4-H Officer Training

San Patricio County
Ten Rules of an Enthusiastic Officer Team

1. Help each other be right - not wrong!
2. Look for ways to make new ideas work - not for reasons they won’t.
3. If in doubt - check it out!
4. Help each other win, and take pride in each other victories.
5. Speak positively about each other and about your organization at every opportunity.
Ten Rules of an Enthusiastic Officer Team

6. Maintain a positive mental attitude no matter what the circumstances.

7. Act with initiative and courage, as if it all depends on you!

8. Do everything with enthusiasm - it is contagious!

9. Whatever you want - give it away. (Power, Respect, Compassion, Recognition)

10. Don’t lose faith and never give up!
Four Basic Ingredients to a Good Club Meeting

• Inspiration/Opening (5-10 min) Motto, pledges, song, etc

• Business (15-25 min) roll call, minutes committee reports, business, announcements

• Program (15-20 min) talks, demonstrations, guest speakers, etc

• Recreation (10-15 min) games, refreshments, fellowship
PRESIDENT

- Preside at all club meetings
- Serve as a delegate to County 4-H Council
- Work with club manager and officer team to develop club agenda at least one week prior to meeting
- Remember that good club meetings have 4 basic ingredients and plan for them.
- Appoint committees as needed.
- Use parliamentary procedure steps as a tool to conduct effective, orderly meetings
- Coordinate activities of officers, leaders and committees to insure member involvement in all club activities
- Contact each person who has a part during the meeting or on the program and encourage them to be prepared.
- Arrive 30 minutes before the meeting to set up room and stay after meeting to clean up
- Exhibit good leadership qualities and be a good role model
VICE - PRESIDENT

- Preside at meetings in the absence of the president
- Become president if the president leaves the club or resigns from office
- Represent your club at County Council meetings if the President is unable to attend
- Serve as chairman of the program committee
- Recruit members to introduce the program each month
- Remind program participants at least one month before they are to present a program
- Arrive 30 minutes before meeting to help set up
- Serve as host to club speaker(s) before and after the meeting
- Make sure a thank-you note is written to the presenter(s)
2nd VICE PRESIDENT

- Assist the President and Vice President
- Serve as chairman of the Recreation Committee
- Appoint 4-H families to be hosts and provide refreshments at each meeting
- Plan other recreational activities of the club such as Christmas parties, picnics, end-of-year parties, etc
- Keep sportsmanship and fairness as top priorities in all recreational activities
SECRETARY

• Call the roll and check attendance
• Keep complete and accurate minutes of all meetings
• Read the minutes of the last meeting
• Read letters or information to the club
• Write letters for the club
• Contact members who have missed several meetings in a row and extend a special invitation to them to attend the next meeting
TREASURER

- Keep accurate and up-to-date records of all receipts and expenditures of the club funds
- Pay bills as approved by the club
- Give reports of club’s financial condition at each meeting
- Work with club leaders to handle money safely
REPORTER

• Submit interesting reports and pictures of club activities, members, leaders to the County Extension Office to be included in the 4-H newsletter

• Submit interesting reports and pictures to local newspapers to promote your club and its members

• Serve as historian (if your club doesn’t have one) by taking pictures and notes about club activities and put together a club scrapbook ~ you can recruit club members to assist with this!
COUNCIL (AND ALTERNATE) DELEGATE

- Report local club activities and recommendations at county council meetings
- Report on county council activities, recommendations, and activities of other clubs at local club meetings
- Attend all club meetings and council meetings
- Serve on county-wide committees
- Attend available training opportunities at county, district, and state levels.
PARLIAMENTARIAN

- Keep order at club meetings
- Follow 4-H Parliamentary Procedure Guidelines
- Assist in training other officers in their duties
- Make parliamentary rulings during the business portion of the meetings
HISTORIAN

• Keep record of the club’s accomplishments and activities for the year
• Collect items such as pictures and news clippings about the club and its members
• Organize a scrapbook to tell the club’s story for the year
• Make the scrapbook meaningful to members and future members
• Make the book compact but complete (you can utilize technology also ~ powerpoint/photo presentation)
GOOD LUCK THIS 4-H YEAR!

DO YOUR BEST....

“TO MAKE THE BEST BETTER!”