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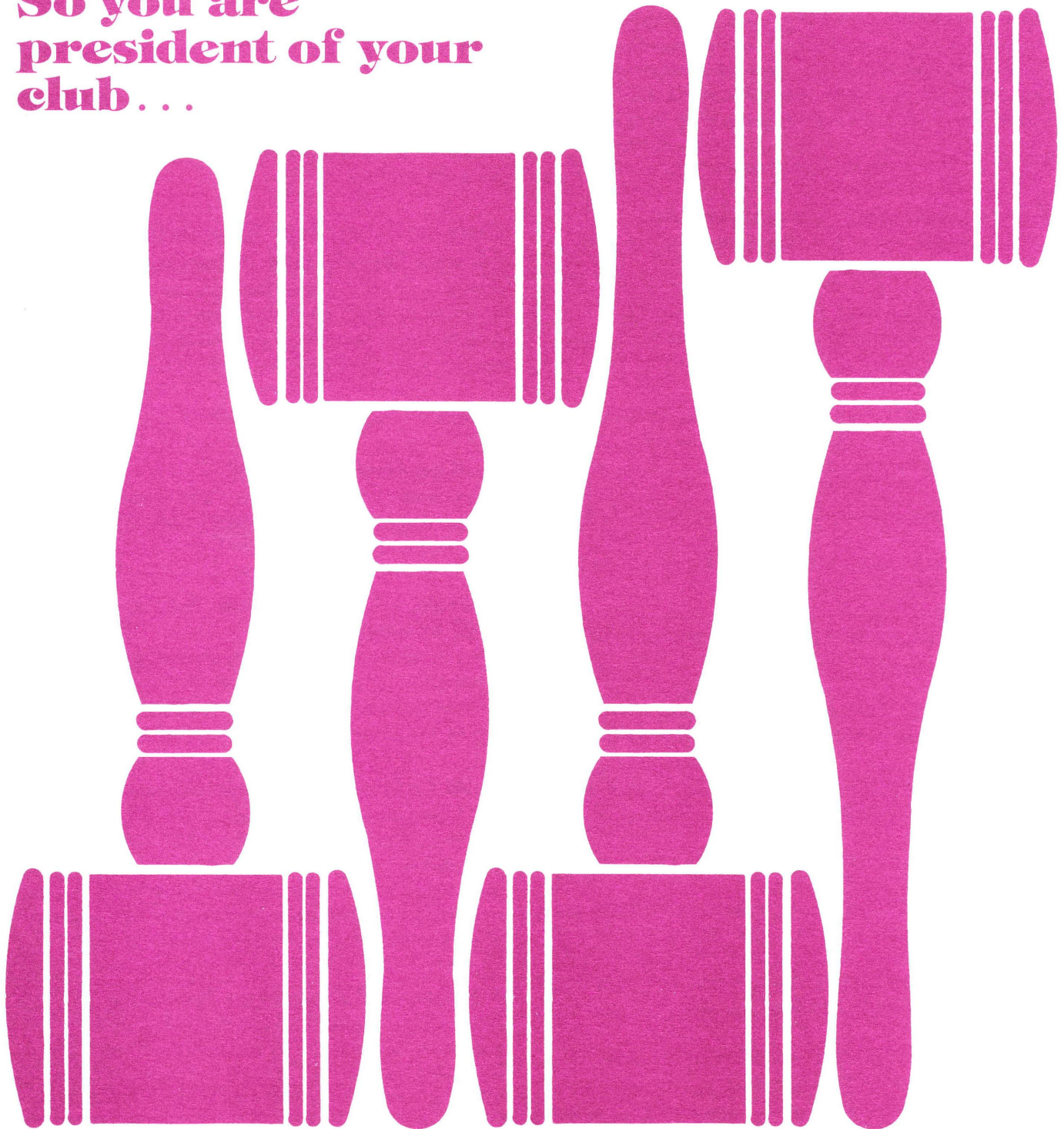
So You Are President of Your Club (Was 4H 510C1)
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**So you are
president of your
club...**



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-H'ers. 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 correspondence 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 accepted.**” 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.

President: “**Is there any unfinished business?**”

If the answer is “Yes,” then that business is brought before the 4-H’ers. If not, the president goes on to the next section of the meeting.

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.”

President: “**It is moved and seconded that we adjourn. All in favor say ‘Yes’; opposed ‘No.’ The motion is carried and the meeting is adjourned.**”

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.

Place _____ Date _____ Time _____

Pre-meeting Activities _____

- Meeting:
- Call to order
 - Pledge of Allegiance, song or 4-H Pledge
 - Roll call and introduction of visitors
 - Minutes of previous meeting
 - Treasurer's report
 - Report of officers and committees

Unfinished business: _____

New business: _____

Announcements, leader's report: _____

Adjournment

Program: _____

Recreation: _____

Practice for Presidents

Arrange these regular meeting items in order:

_____ Treasurer's report

_____ Roll call

_____ Pledge of Allegiance

_____ 4-H Pledge

_____ Unfinished business

_____ Adjournment

_____ Committee reports

_____ New business

_____ Call to order

_____ 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.

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?

Solution: _____

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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