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**HEAD, HEART,  
HANDS, & HEALTH**  
*Growing youth  
who thrive!*

# 4-H Officer's Manual



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Growing youth who thrive!

### ACKNOWLEDGEMENTS

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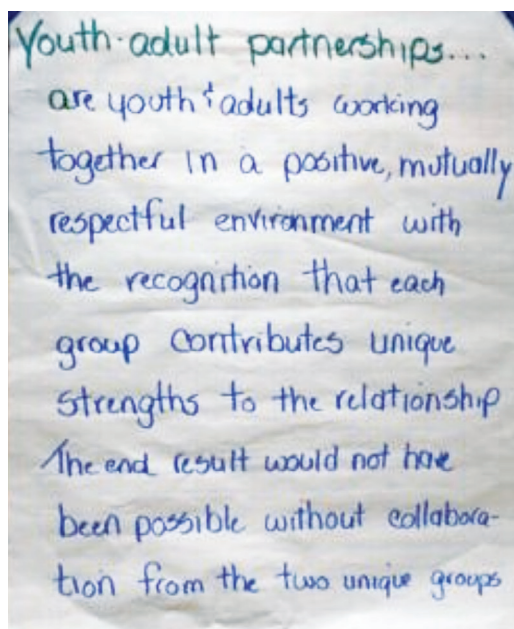


# Introduction

**Congratulations!** Your fellow 4-H members have selected you to be an officer for your 4-H club. Being an officer is a great honor and a big responsibility. Whether you are the president, vice president, secretary, treasurer, healthy living officer, recreation leader, communications officer or sergeant of arms you are a part of a team of youth leaders for your club.

The 4-H Officer's Manual is designed specifically for you, the 4-H club officer. It will help you be a great leader and learn the responsibilities of your job as well as the job of your fellow officers. After all, the 4-H motto is "To Make the Best Better". Read the manual soon after being selected by your peers and before you begin your role as an officer. The community club leader and officer advisor should also read the manual to learn about your position and responsibilities as the club officer. Check in with them to see if they have had an opportunity to read it!

The most important part of your position as a club officer is to help make decisions for your club, provide youth voice in club governance, set goals and priorities and lead the planning for the program year. Club officers also plan and carry out community club meetings. Your club's youth members make all of the club's decisions, with leadership provided by the club's officers. In fact, only 4-H youth members are voting members in the club. Adults are present to share ideas, engage as equal partners in planning or provide guidance as needed but only youth may vote.



Youth-adult partnerships...  
are youth & adults working  
together in a positive, mutually  
respectful environment with  
the recognition that each  
group contributes unique  
strengths to the relationship  
The end result would not have  
been possible without collabora-  
tion from the two unique groups

If you have been in 4-H for a while you have probably heard the term youth-adult partnership. Youth-adult partnerships are core to the 4-H program. It is recommended that the 4-H club officers have an officer advisor who coaches and works in partnership with you to support you in your new leadership position. Some officers, such as the treasurer, may benefit from having their own advisor. You can learn a lot from each other throughout the year as you build upon your strengths to make your 4-H club even stronger.

There are a few important things to remember as you begin your new role as a club officer. Club officers have a responsibility to their club, to the University of California and to the public. The club has educational goals for its membership, service and membership goals for the community and fiscal and legal responsibilities to the University.

It may seem like an intimidating position to be responsible for at first, but remember, great leaders are not born great. That is the wonderful thing about 4-H – you get to learn what sparks your inner passions and interests, and you learn new skills by engaging in hands-on learning experiences that you might not have otherwise thought about trying out. We know you are going to be a great officer!



## What makes a good leader great?

You may not know it, but being a 4-H member and club officer makes you part of a history that goes back over 100 years. Look at the following list of people and ask yourself what you have in common with them:



You can find a full list of famous former 4-H members at:

<http://www.nae4ha.com/distinguishedalum.htm>

- Faith Hill, singer
- Jennifer Nettles, singer
- Julia Robert, actress
- Johnny Cash, singer
- Jim Davis, creator of the Garfield comic strip
- Nancy Grace, from the CNN Nancy Grace Show
- Orville Redenbacher, best known for his popcorn
- Reggie White, famous NFL player
- Al Gore, former U.S. Vice President

**Did you figure it out yet?** They were all once 4-H members just like you are now!

Joining 4-H and becoming a club officer makes you the newest leader in a special group of people that have impacted entertainment, culture, sports, education, business and our entire government. These people, who have helped shape our country and made it what it is today, all had to start somewhere.



**Did you know that the 4-H clover originally started off as a three-leaf clover until the fourth leaf was added in 1911?**

**That changed happened when “health” was included with head, heart, and hands.**

You might still be wondering what makes a good leader a great leader, and you might be surprised to learn that the solution is usually practice. Leaders like Mahatma Gandhi and Martin Luther King Jr. were not just born leaders. They learned how to set goals and be persistent when things did not go as planned. They practiced their communication and public speaking skills – practicing their speeches until they got the tone, words or the feeling just right.

These leaders nurtured their sparks, or their inner passions and interests, through the activities they engaged in and the kind of work that they did. Basically, they succeeded and reached their fullest potential through learning by doing, just like you will do as a new 4-H club officer. If you don't know what your spark is, maybe leadership is your spark, or just one of the sparks you possess. According to Dr. Peter Benson of the Search Institute of Minnesota, “leading” is actually one of the top ten sparks among American teenagers. What are things in your life that give you joy, energy or purpose?

Mindset can also have a huge impact on the kind of leader you will become. No one is perfect, but there is one obvious difference between good and truly great leaders. Dr. Carol Dweck of Stanford University has spent decades researching the mindset of success, and came to the conclusion that most people fall into one of two categories: Growth mindset people that see skills and abilities as things that can be improved through practice and effort, and fixed mindset people that believe talent and intellect are “fixed” qualities that are set in stone. Look at the chart below and ask yourself which kind of leader you want to be.



## Which type of club officer will you be?

### Growth Mindset

- Defined by the ability to learn and grow when faced with obstacles or life's challenges.
- Says things like, "Everyone can learn more if they try hard and keep practicing."
- Believes that people can improve their skills and intelligence or change their personality and be successful.
- More likely to figure out alternative options when things do not go as planned.
- Will look for new ways to be ahead of the curve. Thinks outside of the box in order to find other, better ways of doing things.

### Fixed Mindset

- Thrives on doing what they already know, but as a result struggles with learning and change.
- Says things like, "It's not worth it to try harder if you're not good at something right away."
- Believes that only the 1-2% of people that have natural talent can achieve success.
- More likely to give up when things get difficult, and won't make other plans if things don't work out.
- Will continue to do things the same way they have done them.

In addition to figuring out your sparks and thinking hard about what kind of mindset you want to have as a leader, there are other skills you can build to help you on your path to becoming a thriving, successful club officer.

Have you ever thought about what really makes you who you are? Great club officers take the time to learn about themselves first in order to make sure they know which skills they already have and what they want to work on. There is nothing wrong with having an area of yourself that you want to improve – everyone can probably name something about themselves that they want to improve. As a matter of fact, great leaders do not shy away from this kind of learning and growth – they embrace it.

Indicators of thriving are the qualities that have been named by researchers and scientists to describe areas of behavior, knowledge and skills that successful young people have in common. These indicators are broken down into six areas, called the 6 Cs. They are: competence, connection, character, caring, confidence and contribution.

See the list below of the six Cs of youth development and see if you can match them up by drawing a line from the C to the related indicator of thriving on the right. Use the checklist titled The Six Cs of Youth Development to check your answers.

## What do the six Cs mean to you?



The 6 Cs	Indicators of Thriving
1. Competence	A. Self-control, positive behaviors, respect for rules and standards, morality, clear sense of right and wrong.
2. Confidence	B. Empathy and identification with others, having compassion.
3. Connections	C. Attainment of required skills and knowledge; success in the social, cognitive and vocational arenas.
4. Character	D. Relationships with others, with schools and other institutions; youth-adult partnerships; spiritual growth.
5. Caring	E. Behaviors that have a positive impact on self, family, community and society.
6. Contribution	F. Self-esteem, identity and belief in the future.

According to the Thrive Foundation for Youth, the definitions below can be used to describe what the six Cs of youth development really mean, as well as how the twelve indicators of thriving fall into the categories of the six Cs. As you read, try to think about great leaders you have encountered in your life. Ask yourself, what indicators did they possess? Which areas could they have improved in?

Remember, great leadership doesn't mean perfection – just the willingness to be open to learning and growth.



# The six Cs of youth development

## COMPETENCE

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

Connections 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. Connections are indicated through:

- Positive Relationships
- Spiritual Growth.

## CHARACTER

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

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

## CONFIDENCE

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

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





Matching up the six Cs with their definitions above might have given you a better idea of areas you want to improve on for yourself in order to make you a better club officer.

Pick one or two areas that you want to work on over the program year and make a plan to grow or improve that C. For example, if you realize you are shy in front of a group you might decide to work on confidence. You might choose to list different 4-H events and activities where you could practice your public speaking and presentation skills to help build your confidence.

Maybe you decide you want to be able to learn how to make better decisions as a 4-H club officer, in which case you might choose character. For this indicator, you could list different skills you want to practice when helping your club come to agreement about a decision by doing things like listening to others opinions and ideas, building consensus and helping others see all the different sides of the point being discussed. Try it out below.





## C #1

Over my term as a club officer I want to work on **C**:

\_\_\_\_\_

I plan to do this by doing the following things as a club officer:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



What do you do if things do not work out the way you had planned? Club officers are constantly doing something called goal management. Goal management is just a fancy word for being able to set goals and complete the tasks to reach your goal. Researchers have even studied what makes 4-H members so successful in order to try and figure out how to help other youth thrive and reach their fullest potential.

## C #2

Over my term as a club officer I want to work on **C**:

\_\_\_\_\_

I plan to do this by doing the following things as a club officer:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

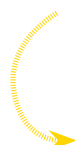

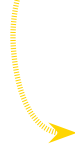


It is great to have sparks and a growth mindset, and to know what areas you want to improve in. But what if you do not know how to do the things you need to do in order to get where you want to go? That's what goals are all about! As a club officer, setting and managing goals will be very important. We have an easy formula to remember that will help you be a great leader. Think of it like you're on a road, or path, to your ultimate goal as a club officer. What helps you navigate if you don't have a map and don't know your way? GPS of course!

# What do you mean by GPS?

In this sense, the term GPS is an acronym, or shorter way of saying something longer. Each letter stands for something. The table below might give you a better idea for how to set and complete goals using GPS.


## G-P-S: Get it?

 <p>✓ Goal Selection</p>	<p><b>You figure out what you want to do:</b></p> <p>"I want to increase my confidence. I am shy, and don't say anything during club meetings."</p>
 <p>✓ Pursuit of Strategies</p>	<p><b>You make your plan and set deadlines:</b></p> <p>"To do that, I will do these things by these dates...</p> <ul style="list-style-type: none"> <li>■ Say at least one thing when something I care about is discussed at the next club meeting;</li> <li>■ Do not let fear of saying the wrong thing stop me from saying anything at all. Try to speak up during the business part of the next club meeting; and</li> <li>■ Do a presentation during Presentation Day in front of a group of people."</li> </ul>
 <p>✓ Shifting Gears</p>	<p><b>But if things do not work out as planned, you figure out other options:</b></p> <p>"I missed the deadline to register for Presentation Day, so I am going to call and send an email to see if I can still present."</p> <p>"If that does not work, then I will do my presentation during the program part of the next club meeting, so I can still get practice speaking."</p>

Now that you have seen the sample above, try it out for yourself. Use the boxes below to pick the goal or goals that you want to work on as a club officer, figure out how and by when you will accomplish them and think of other plans ahead of time in case things do not work like you had hoped.

You have probably already used these same exact steps doing planning and organizing for 4-H projects, events and activities before. But hopefully seeing the actual steps in front of you might make it easier for you to focus on the planning instead of remembering each of the steps you need to take to reach your goals.

<p>✓ Goal Selection</p>	<p><b>You figure out what you want to do:</b></p> <p>I want to...</p>
<p>✓ Pursuit of Strategies</p>	<p><b>You make your plan and set deadlines:</b></p> <p>To do that, I will do these things by these dates...</p>
<p>✓ Shifting Gears</p>	<p><b>But if things do not work out as planned, you figure out other options:</b></p>



## What is youth in governance, and why does it matter?

**Did you know 4-H has been a leader in the field of youth development and youth governance since the late 1800's?**



**Did you know there are 60 million alumni in 4-H?**



**Did you know there are 6.5 million 4-H members just like you across the United States today?**



Imagine that what you can and cannot do is determined by someone that you have never met. Even worse, this person also knows absolutely nothing about you.

Unfortunately, that is how a lot of decisions are made by adults that impact youth. They might have been adults longer than you have been alive, but there are times that adults are forced to think, act and make decisions on the behalf of young people without really knowing what youth really want or need. Youth in governance is the idea that young people can and should be involved in making decisions that affect them. In 4-H, youth are encouraged to actively engage in governance and lead the discussion around issues that are important to young people on all levels, starting with projects and clubs.

Being a club officer is an honor. It is a very important leadership role. Your peers respect you and believe in your ability to help make decisions on their behalf. The term youth-adult partnerships describes how young people can partner with adults to learn and grow together, instead of seeing adults exclusively as authorities and youth as solely being in need of help and support. Club officers not only represent their clubs, but as a club officer you will also serve the important role of voicing the issues and concerns that affect you and your peers to adults and other youth in the 4-H community.

Club officers represent the interests of their fellow 4-H members by doing some of the following things:

- Help lead club meetings
- Plan meetings, projects, activities and events
- Keep records and share reports with club members
- Manage the club's money



## Club planning

### Planning the club year

A primary task of all officers is to plan for the club year, plan for each meeting and take into account the differing needs of all 4-H members. Officers and advisors should hold regular monthly planning meetings. Before the club year begins, you and the other officers should meet with the community club leader and the officer advisor to do the following things:

- Review the duties of each officer.
- Develop an annual program plan using the 4-H Club Program Planning Guide.
- Develop an annual club planner. Be sure to include all club, county, regional and state events, fairs, field trips, community service projects, trainings, potlucks, fundraisers and so forth.
- Plan the club budget based on the annual program plan.

Each 4-H club is encouraged to establish a planning committee of 4-H members and club officers to work with the 4-H club officer advisor or community club leader to help identify the club's program plan for the coming year.

#### At Club Meetings

- Work as a team to set-up and clean-up the meeting area.
- Greet guests, 4-H members and 4-H adult volunteers when they come to meetings and events.
- Offer help to others when needed.
- Help new or younger 4-H members become familiar with your 4-H club.

#### End of Year

- Give all reports to the community club leader.

### Planning for Achievement

#### Club Charter and Seals

Charter seal awards acknowledge the accomplishments of a club. California 4-H offers three levels of recognition – green, blue and gold. Criteria for charter seal awards can be found in the 4-H Club Program Planning Guide at <http://www.ca4h.org/Programs/Clubs/Officers/>.

To maintain charter status and be a club in good standing all 4-H clubs must meet the minimum requirements.

### Planning Club Meetings

Club officers and the officer advisor should meet before each club meeting to set the business agenda, program and recreational activities. These meetings are oftentimes known as "Officer Executive Board Meetings". The most effective club meetings are those that run a maximum of 60 to 90 minutes and consist of three segments: business, program and recreation.

A well-planned and organized meeting holds the members' interest and minimizes possible disruptive behavior during the meeting. Allow 20 to 30 minutes for the business portion of the meeting. Then, move into the program component of the meeting, lasting no longer than 30 minutes. Finally, end with the recreation portion of the meeting for 15 to 20 minutes. Conclude the meeting with a healthy snack. The meeting times and sequence should be arranged to meet the needs of members, program guests or club preference.

# The basics of running a meeting

Club meetings usually last 60 to 90 minutes and are divided into three parts:

- Business, is the part of the club meeting where the club plans, reports and conducts related business that will help the club and its members achieve the goals set for the club membership and community. (See 4-H Club Program Planning Guide).

Remember, meetings should be **60 to 90 minutes** long, and have each of the three parts of a 4-H meeting: **Business, Program and Recreation.**

The business part of the meeting should always begin promptly at the scheduled time. Keep to the agenda and discourage excessive discussion on individual issues. Officer, committee and project reports should be complete but brief. Larger clubs often schedule alternating reports at each meeting rather than have all reports at every meeting.

- Program, typically dealing with club activities and events where 4-H members learn new things or practice new skills. This part of the club meeting should feature such things as a guest speaker, educational videos and/or public presentations or demonstrations by members. The program should be based on member needs and interests.
- Recreation, or fun activities for the group. Incorporate each month's "Let's Move Activity" from the Choose Health Officer Guide.

Planning is the key to running great club meetings. In the back of this manual under the section titled Appendix are forms to help you plan.

## Planning for Primary Members

When a club's membership spans 5 to 19 years of age, special meeting plans may be needed to accommodate the needs of all members. Primary age members are 5-to-8 years of age. Primary members, because of their age, have a different set of skills, abilities, and interests, which may require different expectations for primary member attendance, special programming or an adapted club meeting format.

The following meeting formats have been used to meet these differing needs. The age range of members and size of your club will determine which format may be most appropriate for your club. As members age, the format of your club meetings may shift.

- Primary members are invited to 2 or 3 club meetings per year. Meetings should be chosen for their fun interactive nature. Examples include: a fall potluck meeting where new and returning families get to know each other, a holiday party or end of the year party.
- Primary members attend club meetings and join in recreation activities. They participate in the flag salute and 4-H pledge, but during the rest of the business portion of the meeting and program go to their own meeting, utilizing age-appropriate activities led by older members and 4-H adult volunteers. Primary members may go home early. As they mature, primary members may choose to join the regular meetings.
- When organizing clubs just for primary members, you will want to use an alternative meeting agenda. You may want to invite other adult volunteers, teen leaders or resource people to assist in conducting the club meetings.

## How 4-H got its start...

In 1902, scientists and researchers were developing new agricultural practices that had the potential to revolutionize the farming industry. The only problem was that the researchers found farmers were reluctant to try the new ideas and techniques created by university scientists.

That was the beginning of the field of youth development and of a new way of thinking and approaching problems. The researchers realized that young people were more likely to experiment with and test out new agricultural ideas and inventions, unlike their parents and the other hesitant adults in their communities. A teacher named A.B. Graham from Ohio formed a club of youth with the help of Ohio State University and the Ohio Agricultural Experiment Station. Young people in the club learned about and shared new discoveries made by researchers with the rural farming communities they were from, which is how 4-H clubs got their start.

Later, the U.S. government decided to make a formal connection between education and rural America by creating the link between 4-H clubs and more than 100 university systems across the country including the University of California Cooperative Extension.

## Suggested Meeting Agenda for Primary Member Clubs

<b>5 minutes</b>	Welcome Pledge of Allegiance 4-H Pledge
<b>10 minutes</b>	Mixer or Get Acquainted Activity
<b>5 minutes</b>	Roll Call
<b>5 minutes</b>	Song
<b>10 minutes</b>	Announcements by adult volunteers and members
<b>10 minutes</b>	Reports & Discussion from Members
<b>15 minutes</b>	Recreation Refreshments

### A Couple of Things to Keep in Mind When Including 4-H Primary Members in Club Meetings

- Clearly outline the different expectations for primary members at the beginning of the year.
- When some activities are not open for primary member participation, discuss the reasons.
- Primary members are not voting members in the club, but they are part of the club's membership.
- Do not expect primary members to attend all meetings.
- Do not expect primary members to stay for the entire meeting, especially if meetings run long.
- Offer primary members age appropriate leadership roles in the club.
- Competitive events and activities are not appropriate for 5-to-8 year olds.

Read the Primary 4-H Member Adult Volunteer Guide for additional information to help you be a great leader for the primary members in your club.

#### More Information

- Appendix VI: Annual 4-H Club Planner
- Appendix X: 4-H Club Meeting Checklist
- 4-H Club Budget (in the Treasurer's Manual), <http://www.ca4h.org/Programs/Clubs/Officers/>
- 4-H Club Program Planning Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>
- Primary 4-H Member Adult Volunteer Guide, <http://www.ca4h.org/files/4718.doc>

### Where Do We Go From Here?

Where do we go from here? This manual contains resources that will help familiarize you with your new club officer role and responsibilities, club planning, decision-making and the basics of parliamentary procedure, or the rules of how decisions are made during a meeting. At the back of this manual you will find forms that you will need to get started.

#### Club Officers and Responsibilities

##### Things all club officers should know

Congratulations on being elected a club officer! This is a very important and exciting role for you, and through practice you have the potential to be a great leader. Take your role seriously, be honest and fair, do the best job you can, and be open to learning and growing into your role as a club officer. Being a great club officer takes caring, character, requires a love of learning, social skills and emotional competence along with a whole bunch of other skills and abilities that you will develop as you start leading. But before we get into what your duties are, you might want to know about the main players in your 4-H club. The following is a list to help you see the many youth and adults that make up a club:

- Club officers plan and carry out community club meetings. The club officers play an important and critical role in the club planning (see 4-H Club Program Planning Guide).
- Officer advisor or the 4-H adult volunteers that partner with your team of officers to train and support you.
- Community club leader is the main 4-H adult volunteer that helps organize your club, handles the administrative responsibilities and works with parents and the other 4-H adult volunteers in your club.
- Membership or the 4-H members that comprise your club.

These club roles and responsibilities can be hard to remember, so feel free to fill in the boxes below to help you remember who each person on your team of officers and adult volunteers are and how to get in touch with them. Keep in mind that some of the offices listed might be vacant, meaning there is no one filling that position, or there might be club officers that fill more than one office at the same time.

# Do you know who is on your club officer team?

Club Offices and Positions	Name(s)	Phone Number	Email Address
President			
Vice President – Program			
Vice President – Membership			
Secretary – Recording			
Secretary – Correspondence			
Secretary – Attendance			
Treasurer			
Healthy Living Officer			
Recreation Leader			
Communications Officer – Club Reporter			
Communications Officer – Club Historian			
Communications Officer – Club Newsletter Editor			
Communications Officer – Club Photographer			
Sergeant at Arms			
Officer Advisor (usually an adult)			
Community Club Leader (adult)			

As an officer, you will manage the planning of the club's programs and business. Officers are also responsible for helping ensure that the club is a safe and inclusive place for all members. Youth and adult volunteers cannot discriminate on the basis of race, color, sexual orientation, national origin, religion, gender or disability.

## What does every officer do?

- Learn and act on the duties of your office.
- Attend officer executive board meetings.
- Attend and participate in club meetings and activities.
- Plan the club year.
- Give your opinion on issues, but also listen to what others have to say.
- Actively represent 4-H in your community.
- Let the officer advisor know if you are not able to attend a meeting.
- Evaluate 4-H club meetings and your 4-H club.

Did you know 4-H reaches all kinds of youth just like you in rural, urban and suburban communities and military bases in each of the 50 states?



# What does the club president do?

As president, you will help provide leadership to your team of officers. You will work with the other officers to set club goals, organize activities and plan programs for the year. The president leads the monthly club meetings, makes sure that officers give reports on club business and engages all members in club committees and activities.

## General Duties

- Lead the team of club officers to set and manage annual goals using the GPS goal management system, plan activities and organize events.
- Meet with club officers and the officer advisor before each club meeting to plan the agenda.
- Lead the monthly club meetings.
- Lead the business part of the club meeting.
- Make sure that officers have reports and activities ready for your club meeting.
- Ask the vice president for programs to lead the meeting when you are unable to attend.
- Communicate with officers and the officer advisors regularly.
- Appoint members to participate on club committees, choose members that have a spark for that activity as well as members who want to learn more about it.
- Ask for adult volunteers to advise and coach committees.
- Become familiar with parliamentary procedures and consensus methods of making decisions.

## At Club Meetings

- Fill out the business section of your 4-H Club Meeting Planner.
- Begin and end the meeting on time.
- Follow the planned meeting agenda.
- Appoint an alternate recording secretary if the elected one is absent. All leaders have times when they have to shift gears on the fly.
- Guide the meeting. During discussions focus on addressing and resolving issues and concerns, not your own opinions.
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once a year.
- Have members approve, by budget approval or specific request, all expenses paid by the treasurer.

Did you know that although 4-H has been traditionally known as an agricultural club, 52% of youth reached through 4-H each year actually come from cities, towns and suburbs? As a matter of fact, only 12% of today's 4-H members live in farming communities.

## End of Year

- Appoint a committee of members and adult volunteers to review the treasurer's records. This review process ensures clear, accurate and complete financial records.
- See that the club officers give their completed books or year-end reports to the club advisor by the due date set by the club.
- Remember to thank the club officers and the advisor for their cooperation and support as you leave the office.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix II: 4-H Club Business Meeting Agenda
- Appendix V: 4-H Club Meeting Planner
- Appendix VI: Annual 4-H Club Planner
- 4-H Club Program Planning Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>
- Robert's Rules of Order (available at your local bookstore)

# What does the vice president for programs do?

The vice president for programs has several duties including the creation and distribution of an annual club program calendar. Perhaps the most important part of this officer's job is to lead the program of every club meeting. You make sure that club members learn something new, experience something different and build their skills during the club meeting. This club officer position can be combined with the vice president for membership's role, or can be done separately to allow more club members to participate as a club officer.

## General Duties

- Work with the team of club officers to set and manage annual goals using the GPS goal management system, plan activities and organize events for the program year. Fill out the Annual 4-H Club Planner.
- Arrange activities, speakers and events for the program part of the club meeting. Think of presentations that will increase members' competence and love of learning.
- Lead the program part of the club meetings.
- Distribute the club program calendar and annual program plan to all club members and their families.
- Learn the duties of the president and lead meetings when the president is absent.

## For Club Meetings

- Work with a program committee to plan the program for each club meeting.
- Fill out the program section of your 4-H Club Meeting Planner.
- Contact presenters or speakers immediately after plans for a program have been made.
- Confirm in writing with the speaker the date, time and place of the meeting, along with your name and phone number.
- Arrange to make available any audio-visual equipment that you might need for the presentation.

## Remember!

Families new to 4-H will not know the pledge, motto, symbols or other information about 4-H. Be sure to include this in the program early in the club year. Families will be more likely to stay in your club if they feel safe and a sense of belonging.

Make a poster to use at each club meeting with the 4-H pledge and motto until club members have it memorized.

## Steps to Planning a Program:

1. Survey the members' interests.
2. Prioritize ideas and select one.
3. Establish a planning committee.
4. Plan the program
5. Coordinate responsibilities.
6. Celebrate and evaluate the completed program.

## At Club Meetings

- Greet speakers at the door, and introduce them to the other club officers and community club leader before the meeting.
- Before the presentation, introduce the speaker to the club. Say the title of the presentation and give some background information about the speaker.
- At the end of a presentation, thank the speaker and ask the audience to say a few things about what they learned.
- Ask the correspondence secretary to write a thank-you note to the speaker.

## End of Year

- Think about ways to improve your club program in the future and share with the officer team.
- Suggest activities, speakers and presentations for next year.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix V: 4-H Club Meeting Planner
- Appendix VI: Annual 4-H Club Planner
- Robert's Rules of Order (available at your local bookstore)

## Introducing the Speaker:

"Linda Swan is our guest speaker this evening. She is in business sales with Winnet Corporation. She is also a 4-H adult volunteer and a member of Toastmasters. Tonight she will share the art of speech making. Now I present to you Linda Swan."

## Thanking the Speaker:

"We would like to thank Ms. Swan for her remarks. It was especially interesting to see how she prepared her opening 'hook' and then outlined her speech. We appreciate you sharing your informative talk."

# What does a vice president for membership do?

The vice president for membership, which can also be combined with the duties of the vice president of programs, is responsible for doing outreach. Outreach is reaching out to people in order to get them interested, excited and involved in 4-H and your work.

As the club officer in this role, it is your job to do your best to make sure that the community surrounding your club is aware that the club exists, understands what your club does and knows how to get involved. You will basically be promoting 4-H and your club to youth, parents and other people that might be able to help your club in reaching its goals. This is what persistent resourcefulness is all about – engaging people and resources to help you.

## General Duties

- Join with club officers to identify goals, activities, and events for the club year.
- Form a membership committee.
- Chair the membership committee and lead them in creating yearly plans for recruiting new members and adult volunteers.
- Take notes on all outreach efforts.
- Learn the duties of the president and the vice president for programs (in case that isn't already you) so that you can lead club meetings in their absence.
- Keep a record of the membership committee's outreach activities, such as personal invitations you or others have made, lists of personal contacts, presentations, displays arranged and public events sponsored.
- Keep copies of flyers, newspaper articles, media releases, letters and other items that document the committee's efforts.

## Membership ABC'S

- Plan for club visibility.
- Make all new 4-H members and adult volunteers feel welcomed and included.
- Recruit members from your entire community.
- Welcome and introduce guests, both youth and adults.

## During Club Year

- Plan outreach displays and public presentations by 4-H members.
- Send out media releases informing the public about your club. Sample releases may be obtained from your UCCE county office.
- Personally invite potential members to attend your club meetings and help them join the club.
- Greet and host guests who attend your club meetings.
- Introduce guests to club members during the meeting, when called upon by the president.
- Answer questions about 4-H and your club.
- Keep a club guest book.

## End of Year

- Work with the officer advisor to complete the 4-H Outreach Methods Documentation form.
- In cooperation with the community club leader, submit completed 4-H Outreach Methods Documentation form to the UCCE county office.

## More Information

- Appendix I: Parliamentary Decision Making
- Appendix VI: Annual 4-H Club Planner
- Appendix VII: 4-H Outreach Methods Documentation
- Appendix VIII: 4-H Outreach Methods Documentation Sample

## Nicol's story...

Being vice president was a little nerve-wracking, but running a meeting is just like giving a giant presentation. I love public speaking, giving presentations and just talking in general. I'd have to say the public speaking is one of my sparks. One time, I had to run our club meeting when the president couldn't come. It was a little bit scary at first, but it went surprisingly well. It was just like giving a giant presentation. I just got up and spoke!

# How many Secretaries are there?

The secretary's duties can be done by one, two or three people. Think about sharing the responsibilities with 4-H members in your club to give more people a chance to try doing something different and new that they might not have tried before. If there is more than one secretary, you probably want to figure out ahead of time what each person will be doing. The secretary's, or secretaries', main job is to make a secretary's binder and keep it updated with important club documents.

There are multiple statewide recognition opportunities for 4-Hers, including the 4-H Golden Clover Awards, Higher Education Scholarships, 4-H Record Book Competitions and the Diamond Clover Award.

## RECORDING SECRETARY

### General Duties

- Take minutes for each meeting. Minutes are notes about the who, what, when and how of the club meeting. If there is ever a dispute later, your minutes will be important in determining if an issue was brought up and fully discussed. It is important to keep accurate, legible minutes.
- Create and keep updated a secretary's binder for the program year. Your binder sections should include: annual goals and annual program plans; annual club planner; the club roster and attendance; meeting agendas; meeting minutes; committee reports; correspondence; and outreach methods documentation.

### At Club Meetings

- Sit next to the president.
- Stand up and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if club members tell you they are needed.
- Take minutes for all club meetings.
- Record all motions and the names of the people who make and second those motions. In parliamentary procedure, motions are requests for a decision to be made at a meeting. As needed, the secretary reads the motion aloud to the group. Note changes to a motion. Enter the final motion and membership vote in your minutes.
- Record the names of officers elected, committees appointed and other business conducted during the meeting. Make note of the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting.

- Record the treasurer's report in your minutes of the meeting.
- Keep lists of topics that are talked about and require further discussion at the next meeting ("old business"). When asked by the president, share the nature of any old business that needs attention. If there is no old business, state that to the president.
- Collect and file all committee reports in your binder.
- If you have to miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone picked by the president will take the minutes.

### End of Year

- Give the community club leader a completed secretary's binder, including minutes from all club meetings. You may need to collect documents from the other officers (e.g., outreach methods documentation) to finish your binder.

**Tip!** Take meeting minutes on a laptop and clean them up within a week after the meeting while your memory of what happened is still fresh.

## CORRESPONDENCE SECRETARY

### General Duties

- Collect and write all correspondence for the club.
- Send thank-you notes to guest speakers and to people who make donations to the club. Work with the treasurer to make sure you are informed of any donations so that you can send a thank-you in a timely manner.
- File all correspondence in the secretary's binder.

### At Club Meetings

- When called on by the president, read aloud to the club members any letters, cards or thank-you notes received by the club.
- Report on any letters you have written on behalf of the club since the last meeting.
- During the meeting, make notes of any letters, notes or cards that club members decide they want you to write and send out.

### End of Year

- Make sure you have filed all correspondence for the club in the secretary's binder.



## ATTENDANCE SECRETARY

### General Duties

- Keep attendance records for the club.
- As requested, assist the community club leader or volunteer enrollment coordinator with enrollment.
- Update the member roster.
- File attendance records and member roster in the secretary's binder.

### At Club Meetings

- Take roll at each club meeting and keep a record of who attended each meeting. This can be done in a fun way by using one of the Healthy Living roll call activities. Check with the Healthy Living Officer for each month's "Roll Call for Health". Other methods include calling each name, passing around a sign-in sheet or taking attendance as members arrive. The method that works best will depend on the size of your club.

### End of Year

- Make sure you have filed all attendance records and the member roster for the club in the secretary's binder.

### More Information

- Appendix III: 4-H Club Meeting Minutes
- Appendix IV: 4-H Club Meeting Minutes Sample
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>

# What does the treasurer do?

You do not have to have a spark in entrepreneurship in order to be a great treasurer. Who knows, maybe being your club's treasurer helps you discover another spark that you did not know you have. As the treasurer, you help plan the club's budget for the year, keep all the banking and financial records for your club and help make sure that your club's money is used responsibly, ethically and fairly.

Being in charge of the club's finances is a big responsibility, and if you have limited experience creating a budget and managing large sums of money, it could be difficult at first and with effort and persistence it will get easier over time. Managing money is a life skill that all successful people learn. Seeking other help is also an important skill—ask questions when you need to. Your officer advisor, club officer team, the 4-H Treasurer's Manual and maybe even last year's treasurer will all be available to assist you.



## Do you know what the California 4-H Foundation does?

Founded in 1971, they identify and secure financial resources and focus fundraising efforts on statewide or multi-county programs.

## More Information

- 4-H Treasurer's Manual, <http://www.ca4h.org/Programs/Clubs/Officers/>
- 4-H Policy Handbook – Chapter 9: Financial Management, <http://www.ca4h.org/Administration/Policies/Chapter9/>

### General Duties

- Meet with your team of club officers and officer advisor(s) to develop a club budget for the year.
- Account fully for all money that is received and/or spent.
- Pay all bills authorized for payment by the club budget or by club members.
- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of your club. Save your receipts, they are important!
- Keep accurate, up-to-date records in the ledgers or on a computer using accounting software.
- Balance (“reconcile”) the ledger reports with monthly bank statements. Balance refers to the money paid versus the money your club has.
- Keep an inventory of club property and equipment.
- Participate in the annual treasurer training.

### At Club Meetings

- Provide current ledger reports at all club meetings.
- Report on all bills paid and all money received since the last meeting.
- Report on sub-account balances. Sub-accounts are the smaller accounts in one account that help you keep track of club money. For example, you might have a club account, and sub-accounts like “conference funds,” “shore cleanup fund,” and “funds for fair” to track how much money your club spends on each of those things out of the total.
- Tell the membership the present club balance.
- Ask if there are any bills to be presented by members or adult volunteers to you for payment.
- Ask the club to take action on all bills that require a motion to pay – that is, the expenses were not included in the approved club budget.

### End of Year

- Complete the Annual Financial Report.
- Update the Annual Inventory Report.
- Give all financial records and treasurer's reports to the club's peer review committee for the year-end club peer review.
- In cooperation with the community club leader, furnish copies of all end-of-year reports to the club, the county volunteer management organization (e.g., council) and the UCCE county office.
- Meet with the next year's treasurer to go over the club finances.
- Complete all tasks outlined in the 4-H Member Treasurer's Checklist (found in the 4-H Treasurer's Manual).

# what does the healthy living officer do?

Education, family and peer support and a community environment that promotes healthy behavior can strengthen the wellness of an entire community – such as a 4-H club! As the healthy living officer, you will be responsible for educating, inspiring and leading club members as they pledge their “health for better living.” You will provide leadership for all health-related activities and will help to inform and educate your club members on easy ways to incorporate physical activity and healthy eating habits into their lives. You will work with other officers to provide ways to introduce healthy living options at club meetings and activities throughout the year.

## General Duties

- Meet with other club officers and officer advisor(s) before each meeting.
- Form a health committee.
- Chair the health committee.
- Work with other club officers, members and adult volunteers to develop a yearly plan for including health activities in each 4-H club meeting, event and activity.
- Gain support from members and adult volunteers to do a service learning project related to health.
- Work with the club vice president for membership to organize a “meet and greet” team to make new guests feel welcome and part of the group.
- Report activities and accomplishments to the club reporter and complete any reports as requested.
- Share nutritious snack ideas to the members responsible for club refreshments.
- Lead by example – model healthy living practices.
- Provide the club with ideas on how to incorporate physical activities and healthy eating into club meetings and member’s personal lives.
- Write Healthy Living articles for the club newsletter and submit to the club newsletter editor.
- Work with the other officers to make sure health is considered at club events (such as healthy food and drinks, sunscreen use during outdoor activities, hand sanitizer available at food booth fundraisers, safety signs posted at petting zoos, reasonable end times for meetings to allow for enough sleep by members, etc.).
- Keep a record of everything you did at club meetings.
- Work with your club to adopt a 4-H Club Wellness Plan.

## At Club Meetings

- Give the secretary an active roll call idea.
- Announce health-related opportunities, events and activities happening in the community.
- Get members to set a goal to meet the health challenge.
- Ask members about their progress in completing the previous meetings health challenge.
- Give your club health challenge tips.

## Did you know?

The first 4-H emblem was a three-leaf clover introduced by O.H. Benson in 1907-1908. The H’s signified Head, Heart and Hands. In 1911, Benson suggested that the fourth H should be hustle and the 4-H four leaf clover was adopted. O.B Martin suggested that the fourth H stand for Health.

- Work with the recreation leader to incorporate fun activities during the recreation portion of the meeting.
- Give healthy snack ideas for meetings.
- Survey members to check if they increased healthy behaviors since the previous meeting (or decreased unhealthy behaviors).

## End of Year

- Fill out the Choose Health Report for your club.
- Encourage members to adopt more physical activity and healthful eating habits over the summer.
- Consider organizing a health-related event such as a canned food drive, Relay for Life team or community health night.

## More Information

- Appendix IX: 4-H Club Wellness Plan
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>
- Cornell University Cooperative Extension Choose Health Initiative website, <http://nys4h.cce.cornell.edu/about%20us/Pages/ChooseHealthInitiative.aspx>
- Choose Health in 4-H Clubs YouTube videos, <http://www.youtube.com/playlist?list=PL86F775B56104D79A&feature=viewall>
- UC ANR Clover Safety Notes, [http://safety.ucanr.org/4-H\\_Resources/Clover\\_Safe\\_Notes\\_by\\_Project\\_Area/](http://safety.ucanr.org/4-H_Resources/Clover_Safe_Notes_by_Project_Area/)

# What does the recreation leader do?

Activities, games and songs help members build club spirit, maintain tradition, friendships and have fun. Being a recreation leader is not all about fun and games though. As the recreation leader for your club, you can motivate, inspire, ignite sparks and set the general tone for the rest of your club. What kind of recreation leader do you want to be?

## General Duties

- Plan recreation activities for each club meeting. Work with the healthy living officer to include each month's "Let's Move Activity".
- Practice the games, songs and other activities planned for presentation.
- Involve everyone in the recreation activities.
- Serve on club committees and organize ceremonies and parties.
- Keep a recreation box stocked in preparation for those times when unexpected recreational needs arise at 4-H club meetings, events and activities.
- Keep track of your club's songbooks and recreation supplies.



## Do you know what the 4-H Motto is?

It is "To make the best better."

## At Club Meetings

- Arrive early to help the other officers greet members and guests as they arrive.
- Start an activity or game before the meeting to give people who arrive early something to do.
- Use games, songs and activities to help members get acquainted (also known as "Icebreakers").
- Give directions in a voice loud enough to be heard by everyone. Explain the game or song to the group and make sure that everyone understands what to do. Get all members and visitors involved. Smile, be enthusiastic and stick to your time schedule.
- After the meeting, store songbooks and recreation supplies.

## More Information

- Appendix V: 4-H Club Meeting Planner
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>

## Tips!

- Plan ahead
- Practice
- Be enthusiastic. If you are having fun so will your clubmates!
- Involve everyone



## ACTIVITIES SHOULD INCLUDE

- Plan ways for members to figure out their spark, or what it is in 4-H that they are passionate about.
- Plan activities that allow members to express their inner passions, interests and talents. You can find ideas for activities on specific sparks on the Search Institute website: <http://www.search-institute.org/sparks/resources/links>
- Give chances for club members to ask questions, be listened to and get encouragement for effort and practice.
- Build skills that members can use whenever they experience new challenges.
- Focus on moments where members show joy and energy.



## BEGINNING OF THE YEAR ACTIVITIES

- Consider starting the year by setting up a large sheet of butcher paper on the wall during the first club meeting and ask members to draw a picture of what excites them about joining 4-H.
- Organize a club fair by having representatives from each project set up a table during a meeting to showcase their projects and recruit new members.
- Hold a monthly show-and-tell by having one project share stories and give the club updates on what they are doing or have planned for the coming year.
- Plan a regular schedule of how-to demonstrations led by a different member of the club during each meeting.
- Work with the vice president for programs to invite guest speakers who can lead club members through activities that will increase their understanding of thriving concepts. (Check with the vice president for programs for ideas.)



# Communications and your club

## Do you know what the 4-H colors stand for?

Green symbolizes nature's most common color and represents life, springtime and youth.

White symbolizes purity and high ideals.

One person can handle communications for the club, or the work can be done by a team that could include a reporter, a historian, a newsletter editor and a photographer. These officers are responsible for keeping club members and the community informed about the work that your club is doing, so that the club will gain community support and respect. It is also important to keep 4-H families informed about upcoming events and ways in which they can support the club.

Most clubs have at least a club reporter and a club historian; these officers often also take on the duties of club photographer and club newsletter editor. Some clubs also have a website officer who posts 4-H information on the World Wide Web.

## CLUB REPORTER

### General Duties

The club reporter informs the community about your club's activities. The reporter does this by writing news stories about the club and sending them to local newspapers and radio stations. The reporter can arrange to have announcements about meetings and club events published in the Community Calendar section of the local newspaper and in school newspapers, and can post announcements on community bulletin boards. There are lots of options to publicize! Local public access television stations can also be helpful – oftentimes they are happy to film local events. Be sure to coordinate club publicity with the vice president for membership because stories and announcements can attract new members.

### During Club Year

- Take note of club activities or events that would make good news stories.
- Write and submit media releases about 4-H activities and events to newspapers and radio and television stations. Remember to submit them 2 to 3 weeks ahead of time.
- In a story, highlight a person or unusual event, and make it interesting!
- Keep a scrapbook of all articles submitted and any published articles. (This can be done by the club historian, if your club has one.)
- Report at club meetings about news items that were printed or broadcast.
- Showcase articles that were printed.

## CLUB HISTORIAN

### General Duties

The club historian is like the memory for your club. As historian, you record the history of the club for future members. The historian keeps a club scrapbook to document important events in the life of its members. The scrapbook can give us a look into the past and shows the growth and accomplishments of your club. Adding names, dates and short descriptions to scrapbook entries helps future members know what happened in the past.

### During Club Year

- Create and maintain a club scrapbook.
- Keep complete records showcasing the club's activities.
- Take pictures or collect member photos illustrating club activities.

## The Reporter

- Keeps reports factual
- Gives accurate information
- Reports who, what, when, where, why and how
- Checks spelling
- Writes in the third person

- Collect newspaper articles, thank-you notes, club certificates and awards.
- Collect 4-H event programs and souvenirs.
- Recognize the achievements on your club membership.
- Label and date all scrapbook entries.

## CLUB NEWSLETTER EDITOR

### General Duties

Communicating with club members, adult volunteers and 4-H families is important for your club to be successful. Members, adult volunteers and 4-H families need to know what is happening in the club. It is also important that other 4-H members get acknowledged for their work and accomplishments. As the editor, you are responsible for publishing a monthly or quarterly newsletter and distributing it to all your club members and adult volunteers. Also be sure to share the news on the 4-H Online Record Book where others can comment on and promote your posts.

### During Club Year

- Publish monthly or quarterly club newsletters to report about member accomplishments.
- Ask members to write stories for the newsletter about events, projects and community activities.
- Dedicate a column in the newsletter for the community club leader.
- Provide a club program calendar in the newsletter.
- Post club news on the 4-H Online Record Book.

## CLUB PHOTOGRAPHER

### General Duties

In your new role as club photographer, you create a file of photos of club projects, events, celebrations and meetings, and include photos of members and adult volunteers. The photographer could be a member of a club photography project or a member with an interest in photography. Keep in mind, 4-H is all about stretching yourself and trying new things, even if you don't think you are very good at it yet. If you have a spark for photography, with effort and persistence you will produce some great pictures! Some professional photographers believe that for every 10 photos taken, you get one good one—so click away!

It is also important to remember that there are many events other than those you personally attend. Reach out to other members and try to obtain copies of any photographs they took of their community service event, project meeting or 4-H activity.

Provide photos for the club reporter's stories, for membership recruitment displays and for the club historian to use in showcasing the club's accomplishments during the 4-H program year.

## SERGEANT AT ARMS

What does the sergeant at arms do anyways? The sergeant at arms helps the president with club duties and helps keep order during meetings. You should be available to help officers and officer advisor(s) with errands and responsibilities. This role is really important from a youth governance perspective, because you will help make sure that meetings run smoothly.

### General Duties

- Check on room arrangements for each meeting.
- Arrive early to each meeting, set up chairs and tables appropriately, and heat or cool the meeting space as needed.
- Make sure that club flags and banners are properly displayed and stored.
- Help guest speakers carry and set up their audio-visual equipment.

### At Club Meetings

- Stand in front of the room while the president calls the meeting to order.
- Ask members to stand for pledges, and lead the American flag and 4-H pledges, upon the president's request.
- Help the president count votes during the meeting.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting. Politely ask members and adults who insist on talking to stop or step outside.
- Hand out and collect items.
- After the meeting, clean and put away tables and chairs, if required. Make sure the meeting room is clean.

# Officer advisor-getting help from an adult

The officer advisor works with your team of officers. Keep in mind that as you learn and grow in your new role, it is okay to have help from an adult along the way. The officer advisor is the adult there to work directly with your team to ensure your success as 4-H club officers. Use your officer advisor as a resource when you have questions, need help or just want someone to talk to when you are not quite sure what the next step is in reaching your goals. Most importantly, know what to expect from your club officer advisor to make sure you get the support and guidance you need. The officer advisor's role is explained for you below.

Your officer advisor is a great person to help you include primary members in club meetings, events and activities in a way that is developmentally appropriate and meets their needs.

- Train and support officers in their leadership roles, duties and responsibilities with a special emphasis on uncovering officers' inner passions and interests.
- Help officers with developing an annual program plan, annual club planner and budget.
- Meet with officers before each club meeting. Prepare officers to plan the meeting and set the agenda. With younger officers, partner with them to help them learn the planning process.
- Counsel the officers when they need encouragement or support.
- Empower officers in leading the planning, implementation and evaluation process by using open-ended questions.
- Keep the community club leader informed about all plans and decisions.
- Prepare officers to run the club meeting themselves; this is their experiential learning process!
- Celebrate moments of joy and success.

## During a Planning Meeting

- The officer advisor should model leadership techniques for facilitating a meeting instead of directing the meeting, such as teaching leadership skills like active listening, modeling how to deal with conflict and asking open-ended questions like:
  - » In planning programs and meetings: "Tell me about the things that really interest you? How can we utilize that passion to help our club members grow?"

- » To encourage a growth mindset: This is really hard work, and I can see the effort you are putting into it. What resources do you need to continue working?
- » To select goals, pursue strategies and shift gears in the face of obstacles: Take a look back at your GPS planning goals. What goals or strategies do you think need changing?
- » To begin evaluation: "Identify things that worked well and things you would like to improve."

## Other Responsibilities

- Choose a safe place for club meetings, large enough to seat everyone comfortably.
- Make sure the meeting room is accessible to those with special physical needs.
- If a facility use contract is needed to hold a meeting place, the advisor needs to submit the contract to the UCCE county office for processing at least 30 days ahead of time.
- Make arrangements for appropriate access to meeting rooms.
- Plan to hold meetings on a regular basis. Regularly scheduled meetings help keep members informed and involved. Clubs should meet at least once a month with a minimum of six meetings per year required – through a minimum of eight meetings per year is recommended.

**Did you know** there are roughly 540,000 adults across the United States that volunteer their time to work with youth in 4-H clubs and projects each year?



## End-of-year

The University of California Cooperative Extension requires that every 4-H club complete end-of-year reporting. Club officers should complete the following forms and reports as well as any county required forms for the club and give them to the community club leader and the UCCE county office. The community club leader, as the management agent of the University, is the person ultimately accountable for seeing that reports are completed by the county due dates. Non-compliance with these requirements may result in closure of the 4-H club.

- Annual Financial Report
- Annual Inventory Report
- Year-End Club Peer Review Report & Checklist
- 4-H Outreach Methods Documentation
- 4-H Club Program Planning Guide

Encourage officer self-reflection through a process that helps youth to recognize and celebrate their individual development of thriving indicators. How did they each grow in their qualities of competence, confidence, character, caring, connection, and/or contribution? What qualities would they like to continue to work on?

### More Information

- Appendix I: Parliamentary Decision Making
- Appendix II: 4-H Club Business Meeting Agenda
- Appendix III: 4-H Club Meeting Minutes
- Appendix IV: 4-H Club Meeting Minutes Sample
- Appendix V: 4-H Club Meeting Planner
- Appendix VI: Annual 4-H Club Planner
- Appendix VII : 4-H Outreach Methods Documentation
- Appendix VIII: 4-H Outreach Methods Documentation Sample
- Appendix IX: 4-H Club Wellness Plan
- 4-H Club Program Planning Guide, <http://www.ca4h.org/Programs/Clubs/Officers/>
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://www.ca4h.org/Resources/Publications/>
- Choose Health Report (in the Cornell University Cooperative Extension Choose Health Officer Guide), <http://www.ca4h.org/Programs/Clubs/Officers/>
- 4-H Treasurer's Manual, <http://www.ca4h.org/Programs/Clubs/Officers/>
- 4-H Thrive webpage, <http://www.ca4h.org/About/Thrive/>
- 4-H Thrive resources, [http://www.ca4h.org/Resources/Volunteers/4-H\\_Thrive\\_Resources/](http://www.ca4h.org/Resources/Volunteers/4-H_Thrive_Resources/)
- Primary 4-H Member Adult Volunteer Guide, <http://www.ca4h.org/files/4718.doc>



## Tips for successful committees!

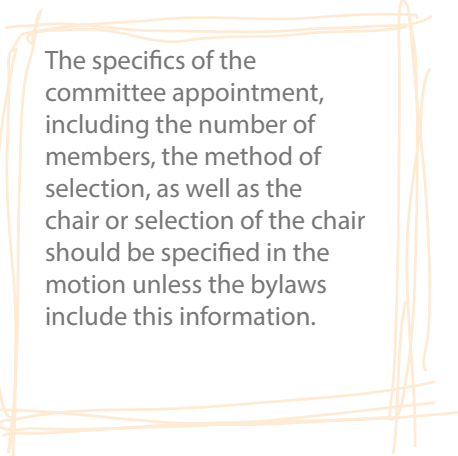
The use of committees enables everyone in the club to actively help shape club programs, events and activities.

### COMMITTEES

4-H members and adult volunteers all have ideas about what should be accomplished during the club year.

Successful clubs provide opportunities for all members and adult volunteers to participate as equal partners in the planning process. Club committees offer a chance for members to work together toward accomplishing a goal with the support of 4-H adult volunteers. Clubs form committees to organize club events, plan programs, recruit members and raise funds.

Active member participation makes programs work and keeps interest high. The president may appoint committees for special purposes at any time.



The specifics of the committee appointment, including the number of members, the method of selection, as well as the chair or selection of the chair should be specified in the motion unless the bylaws include this information.

### Committee Membership

Committee members can be appointed by the club president or they may volunteer. The president may want to appoint members to committees so everyone has the opportunity to serve each year. The size and make-up of the committee is important. A committee of one or two members does not offer a wide diversity of opinion. Committees with many members can become too large for younger or quieter members to feel comfortable in participating. Five to seven is a good number of members for a committee.

### Committee Chair Duties

If the president appoints the committee the president also has the duty of selecting the committee's chairman. If the committee is named by a power other than the president that body shall also designate the chairman. If the chairman is not designated at the time the committee is appointed the committee has the right to select its own chairman. The committee chair is responsible for the following tasks:

- Set the committee meeting dates, time and places
- Guide committee discussion and decision making
- Make sure all decisions are recorded
- Check to see that committee members complete their assignments
- Report about the committee's progress and accomplishments at club meetings

### CONSENSUS DECISION MAKING

Consensus decision making helps members learn to listen, value each other's ideas and build cooperative solutions. Committees are a good place to learn and practice consensus decision making skills. The following are open-ended questions designed to build participant consensus:

- To build group agreement on an action or direction. "Tell me about your comfort level with this idea."
- To modify an action to make it acceptable to the group. "What are some changes that would make the idea acceptable to you?"
- To verify consensus where everyone accepts the action or at least agrees not to oppose it. "So, we are in agreement with this plan. How can we formalize our agreement with each other to proceed?"



**Did you know** consensus means general group agreement?



### Committee Brainstorming

Write down all ideas on a subject without discussing the ideas. Capture everyone's thinking. Then go back and clarify ideas. Combine similar ideas. Finally, select priority areas for implementation using consensus decision making.

## PARLIAMENTARY DECISION MAKING

Parliamentary decision making is governed by a set of rules and procedures called Robert's Rules of Order. These rules provide for courtesy and respect for each member and bring order to the meeting. The following are some common rules of order.

### Bringing Up Business

Before a member can bring any business (item for consideration) before the club, it is necessary to get permission to speak to the group ("obtain the floor"). To do this, the member should seek the president's attention by standing and saying "Mr. President" or "Madame President". The president will allow ("recognize") one member at a time to speak to the assembly.

### Passing a Motion

- To propose an action ("make a motion") to the assembly, a member must first obtain the floor. Then, the member states the motion: "I move that . . ."
- A motion cannot be debated or voted upon unless another member confirms ("seconds") that it should be considered. It is not necessary to obtain the floor to second a motion; a member can simply say, "I second the motion." If a motion is not seconded, it is declared by the president to be lost without a vote.
- The president repeats the motion that has been seconded and asks if there is any "debate". During debate, the members may wish to amend the motion, ask questions, share information or otherwise discuss the motion. Debate must be related to the pending question.
- After a reasonable length of time for debate, the president or another member calls for the vote. The president repeats the motion.
- The president asks the members to vote yes or no by saying "All in favor, say 'aye' (Wait for response); all opposed, say 'nay'" (Wait for response). The president then indicates whether the motion has been passed ("carried") or defeated.

### Amending a Motion

When members decide to change the original motion they need to amend the motion, as follows:

- Make an amendment to the original motion and second it.
- Discuss the amendment.
- Vote on the amendment.
- If the amendment passes, a vote is taken on the original motion as amended.

### Ending a Meeting

When all items on the meeting's business agenda have been completed, and if no further business items are put forward for consideration, the president calls for a motion to adjourn or end the meeting, as follows:

- A member is recognized by the president and says "I move that the meeting be adjourned."
- Another members says "I second the motion."
- The president says "A motion has been made and seconded to adjourn the meeting. All in favor, say 'aye'" (Wait for response). "All opposed, say 'nay'" (Wait for response).
- If the motion passes with a majority vote, the president says, "The meeting is adjourned."



## THE RULES

- Only one members speaks at a time, after being recognized by the president.
- If a main motion is amended, vote on the motion to amend before voting on the main motion. Then, vote on the main motion as amended.
- There can be only one motion before the assembly at a time. The steps to pass a motion are:
  1. Member is recognized and makes a motion
  2. Another member seconds the motion
  3. Debate is guided by president
  4. President calls for vote
  5. President restates the motion
  6. President states the results of the vote
- A motion to adjourn is a “privileged motion” which means that it cannot be amended or debated. It requires a majority vote to pass.

## Presidential Phrases

Use these phrases to conduct a 4-H Business Meeting.

AGENDA ITEM	PHRASE
Call to Order	“The meeting will come to order.”
Pledge to the Flags	“[Member’s names] will lead the pledges.”
Roll Call	“Will the secretary please call the roll?”
Reading of the Minutes	“Will the secretary read the minutes of the last meeting?”
Approval of the Minutes	“Are there any additions or corrections to the minutes?” If not, “The minutes stand approved as read.” OR “Is there a motion to approve the minutes.” After additions or corrections, “I call for a motion to approve the minutes as corrected.”
Treasurer’s Report	“Will the treasurer present the treasurer’s report.” No motion is required to approve the report.
Correspondence Report	“The correspondence secretary will read the club correspondence.”
Reports from	Other officers (Optional) Committees (Optional) Project groups (Optional)
Unfinished (Old) Business	Present any old business you know about, or that the secretary’s minutes indicate as unfinished from the last meeting. Then ask, “Is there any more old business?”
New Business	Present any new business you know about. Then ask, “Is there any more new business?”
Adjournment	“Do I have a motion to adjourn the meeting?” Call for a second, take a vote and, if the motion is passed, declare the meeting adjourned.
To Vote	Repeat the motion and call for a vote. “It has been properly moved and seconded that . . .” “All those in favor of the motion, say ‘Aye;’” (Wait for response) “All those in opposition of the motion, say, ‘Nay;’” (Wait for response) Then declare the motion: “The motion passes (‘carries’)” or “The motion fails (‘defeated’).”

## More Information

- Robert’s Rules of Order (available at your local bookstore)

# 4-H Club Business Meeting Agenda

(List the name and office of the person presenting the agenda item.)

Date \_\_\_\_\_

Call meeting to order.

Flag salute and 4-H pledge to be led by: \_\_\_\_\_

Call the roll or pass around a sign-in sheet to take attendance.

Introduction of guests by: \_\_\_\_\_

Reading of minutes by: \_\_\_\_\_

Treasurer's Report by: \_\_\_\_\_

Correspondence Report by: \_\_\_\_\_

Other Officers' Reports by: \_\_\_\_\_

4-H Volunteer Management Organization Report by: \_\_\_\_\_

Committee Reports by: \_\_\_\_\_

Project Reports by: \_\_\_\_\_

Old Business:

New Business:

Announcements:

Adjournment

Program introduced by: \_\_\_\_\_

Recreation led by: \_\_\_\_\_



# 4-H Club Meeting Minutes

(For use by the secretary.)

The meeting of the \_\_\_\_\_ 4-H Club was called to order by: (name and title) \_\_\_\_\_

At (time): \_\_\_\_\_ On (date): \_\_\_\_\_ At (location): \_\_\_\_\_

Flag salute and 4-H pledge led by: \_\_\_\_\_

Action on Previous Meeting's Minutes: \_\_\_\_\_

Treasurer's Report (Include expenditures and income since last meeting and current balance):

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Correspondence: \_\_\_\_\_

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Other Officers' Reports: \_\_\_\_\_

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4-H Volunteer Management Organization Report: \_\_\_\_\_

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Committee Reports: \_\_\_\_\_

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Old Business: \_\_\_\_\_

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New Business: \_\_\_\_\_

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Announcements: \_\_\_\_\_

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Next Meeting: \_\_\_\_\_ Business Meeting Adjourned: \_\_\_\_\_

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

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Recreation: \_\_\_\_\_

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Date: \_\_\_\_\_ Signed: \_\_\_\_\_

(Secretary)

## 4-H Club Meeting Minutes Sample

The meeting of the Union 4-H Club was called to order by Jairo Garcia, President.

At: 7:30 p.m. on February 5, 2013, at the Union Community Hall. Jacob Harris and Emily Watson led the flag salute and 4-H Pledge.

Action on Previous Meeting's Minutes: The minutes of the January 8, 2013 meeting were read and approved with the following corrections. The correct date of 4-H Presentation Day is Saturday, March 23.

Treasurer's Report: No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our club rummage sale. We have a current balance of \$252.28.

Correspondence: A thank-you letter from the food bank was read. A congratulations letter sent to the new county All Stars was read.

Other Officers' Reports: Reporter, Isabella Griffin, submitted a media release about our food drive to the local paper. It was printed, and a copy was given to our historian. Recreation Leader, Joshua Taylor, asked members to bring their baseball gloves and bat to the club picnic on Saturday, March 16.

4-H Volunteer Management Organization Report: No report presented at this meeting.

Committee Reports: Rosa Martinez, Community Service Chair, reported that the committee submitted a Revolution of Responsibility Grant to use goats for weed abatement and increase awareness of using livestock to address environmental issues. Christy Hamilton, Membership Committee Chair, reported that 70% of the members from last year enrolled in our club again, 10 new members joined and the committee is developing a plan to recruit new members and volunteers at fair.

Old Business: Ashley Smith, Healthy Living Officer, did the Healthy-H Challenge Check to see how members did on last month's goal to have Un-Plugged Fun by limiting screen time. The majority of members reported by standing that they met the goal.

New Business: Madison Carr moved that our club build a float for the Founders' Day Parade. The motion was seconded and carried. Madison volunteered to chair the committee and was appointed. Grace, Addison, Emilio, Mackenzie, Angel, Jadden, Nicole, Xavier, Maya, Stephanie and Tom Blake volunteered to be on the committee. Ashley Smith, Health Living Officer, introduced the Health-H Challenge to enjoy outdoor winter fun and play outside at least once every week. The Healthy-H Challenge Tip was to play in the snow by sledding, skiing or building a snow fort.

Announcements: Mr. Charlie Ruiz announced a countywide Science Expo to be held at the Parkview School auditorium on Saturday, March 30.

Next Meeting: Union Community Center on March 5, 2013, at 7:30 p.m.

Business Meeting Adjourned: 8:15 p.m.

Program: Demonstration - Mike Reynolds - "Using the 4-H Online Record Book".  
Project Exhibits – Robotics Project – Tyler Harris, Eva Lee

Recreation: Recreation Leader, Joshua Taylor, led the group in the Let's Move Activity – "Bobsleds!"

Date: 3/5/13

Signed: Samantha Jacobs





## 4-H Outreach Methods 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 and adult volunteers from your community, including under-represented groups and attach documentation. Be specific. For example, if a school presentation was made, list the date(s) of the presentation(s), number of times the presentation was given and any pertinent comments.

**All clubs are required to demonstrate outreach efforts in at least three of the first four outreach methods listed below.** For assistance, call your UCCE county office. To document your club's outreach efforts attach copies of flyers, newspaper articles, media releases and lists of personal contacts made to this form. Give a copy of this information to your UCCE county office.

METHOD	DATE(S)	NUMBER	COMMENTS
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Newsletters, posters, flyers, announcements			
<input type="checkbox"/> Personal letters inviting select people to participate in the program (potential members and adult volunteers).			
<input type="checkbox"/> Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers).			
<input type="checkbox"/> Community and school groups contacted with information, or through community service			
<input type="checkbox"/> Joint activities that resulted in integrated programs			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities or females (e.g., festivals, fairs, displays)			
<input type="checkbox"/> Adult volunteer recruitment and/or volunteer development/training			
<input type="checkbox"/> Meeting places selected to encourage minority or female participation			
<input type="checkbox"/> Other			

## 4-H Outreach Methods Documentation Sample

Program Year: 2012-2013

Club Name Union 4-H Club Vice President for Membership Maya Williams

Community Club Leader Gerald Thomas Membership Advisor N/A

Please describe the efforts your club has made to recruit new members and adult volunteers from your community, including under-represented groups and attach documentation. Be specific. For example, if a school presentation was made, list the date(s) of the presentation(s), number of times the presentation was given and any pertinent comments.

**All clubs are required to demonstrate outreach efforts in at least three of the first four outreach methods listed below.** For assistance, call your UCCE county office. To document your club's outreach efforts attach copies of flyers, newspaper articles, media releases and lists of personal contacts made to this form. Give a copy of this information to your UCCE county office.

METHOD	DATE(S)	NUMBER	COMMENTS
✓ Mass media, including radio, newspaper, TV	Sept. 25, 2012	1	- News release featured in Townville Newspaper about 4-H open house.
	July 1, 2012	1	- "Join 4-H" county newsletter article inviting youth and families to join our club.
✓ Newsletters, posters, flyers, announcements	Oct. 10, 2012	1200	- Flyer inviting youth and families to join our club. Distributed to 4 schools.
✓ Personal letters inviting select people to participate in the program (potential members and adult volunteers).	Aug. 1, 2012	18	- Notes to families inviting them to club meetings.
✓ Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers).	2012-2013	56	- 4-H office referrals. Called 16 families and invited them to 4-H club meetings. Talked to 40 families responding to flyers and invited them to our meetings.
✓ Community and school groups contacted with information, or through community service	Oct. 10, 2012	1	- School outreach campaign listed above.
	Jan. 19, 2013	1	- Did a Revolution of Responsibility service project with the Boys and Girls Club.
	April 12, 2013	1	- Petting Zoo at Crawford Elementary.
✓ Joint activities that resulted in integrated programs	Jan. 19, 2013	1	- Revolution of Responsibility project listed above.
✓ Membership drive or promotional programs to reach minorities or females (e.g., festivals, fairs, displays)	May 25, 2013	1	- Held a cultural festival open to the public.
✓ Adult volunteer recruitment and/or volunteer development/training	June 24-30, 2013	3	- Went to service groups to present and distribute flyers about volunteering for 4-H.
<input type="checkbox"/> Meeting places selected to encourage minority or female participation			
<input type="checkbox"/> Other			

## 4-H Wellness Plan

It is great that your club has chosen to create a wellness plan! By adopting a 4-H club wellness plan you are deciding to include healthy living practices into your club, educate your community on health, and commit to living healthy! Your club will design its own wellness plan by selecting at least 3 items below from **two different** categories:

### Physical Health

- Adopt the Healthy Beverage Guidelines
- Use the Clover Safety Note: Meeting Space Safety Checklists to conduct a safety review of the building your club meets in.
- Plan 2 fun social outings for your club. Make them physically active too. Rent out the local roller skating rink for a 4-H night, have a 4-H miniature golf tournament or host a dance party.
- Invite a guest speaker to discuss injury prevention topics, (e.g., fire safety, driving safety or bicycle safety).
- Host a CPR/First Aid Training for your club.

### Social-Emotional Health

- Create a skit or video describing conflict resolution strategies, anger management strategies or stress management.
- Conduct an interview with a local health organization and give a presentation on how that organization improves your community's health.
- Create an e-newsletter for your club about social media safety. Include topics such as: cyber bullying, safe online talk, digital footprint and reputation.
- Create an anti-bullying poster and have all club members sign it.
- Make name tags for use at club meetings. Use safety pins and fabric so they can be reused month after month. Greeting people by name when they attend meetings increases their sense of belonging and emotional safety.

### General

- Elect a Healthy Living Officer.
- Write a Healthy Living Revolution of Responsibility proposal and lead a Healthy Living Community Service Project.
- Create your own idea for how your club can promote physical, social and emotional health.

### Resources:

Clover Safe Notes, [http://safety.ucanr.org/4-H\\_Resources/Clover\\_Safe\\_Notes\\_by\\_Project\\_Area/](http://safety.ucanr.org/4-H_Resources/Clover_Safe_Notes_by_Project_Area/)

Healthy Beverage Guidelines, <http://www.ca4h.org/files/78516.pdf>

4-H Choose Health Officer Guide, <http://www.ca4h.org/files/158918.pdf>

Revolution of Responsibility, <http://www.ca4h.org/Support/RofR/>



## 4-H Club Meeting Checklist

A well-balanced club meeting includes time for education and time for fun. Check on your club meetings by answering yes or no to the following items:

Specific Activity	Yes	No
<b>General</b>		
Meeting well planned and organized	<input type="checkbox"/>	<input type="checkbox"/>
Youth officers led meeting	<input type="checkbox"/>	<input type="checkbox"/>
Each officer did his/her job	<input type="checkbox"/>	<input type="checkbox"/>
All members took part in the discussion	<input type="checkbox"/>	<input type="checkbox"/>
Guests were introduced and made to feel welcomed	<input type="checkbox"/>	<input type="checkbox"/>
Meeting started promptly and ended at scheduled time	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Program (20 to 30 Minutes)</b>		
Did Pledge of Allegiance and 4-H pledge	<input type="checkbox"/>	<input type="checkbox"/>
Correct order of business followed	<input type="checkbox"/>	<input type="checkbox"/>
Motions made and presented properly	<input type="checkbox"/>	<input type="checkbox"/>
Committee reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Minutes well written	<input type="checkbox"/>	<input type="checkbox"/>
Officers' reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Correct parliamentary procedure observed	<input type="checkbox"/>	<input type="checkbox"/>
Main points of county 4-H newsletter announced/discussed	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program (30 Minutes)</b>		
Program well-balanced	<input type="checkbox"/>	<input type="checkbox"/>
• Group singing	<input type="checkbox"/>	<input type="checkbox"/>
• Project information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Activity information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Special activities	<input type="checkbox"/>	<input type="checkbox"/>
Program and activities fit members' interests	<input type="checkbox"/>	<input type="checkbox"/>
Program interesting	<input type="checkbox"/>	<input type="checkbox"/>
Quality of program and program activities good	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recreation (15 to 20 minutes)</b>		
At least one fun, active game	<input type="checkbox"/>	<input type="checkbox"/>
Snappy, well-organized	<input type="checkbox"/>	<input type="checkbox"/>
Suitable to the meeting space and size	<input type="checkbox"/>	<input type="checkbox"/>
<b>Refreshments</b>		
Refreshments served	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments healthy	<input type="checkbox"/>	<input type="checkbox"/>



## 4-H Mission

“The University of California 4-H Youth Development Program engages youth in reaching their fullest potential while advancing the field of youth development.”

## 4-H Pledge

As a True 4-H Member, I pledge  
My head to clearer thinking  
My heart to greater loyalty  
My hands to larger service  
My health to better living  
For my club, my community, my country, and my world.

## The 4-H Motto

**“To Make the Best Better”**

## 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

