roll call.

**Part 2:** Business session (15-20 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 (40 minutes to 1 or more hours)
This is the heart of most 4-H meetings and may include any of the activities identified by members of your club as appropriate in reaching their goals. Some possibilities are:
- 4-H presentations, demonstrations, talks, show and tell
- Guest speaker
- Visual aid material (film, slides, videotapes)
- Community service activities
- Tours
- Supervised work on projects

**Part 4:** Recreation (15-20 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 others (it is usually helpful to discuss the game or activity details with the member before he or she leads it).

**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.
**Program Plan for 4-H Meeting**

This form is designed to use for planning regular 4-H meetings. The officers and leaders should plan in detail at least a week prior to the meeting date and make sure that everyone with a part on the program is notified and prepared. It will help to have faster, better business meetings and more interesting programs.

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Practice for Presidents
Arrange these regular meeting items in order:

- Treasurer's report
- Pledge of Allegiance
- Unfinished business
- Committee reports
- Call to order
- Roll call
- 4-H Pledge
- Adjournment
- New business
- Minutes of last meeting

Problems for Presidents

**Problem:** Wise-Acres 4-H Club has a very good recreation leader; every meeting starts with two or three games and activities and lots of fun. It's difficult to get the business meeting started.

*Solution:* 

Everyone is quiet for the pledge and roll call, but as soon as that is finished everyone wants to talk and continue to have fun. As president is there anything you can do to help the problem?

**Problem:** Tom is president of the 4-H club. In the past year several 4-H'ers have dropped out of the club. Tom is very concerned about this because the group has always been very active. The active 4-H'ers are Tom's closest friends and also are the other officers. It's usually the officers that do all the jobs. How can Tom help his 4-H group?

*Solution:* 

For ideas that help prevent or solve problems like these, see “Helping Your Club Plan Meetings” in *So You Are Vice-President of Your Club...* (4-H 1469).

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