

MSU Extension Publication Archive

Archive copy of publication, do not use for current recommendations. Up-to-date information about many topics can be obtained from your local Extension office.

So You Are President of Your Club
Michigan State University Cooperative Extension Service
4-H Club Bulletin
N.A.
Issued N.D.
3 pages

The PDF file was provided courtesy of the Michigan State University Library

Scroll down to view the publication.



so
you
are

PRESIDENT OF YOUR CLUB



4-H YOUTH PROGRAMS
COOPERATIVE EXTENSION SERVICE
MICHIGAN STATE UNIVERSITY

510 C-1

What Is Your Job?

PROGRAM OF THE CLUB

1. Help other officers and members plan a worthwhile program.
2. See that the program allows time for all officers to report or complete their job.
3. Try to correlate the local group program with the county program.
4. Work closely with adult leaders and junior leaders.
5. Check with program participants and committees before meetings to be sure they are ready.
6. Check that officers and committees are doing the tasks assigned them.
7. Represent your club at other meetings or events or designate someone to do it.
8. Keep an activities calendar.
9. Encourage members to set high standards of achievement and conduct.

MEETINGS OF THE CLUB

1. Preside at all meetings. Check frequently with other officers regarding program, etc.
2. Start and stop on time and keep the program moving.
3. Prepare an agenda or definite plan of things which need to be done at each meeting.
4. Conduct meetings according to approved procedure. Speak clearly.
5. As nearly as possible, get everyone to participate — handle discussion in an orderly way.
6. Keep order. Be courteous but firm.
7. Introduce or assign someone to properly introduce guests, visitors, and speakers.
8. Check before the meeting with active participants such as those giving demonstrations. Acknowledge their help afterwards with a "thank you."
9. Conduct election of officers.
10. Avoid talking too much.
11. Encourage younger members to take part.

COMMITTEES AND OFFICERS

1. Appoint committees as directed and define responsibilities.

2. Assist committees so they understand what is expected of them.
3. Assist other officers in preparation of their reports.
4. Attend and see that other officers attend officer training meetings.
5. Serve as chairman of the executive committee which is usually made up of the officers of the club.
6. Represent your 4-H club on special occasions.

How To Handle Meetings

1. Be impartial. Give discussions a fair chance.
2. Keep club informed of the immediate question being considered.
3. Follow accepted procedure and order of business.
4. Protect the weak minority. Give all a chance to express themselves.
5. See that committees act and report promptly and fully.
6. Wherever possible, work toward a consensus (agreement in matters of opinion).
7. Obey the will of the organization or majority.
8. Vote in case of a tie.

Where To Get Help

1. Men and women who serve as chairmen of clubs, etc.
2. Lawyers.
3. Parliamentarians.
4. County Extension agents.
5. Books or pamphlets you can procure.

Our Job as Officers of a 4-H Club — Available from your County Extension Office through General Mills, Inc., Minneapolis, Minn.

The Meeting Will Come to Order by Sponberg — Available from your County Extension Office or Michigan State University. (10¢)

Michigan 4-H Club Secretary's Record Book — Available from your County Extension Office.

Roberts' Rules of Order — Available from your local bookstore or library.

NOTES