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So You Are Vice-President of Your Club
Michigan State University Cooperative Extension Service
4-H Club Bulletin
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so you are

**VICE-
PRESIDENT
OF YOUR CLUB**



4-H—YOUTH PROGRAMS
COOPERATIVE EXTENSION SERVICE
MICHIGAN STATE UNIVERSITY

510 C-2

What Is Your Job?

1. Conduct meetings in the absence of the president, or as he/she may request.
2. Serve as chairperson of the program committee to:
 - a. Assist in program planning.
 - b. Prepare a calendar of events.
 - c. Publicize the planned program schedule.
3. Serve as 4-H club parliamentarian. Make plans for your club to work up a 4-H club meeting demonstration.
4. Serve as a member of the executive committee.
5. Perform other official tasks as assigned. (Example: membership chairperson)
6. Prepare for successfully filling in as president by observing and studying that role.
7. Attend officer training workshops.
8. Take a full share of responsibility for helping the club to function effectively.

How To Plan Good Programs

1. Base programs on interest and needs of members.
2. Use a small committee of members to assist if the whole club is too large.
3. Review past programs and find ways to improve them.
4. Be alert to new ideas which will give zip to the program.
5. Set goals and suggest ways to reach them.
6. Make up a meeting schedule with time, place, main topic, and special features listed.
7. See that every club member has a committee assignment, gives a demonstration, or does some kind of a job for the club.
8. Use outside speakers and resource people occasionally.
9. Invite a county Extension agent to attend at least one meeting a year.

10. Work closely with adult leaders, teen leaders, and executive committee.
11. See that the proposed program is presented to the club for approval.
12. Be sure that copies of the program get into the homes of every club member.
13. Encourage the news reporter to publicize each program.
14. Plan with neighboring clubs to share a meeting with them.

Pointers To Remember At Each Meeting

1. Make sure the meeting place is ready.
2. Check that those scheduled to appear on the program are ready to do so.
3. Arrange the program details so it will be interesting and well balanced with business, educational programs, and recreation.
4. Introduce the guest speaker, giving some of his/her background interests, telling the subject he/she will present, and other pertinent information.
5. Announce the program and thank those who have a part in it.
6. Always include the pledges at each meeting.

Where To Get Help

1. Men and women who serve as chairpersons of clubs, etc.
2. Lawyers.
3. Parliamentarians.
4. County Extension agents.
5. Sample copies of programs from other clubs.
6. Books or pamphlets you can procure.

The Meeting Will Come to Order by Sponberg—
Available from your county Extension office.

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.

Ideas To Consider

Installation of officers
Initiation of new members
Games and sports
Music
Dramatics and crafts
Picnics
Parties
Meetings for parents
Health and safety
Tours

Demonstrations
Evaluations
Exhibits
Keeping good records
Camp
Achievement programs
County 4-H activities
Share-the-Fun
4-H meeting demonstration
Community service



MSU is an Affirmative Action/Equal Opportunity Institution. Michigan 4-H — Youth educational programs and all other Cooperative Extension programs are available to all without regard to race, color, national origin, sex, or handicap.

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