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So You Are Vice-President of Your Club (Was 4H 510C2)

Michigan State University Cooperative Extension Service

4-H Club Bulletin

N.A.

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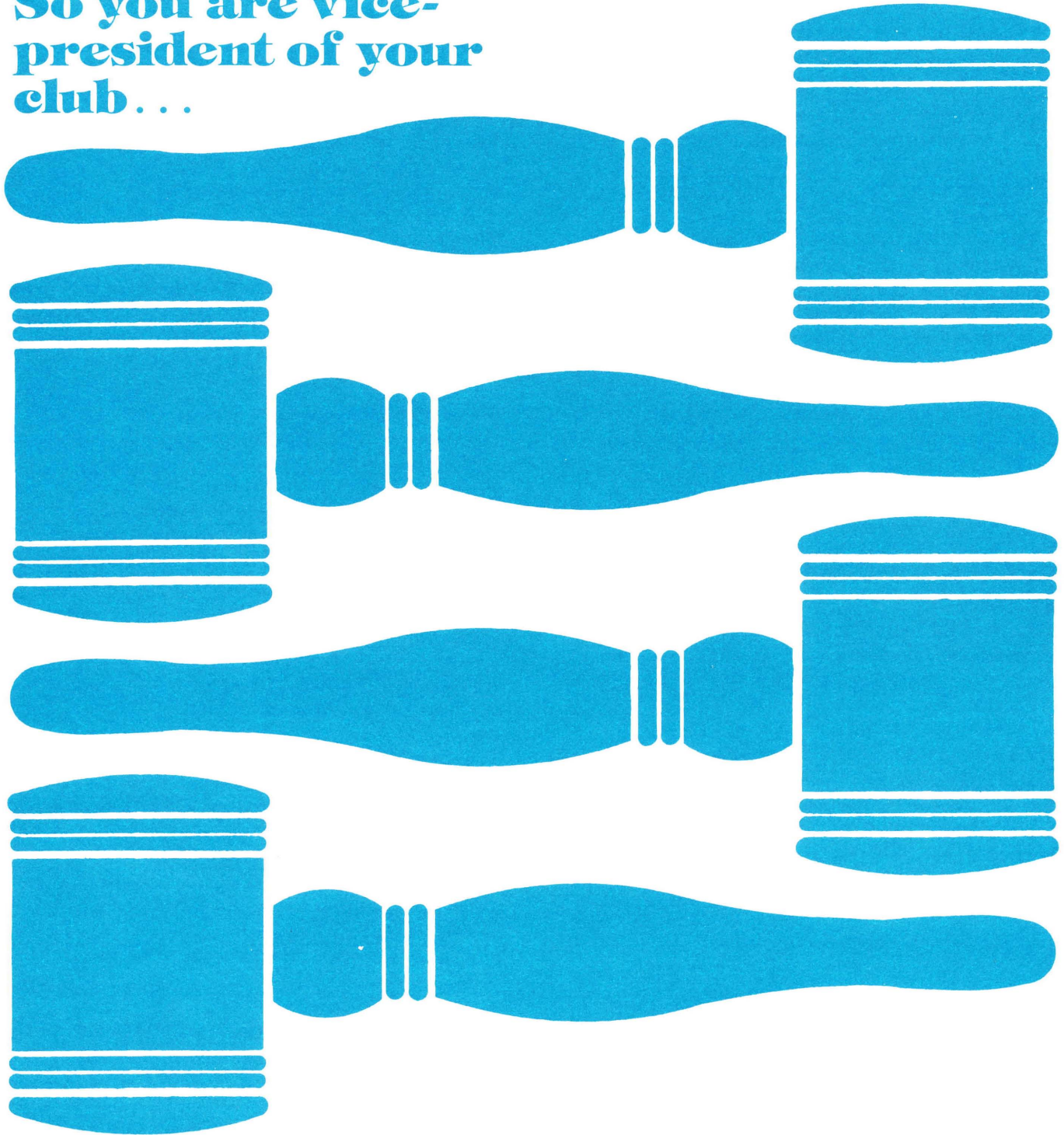
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**So you are vice-
president of your
club...**



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 Vice-presidents

- _____ I consult with the president on plans or special work to be done.
- _____ I confidently 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 who plans the annual group program.
- _____ I check with the 4-H'ers scheduled to be on 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 club 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/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 fire fighters 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. I'm sure each of us wishes we had time to begin our purple martin houses tonight. We appreciate your informative talk.

Steps to Planning a Program

1. Select the planning committee.

The program planning committee should represent all the interests of the club. Senior, intermediate and junior 4-H'ers should help to plan the program.

The committee may be appointed by the president and leader, selected from members who volunteer, or elected from the group.

2. Survey the members' interests.

Members, parents and leaders need a chance to express ideas about what part they would like to provide for the program. Surveying 4-H'ers gives them a chance to share their ideas and feel like they are an important part of the group.

Surveys may be done by group discussion, suggestion boxes or roll call.

3. Plan the program.

Review what the club did last year. What did we do? What did we like best? What needs improvement? Was everyone involved?

Look at the situation in your club each year to provide a program that meets the needs of the people involved. Consider how many 4-H'ers, the age range, how many leaders, and what county 4-H events are being planned.

Identify some club goals. Goals are statements of what members, leaders and parents want to accomplish as a group.

4. Club approves the plan.

Part of the planning committee's responsibility is to explain the program plans to your club.

5. Assign responsibilities.

Select members, leaders, parents or resource people to be responsible for each part of the program.

6. Evaluate.

Planning alone is not enough to make a successful 4-H program. To make sure of a successful program, check with people to see that plans are being carried out. At the end of the year, take a look at your total program. Record your feelings for the next year's planning committee.

Practice for Vice-presidents

Problems for Vice-presidents

Problem:

At the regular meeting, the club members who are to have educational presentations are either

absent or never prepared. What can the vice president do to help overcome the problem?

Solution: _____

Problem:

The yearly program that has been planned by the vice president and the program planning committee does not seem interesting to other club members.

Some have said they are so bored they are going to stop coming to the meetings. What action should be taken on 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: _____

The Clover Clan 4-H Club presented their Share-the-Fun act as part of your club program. Six of their

members acted out a skit entitled "Excitement at the County Fair." What would you say to thank them?

Thank you: _____

Helping Your Club Plan Meetings

If you 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 on 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 member's 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.

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 club goals for the year. Some examples of goals which clubs 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 about our community
- To learn more about . . . (a topic in safety, boy/girl relationships, 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 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 of 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 okay 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.

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: _____

Club Calendar

Club Goals for the Year

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

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