

# 4-H Club Officer Training:

## Club Meetings 101 and How to Be a Good Club Officer



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Fall 2013



# 4-H Club Meetings 101 and Club Officer Training

- **Welcome!**
- **Congratulations on being elected as an officer of your club!**
- **Thank you for taking on this important job and the responsibilities that go with it!**



# 4-H Club Meetings 101 and Club Officer Training

- You are now part of the Leadership Team for your club!
- Tonight:
  - Roles
  - Responsibilities
  - Forms & Aids
  - Personal Leadership Development



# 4-H Club Meetings 101 and Club Officer Training

- As a club officer, you will:
  - Work with your club leader and other club officers to plan for and conduct club meetings, activities and events for the year.
  - Do your part to help your club fulfill reporting responsibilities (county and state).
  - Be a role model.
  - Encourage member participation.
  - Ask for assistance, when/if needed.



# Year-End Reporting Required by State 4-H of each Club



## 4-H Club Year-End Reporting Checklist 2011-12

By **September 1, 2012**, clubs are to submit the reports and documentation to the 4-H Office, required by State 4-H Policy. Below is a checklist to help your club plan for and complete the materials. If your club is unable to comply with this deadline, for any reason, please contact the 4-H Office immediately.

	Responsible Party at Club	Completed Online	Turned into 4-H Office
<p>1. <b>Proposed Club Budgets for the 2012-13 year.</b> Budgets should be developed by the club officers with the assistance of the club leader(s). Budgets should include <u>all</u> anticipated income and expenditures. This includes any "pass through" funds (such as registration/enrollment fees, farm water fees, etc.). Can use Club Budget Form 8.3, if desired, <a href="http://www.ca4h.org/files/23117.pdf">http://www.ca4h.org/files/23117.pdf</a></p> <p><i>Note:</i> No expenditures can be made after June 30, 2012, until the budget has been approved by the club members and by the 4-H Office. All expenditures not listed in the budget must be approved by the membership before being made, and so noted in the club minutes.</p>		N/A	
<p>2. <b>Completed Club Budget for 2011-12 year.</b> Budget should compare planned income/expenditures with actual club finances for the year.</p>		N/A	
<p>3. <b>Annual Financial Report Form 6.3</b> *new form* <a href="http://www.ca4h.org/files/23114.pdf">http://www.ca4h.org/files/23114.pdf</a></p>			
<p>4. <b>Annual Inventory Report Form 6.2</b> <a href="http://www.ca4h.org/files/19875.pdf">http://www.ca4h.org/files/19875.pdf</a></p>			
<p>5. <b>Year End Club Peer Review Report Form 8.5</b> <a href="http://www.ca4h.org/files/19876.pdf">http://www.ca4h.org/files/19876.pdf</a></p>			
<p>6. <b>Year End Club Peer Review Checklist Form 8.6</b> <a href="http://www.ca4h.org/files/19877.pdf">http://www.ca4h.org/files/19877.pdf</a></p>		N/A	
<p>7. <b>4-H Outreach Documentation Form 4-H C1116</b> (a.k.a. Publicity/Outreach Documentation) with samples <a href="http://www.ca4h.org/files/19659.pdf">http://www.ca4h.org/files/19659.pdf</a></p>		N/A	
<p>8. <b>Completed Program Planning Guide</b> (a.k.a. Plans &amp; Goals) for current ending year <a href="http://www.ca4h.org/files/76544.doc">http://www.ca4h.org/files/76544.doc</a></p>		N/A	
<p>9. <b>Started Program Planning Guide</b> (a.k.a. Plans &amp; Goals) for new year <a href="http://www.ca4h.org/files/76544.doc">http://www.ca4h.org/files/76544.doc</a></p>		N/A	
<p>10. <b>Secretary's Binder Information</b> <a href="http://www.ca4h.org/files/19659.pdf">http://www.ca4h.org/files/19659.pdf</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Club Meeting Minutes</li> <li><input type="checkbox"/> Board Meeting Minutes</li> <li><input type="checkbox"/> Attendance Records</li> </ul>		N/A	

See page 2 for instructions on submitting reporting online as well as other Year-End Reporting Tools and Tips.



# 4-H Club Meetings 101 and Club Officer Training

- **Thriving as a leader**
  - **Set goals**
  - **Be persistent (especially when things go wrong)**
  - **Practice communication skills**
  - **Find & nurture sparks**
  - **Constantly reaching fullest potential**



# Fixed vs. Growth Mindset

- **Fixed Mindset**
  - talent and intellect are “fixed” qualities that are set in stone
- **Growth Mindset**
  - skills and abilities can be improved through practice and effort





## Fixed vs. Growth Mindset

**F**

- Says things like, “It’s not worth it to try harder if you’re not good at something right away.”

**G**

- More likely to figure out alternative options when things do not go as planned.

**G**

- Defined by the ability to learn and grow when faced with obstacles or life’s challenges.

**F**

- Thrives on doing what they already know





## 6 Cs



- **COMPETENCE** is the possession of required skill, knowledge, qualification or capacity. A person who is competent in their spark will have success in the social, cognitive and vocational arenas. Indicators of competence include:
  - Healthy Habits • Life Skills • Love of Learning • Emotional Competence • Social Skills
- **CONNECTION** are demonstrated through relationships with others and with schools and other institutions. In the 4-H Youth Development Program, we strive to make healthy connections with others, such as in youth-adult partnerships, where adults and youth work constructively together, both acknowledging and supporting the skill sets and abilities of the other.
  - Positive Relationships • Spiritual Growth.



## More of the 6 Cs

- **CHARACTER** is defined as possessing self-control and morals; demonstrating positive behaviors; and respecting rules and standards. Someone who displays good character makes decisions grounded in a clear sense of right and wrong, acts selflessly for the benefit of an individual or others and is honest. The indicator is:
  - Character
- **CARING** is having empathy and identifying with others – including those who are different. A caring person honors and protects all living things and the world’s resources. When someone is caring, they stand up for fairness and freedom from discrimination, and share their skills to improve the lives of those less fortunate. The indicator is:

- Caring



## Last of the 6 Cs

- **CONFIDENCE** is demonstrated through self-esteem, identity and a belief in the future. True confidence is built upon believing in oneself and valuing one's talents and abilities. Someone with confidence can apply their strengths to areas of self-doubt or things that are difficult to change, and will work to enhance their skills and stand up for what they believe in. Confidence is also indicated by:
  - Persistent Resourcefulness • Confidence
- **CONTRIBUTION** is a behavior or action that has a positive impact on one's self, family, community and society. In order to make a contribution, you must have a clear vision of where you want to go, what you want in life and why. Contributions are indicated by:

- Purpose



## Worksheet Activity on 6 Cs

- **Leaders:** In the new manual, you will see that there is a process outlined to help club officers select 2 of the Cs to work on for their personal growth. This is a good activity for the leadership team and key role you can help play in mentoring the officers.



# Goal Setting

- Think about and write down all of your desires and then select the ones that you want to set as goals.
  - Selecting the desire is part of the process
- Write the goal
  - Measureable
  - I want to increase/decrease/change     (desire)      
by     (number)     by     (date)    .



# Strategies

- **Create an action plan to accomplish the goals.**
- **Breaking the work up into small chunks makes almost any task seem doable.**
- **For groups- make assignments to share responsibility in reaching the goal.**



## Plan B a.k.a. Shifting Gears

- Sometimes... Even with a good goal, a solid action plan, etc. things don't work out.
- At that point, we **GIVE UP!** regroup and figure out our options. Reset the action plan and sometimes even the goal in light of the new knowledge.





# 4-H Club Meetings 101 and Club Officer Training

- **Recap:**
  - **Being a great officer, means being a great YOU!**
  - **Adopting a growth mindset will help you accomplish more in new and interesting ways.**
  - **Pick a C or 2 and set your own personal goals.**
  - **Use goal techniques for planning your year ahead and setting your board's priority.**



# 4-H Club Meetings 101 and Club Officer Training

- **As a Club Officer, you will participate in:**
  - Monthly Board Meetings
  - Monthly Club Meetings
  - Planning and other special meetings, as needed
- **Now, let's talk about club meetings!**



# 4-H Club Meetings 101 and Club Officer Training

- **Why do we have club meetings?????**



# 4-H Club Meetings 101 and Club Officer Training

- **Reasons for 4-H Club Meetings**
  - Sharing information – project, club, county, regional, state and national information and opportunities
  - Networking - meeting people, exchanging ideas, learning from others
  - Building life skills (public speaking, record keeping, financial management, etc.)
  - Having fun!



# 4-H Club Meetings 101 and Club Officer Training

- **Why do meetings fail?????**



# 4-H Club Meetings 101 and Club Officer Training

- **WHY MEETINGS FAIL . . . Don't make these mistakes!**
  - Time, location, comfort (temperature, sound, food).
  - Key people (officers, leaders) not present.
  - No Agenda!
  - Lack of leadership, organization, control.
  - Lack of participation.
  - Getting off subject.
  - Lack of conclusion on action items. Nothing accomplished or learned.
  - Arguing!
  - Noise.
  - Last too long.



## 4-H Club Meetings 101 and Club Officer Training

How do your club meetings rate?

Is there room for improvement?

How can you make your club meetings more. . .

- organized?
- interesting?
- fun?
- And, get more members involved?

**Planning!**





# 4-H Club Meetings 101 and Club Officer Training

## Plan Your Club Meetings

- Need a yearly plan!
  - 4-H Plan and Goals
  - Calendar
  - Budget (State 4-H requirement!)
- Hold monthly Board Meetings
  - In advance of regular club meeting
  - Establish the agenda and finalize the program



# Year-End Reporting for Prez

**Program  
Planning  
Guide –  
You do it at  
the beginning  
and at the  
end of the  
year**



## 4-H Club Program Planning Guide

7/2011

Planned		Completed
<input checked="" type="checkbox"/>	1. Complete enrollment process and pay fees to the county office by county due date.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2. Hold at least 6 regularly scheduled club meetings.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3. Plan an educational program that focuses on life skills and asset development, i.e., SET (Science, Engineering and Technology), healthy living, or citizenship.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4. Train all club officers.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5. Include at least one member presentation at a club meeting.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6. Conduct at least one club community service project.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	7. Be accountable for all monies raised and dispersed by the club, following all financial policies, including reporting.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	8. Have representative(s) regularly attend the County 4-H Council meetings.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9. Club has members participate in at least 2 county/district 4-H events.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10. Each project should include a minimum of 6 hours of project instruction.	<input type="checkbox"/>

# 4-H Club Meetings 101 and Club Officer Training

- **Agenda**

- When planning, keep in mind your audience
  - Time, location, length of meeting
  - Get as many involved as possible
- Follow Club Business Meeting Agenda Guide (in Officer's Manual)
- Plan for:
  - Business – 20-30 minutes
  - Program – 20-30 minutes
  - Recreation – 15-20 minutes
- Include ceremonies when possible
  - Induction of officers
  - Initiation of new members
  - Awards and Recognition
  - <http://urbanext.illinois.edu/ceremonies/>



## 4-H Club Meetings 101 and Club Officer Training

- **Officers should attend all meetings!**
  - Be prepared!
  - Be organized!
  - Be professional!
  - Be friendly!



# 4-H Club Meetings 101 and Club Officer Training

- At the 4-H Club Meeting:



## 4-H Club Meetings 101 and Club Officer Training

- **Welcome, Introductions and Overview**
  - How the meeting is started will set the tone for the entire meeting.
  - **START ON TIME!!!**
  - Begin with a friendly greeting.
  - Introduce guests/speakers/officers.
  - Introduce others with relevant, fun or unusual info. Pre-interview the person you are introducing.
  - Some clubs are too large to introduce everyone at each meeting. Select a group to be introduced at specific meeting.
  - Give an overview of the meeting - briefly go over agenda so that everyone knows what to expect.



## 4-H Club Meetings 101 and Club Officer Training

- **Conduct an organized meeting**
  - Use Parliamentary Procedures / Robert's Rules of Order
  - Follow the agenda
  - Keep meeting orderly
    - Ask noisy people nicely to talk outside
    - Don't let members talk unless called upon
    - Adults should only talk as requested by the officers and/or club leader
      - Adults do not discuss issues or vote on club matters!





## 4-H Club Meetings 101 and Club Officer Training

- **Programs**
  - Plan interesting speakers and presenters
  - Theme for the year (safety, community service, ecology . . .)
  - Give members the opportunity share their talents, project work, hobbies, etc.
  - Fun, hands-on activities
  - Include music and/or games
  - Refreshments



## 4-H Club Meetings 101 and Club Officer Training

- **End on time!**
  - Remind everyone of the next meeting
  - Thank everyone for attending
  - Leave the building clean and in order



## 4-H Club Meetings 101 and Club Officer Training

- **Being a club officer is an honor and a responsibility.**
  - Don't run for or accept a nomination for an office if you cannot complete the duties of the office.
  - Make sure that you have the approval and support of your family.
  - Ask for help if you need it.
  - Read and refer to the 4-H Officers' Manual and the 4-H Treasurers' Manual for valuable information!



## 4-H Club Meetings 101 and Club Officer Training

- **Basic Club Officer Responsibilities**
  - Know your duties and perform them well
  - Be an active board member
    - Attend board meetings
    - Give your opinions
    - Listen!
  - Attend & participate in club meetings & activities
  - Be a role model
  - Represent 4-H in a positive manner



## 4-H Club Meetings 101 and Club Officer Training

- **Basic Club Officer Responsibilities – cont.**
  - Plan the club year – goals, budget, calendar.
  - Work as a team in preparing for meetings.
  - Greet members and guests.
  - Offer help to other officers and members.
  - Prepare reports and give to club leader at end of year.



## The Club Officers:

- **The President's Responsibilities:**
  - Lead the team of club officers
  - Meet with officers and advisor prior to club meetings (board meeting)
  - Chair the monthly board & club meetings
  - Make sure that everyone is prepared for meetings
  - Appoint members to committees and programs
  - Become familiar with parliamentary procedures and consensus methods of making decisions



## The Club Officers:

- **The President's Responsibilities – cont.**
  - Call the meeting to order (On Time!)
  - Follow the agenda
  - Guide the meeting
  - Appoint committees as needed – encourage participation
  - Have members approve all expenditures
    - No expenses can be paid unless approved by the membership in the yearly budget or by vote as expenses are incurred
  - Cast deciding vote when needed
  - Appoint committee of adults and members to review end of year financial reports





## The Club Officers:

- **Activity: (All Presidents please stand)**
  - **Presidential Phrases**
    - How does the president start a meeting???
    - There has been a discussion about the club participating in a parade. It needs to be voted upon. Jane moved that the club participate. Mike Seconded the motion. What now???
    - The minutes of the previous meeting have been read. Now what???



## The Club Officers:

- **The Vice President's (Programs) Responsibilities**

- Work with team of officers to plan the year
- Arrange the club meeting programs
  - Contact speakers/presenters – confirm their participation
  - Introduce speakers/presenters
  - Thank speakers for their participation
- Distribute the club calendar to members and parents
- Learn the duties of the president and preside over meetings when the president is absent
- Evaluate the club programs
- Suggest programs for the following year



## The Club Officers:

- **The Vice President's (Members) Responsibilities**

- Work with team of officers to plan the year
- Plan recruitment displays and presentations by members
- Send out news releases about cool things your club is doing.
- Personally invite potential members to meetings
- Greet and host guests – introduce them to club
- Answer questions about 4-H and your club
- Keep a club guest book
- Keep track of member recruitment efforts
- Work with the club leader to complete the 4-H Outreach Documentation form
- Learn the duties of the president and vice president of programs so that you can preside over the meetings if necessary



# Outreach Documentation Report



## 4 – H OUTREACH DOCUMENTATION

Program Year: \_\_\_\_\_

Club Name \_\_\_\_\_ Vice President for Membership \_\_\_\_\_

Community Club Leader \_\_\_\_\_ Membership Advisor \_\_\_\_\_

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least three of the first four outreach methods listed below. For assistance, call your county Cooperative Extension Office. To document your club's outreach efforts, attach to this form copies of fliers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H Office. (See sample)

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Newsletters, posters, fliers, announcements			
<input type="checkbox"/> Personal letters to minorities and/or females (potential members and leaders)			
<input type="checkbox"/> Personal contacts (phone, in person) with potential minority members & leaders			
<input type="checkbox"/> Community and school groups contacted with information, or through community service			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities (eg., festivals, fairs, displays)			
<input type="checkbox"/> Other			

## The Club Officers:

- **Activity: (All Vice Presidents please stand)**
  - A local fireman is going to be the guest speaker at your club meeting. You see a fireman coming into the meeting room. What do you do?



## The Club Officers:

- **The Secretary's Responsibilities**

- Work with team of officers to plan the year
- Take minutes of each meeting
- Set-up and keep a secretary's binder for the year
  - include sections for annual goals and plans, club roster and attendance, meeting minutes, committee reports, and correspondence
- Stand and read the minutes of the last meeting. Make corrections to the minutes if club members indicate they are needed.



## The Club Officers:

- **The Secretary's Responsibilities – cont.**
  - When recording motions, include name of people who make the motion and second the motion. Read the motion (if requested by the president).
  - Enter the final motion and vote in the minutes.
  - Record names of officers elected, committees appointed, speakers, presentations given, etc.
  - Record the treasurer's report in the minutes.



## The Club Officers:

- **The Secretary's Responsibilities – cont.**

- Keep a list of topics that are discussed and need further discussion at the next meeting (“old business”).
- Collect and file committee reports.
- If you miss a meeting, make sure that the binder gets to the meeting.
- Give completed secretary's binder to club leader at the end of the year.





# Year-End Report for Secretaries

- **Club Meeting Minutes**
- **Board Meeting Minutes**
- **Attendance Records**



# Activity

- **Need 4 volunteers to be actors**
  - Not club secretaries



## The Club Officers:

### New Business

- Mary Bishop asked that the club consider a canned pet food drive to benefit the animal shelter. After some discussion, Tom O’Hara moved that the club do the canned pet food drive for the animal shelter. The motion was seconded by Ryan Lopez and passed unanimously. Mary Bishop will be chair of the committee for the pet food drive and report at the next club meeting.



## The Club Officers:

- **The Secretary's Responsibilities – cont.**

- **Corresponding Secretary**

- Read aloud any correspondence
    - Report any letter you have written on behalf of the club
    - Send thank you notes and other correspondence as required
    - File all correspondence in the secretary's binder \*

- **Attendance Secretary**

- Take roll at all meetings
    - Assist club leader with enrollment and club rosters



## The Club Officers:



- **The Treasurer's Responsibilities**

- Work with team of officers to plan the year
- Help develop the club budget
- Keep track of all money received and spent
- Promptly pay all bills authorized for payment by the budget or by vote of club members
- Maintain financial records (invoices, bills, receipts, etc.)
- Keep accurate records in the ledger (can be done on computer!)
- Balance the club ledger with monthly bank statements, using forms in the Treasurer's Manual



## The Club Officers:

- **The Treasurer's Responsibilities – cont.**
  - Provide written reports at all club meetings
    - Note: These reports become part of the Secretary's Minutes of each meeting!
  - Report financial activity at each meeting.
  - Present bills not authorized to pay in the budget.
  - Complete annual financial reports as required by the County 4-H Office and the State 4-H Program.
    - Work closely with your club leader to ensure that reports are submitted on time.
  - Provide committee with all financial records requested to the conduct peer review.



Example 2.1 4-H Club Budget

- Budget
- Annual Financial Report
- Inventory (depending upon your clubs bylaws)



4-H CLUB BUDGET			
Club Name: <u>4-H Clover Club</u>			
July 1, <u>2007</u> to June 30, <u>2008</u>		Total Opening Balance \$ <u>2100.00</u>	
ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED		ACTUAL
Enrollment Fees	250	00	
Family Contributions	200	00	
Car Wash (Fundraiser: Awards, Camperships)	250	00	
<b>PROJECTS (SUB-ACCOUNTS)</b>			
Horse Project - Fundraising Show	200	00	
Farm (Gifts: New Barn Roof)	1575	00	
Farm (Petting Zoo)	350	00	
		Total Income \$ <u>2825.00</u> \$ _____	
ESTIMATED EXPENSES (DESCRIBE)	BUDGETED		ACTUAL
Fees: County Council Fees and Insurance	250	00	
Awards Dinner	500	00	
Club Meetings (Supplies and refreshments)	100	00	
Administration (Stamps, copying, paper)	75	00	
<b>PROJECTS (SUB-ACCOUNTS)</b>			
Horse Project	400	00	
Farm (New Roof and Fencing)	3,500	00	
		Total Expenses \$ <u>4825.00</u> \$ _____	
		Closing Balance \$ <u>100.00</u> \$ _____	
We certify that this budget was approved by the club/unit meeting on (date) <u>June 25, 2008</u>			
Club President's Signature: <u>John Diaz</u>		Treasurer's Signature: _____	
Club Leader's Signature: <u>Megan Jones</u>		_____ Terrie Garrison	

# Peer Review

*Peer review committee (2-5 people) should be comprised of members/leaders who are unrelated to each other or the club treasurer. Check signers should not be on the committee.*

- **Year End Club Peer Review Report Form 8.5**
  - Completed by the Treasurer and given to Review Committee as instructions for the review.
- **Year End Club Peer Review Checklist Form 8.6**
  - Completed by the Peer Review Committee and signed by them. This is their report of findings, which should be reviewed at a club meeting as well as turned in with YE Reporting.

**You need both.**





## The Club Officers:

- **Other Club Officers' Responsibilities**

- **Activity Leaders**

- Plan and conduct fun and safe activities for meetings (songs, games, etc.)
    - Get everyone involved
    - Serve on committees planning ceremonies and parties

- **Communications Officers**

- Reporters – Write and submit articles for local papers, and other media (including Clover Lines)

- **Safety Officers**

- Present safety topics
    - Review activity sites for potential dangers
    - Keep first aid kit available during meetings/club activities



## The Club Officers:

- **Other Club Officers' Responsibilities – cont.**
  - **Communications Officers – cont.**
    - Club Historian – keep scrapbook/manage online photo sharing
    - Club Newsletter Editor or Web Site Master
      - Publish monthly or quarterly newsletter
      - Ask members and leaders to submit articles
      - Include the club calendar and county events
    - Club Photographer
      - Take photos documenting club activities
      - Collect photos from other members
      - Provide photos to Club Historian



## The Club Officers:

- **Other Club Officers' Responsibilities**

- **Sergeant at Arms**

- Check room arrangements for each meeting.
    - Arrive early to set up.
    - See that club flags and banners are properly displayed and stored.
    - Help guest speakers set up.
    - May lead the American flag and 4-H pledges.
    - Help take roll, if asked.
    - Hand out and collect items.
    - Keep order. Ask members and adults politely to stop talking or step outside.
    - After meeting, clean and put away chairs, etc. **Make sure site is left clean.**



## The Club Officers:

- **Additional officers may include**
  - Club Healthy Living Officer (Club Wellness Plan pg. 40)
  - Club Social Media/Internet Officer
  - Club Song Leader
  - Club Recreation Leader
  - Club Record Book Officer
  - Club Parliamentarian
  - Others as needed



# 4-H Club Meetings 101 and Club Officer Training

- In review . . .
  - How can you make you make your club meetings more successful?
  - How can you be a great club officer?
- Thanks for attending and participating in the **4-H Club Meetings 101 and Club Officer Training!**

