



BUFFALO COUNTY
4-H CLUB OFFICER TRAINING



President

Congratulations!

You are the President of your 4-H Club!



Importance of the President in the 4-H Club

The President of the 4-H Club is an important job! The members of your club have shown their faith in your ability to assume and carry out leadership responsibilities by electing you to the highest position in your club.

The office of President is important because the President:

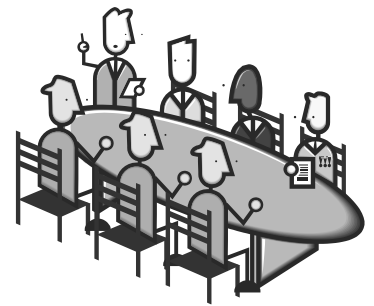
- ◆ Keeps the business meeting efficient and fair
- ◆ Ensures everyone has an opportunity to speak
- ◆ Models good conduct for everyone to follow
- ◆ Teaches other officers and club members on how to conduct a business meeting and practice parliamentary procedure
- ◆ Sets guidelines on how to work with others cooperatively and helps establish a strong sense of community for the club
- ◆ Prepares agendas that are essential so there is a plan on what should be discussed at the meeting and provides members time to develop responses to agenda items in advance
- ◆ Leads group discussion for the club
- ◆ Is the “glue” that holds the Club Youth Leadership Team together

Responsibilities of All 4-H Club Officers

- **Secure** new members and organize the club.
- **Plan** the program for the year.
- **Conduct** and take part in the meetings.
- **Keep** the club records and give them to the leaders as required.
- **Maintain** a good spirit and interest in the club.
- **Help** every 4-H'er find a place in the club and an opportunity to contribute.
- **Maintain** a good relationship with all individuals, leaders, and other officers.
- **Maintain** contact with the Extension Office.

Duties of the 4-H Club President

- Plan the business part of the meeting with other leaders before meetings are held.
- Prepare a meeting agenda in advance.
- Know parliamentary procedure so that you can conduct an orderly meeting.
- Start and stop the meeting on time.
- Preside and call the meeting to order and direct the business meeting.
- Appoint a temporary secretary if the secretary is absent.
- Keep order. Be courteous but firm.
- Provide opportunities for all members to be heard and encourage everyone to participate.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Work with other officers and leaders to plan programs and carry out events.
- Keep in close touch with the local leaders, county UW-Extension 4-H Agent, and other 4-H club officers.



Preparing Business Meeting Agendas

One of the primary duties of the President is to prepare a business meeting agenda before each club meeting. Agendas are important because they ensure that an efficient and fair meeting takes place. Follow these tips for developing a good meeting agenda every month:

- Use the previous month's agenda to identify old business or announcements that need to be discussed.
- Review the Secretary's minutes and add to the agenda any motions or agenda items that were tabled until the next meeting.
- Type each agenda and provide copies for members of your club at the meeting.
- If possible post or email your agenda in advance of each meeting.
- After preparing your first agenda, save it electronically, and simply amend the agenda each month. This will save time and ensure you do not miss crucial parts of the business meeting.
- Prepare a draft in advance and make additions and corrections based on the feedback from other leaders and officers.
- Provide guests or individuals who are responsible to speak at the upcoming meeting with an agenda at least a week in advance to both serve as a reminder that they should be in attendance and to ensure they will be properly prepared for their agenda item.



Wisconsin 4-H Community Clubs

BUSINESS MEETING AGENDA PLANNER

The three components of a 4-H Club meeting are:

- Business (20%)
- Education or Program (50%)
- Recreation and Refreshments (30%)

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and should include:

Agenda Item	Things To Do / Items to Discuss	Person Responsible
1. Call to order		
2. Flag pledges		
3. Roll call/attendance		
4. Secretary's Report/Reading of the Minutes		
5. Treasurer's report		
6. Committee reports		

Agenda Item	Things To Do / Items to Discuss	Person Responsible
7. Unfinished business		
8. New business		
9. Announcements		
10. Adjournment		

4-H Youth Leaders Council Agenda
Sunday, September 17, 2006 – 6:00 p.m.
Member's Home; Alma, WI

- A. Call meeting to order
- B. Pledges
- C. Secretary's Report/Roll Call
- D. Treasurer's Report
- E. Old Business
 - a. Washington Exchange Report
 - b. CWF Report
 - c. Livestock Judging & Mechanical Science Day Report
 - d. Wisconsin State Fair Youth Expo Report
 - e. FIVE Program Trip Report
 - f. Car Wash in Nelson Report
 - g. Ag-Olympics at Buffalo County Fair
- F. New Business
 - a. Ronald McDonald House (Oct. 15)
 - 1. Assign Roles / Responsibilities / Develop Committees
 - 2. Plan Menu
 - b. Upcoming Events
 - 1. Members' Association Meeting & Record Book Reviews (Sept 24)
 - 2. National 4-H Week (October 1-7)
 - a.
 - 3. Recognition Celebration (Oct. 29)
 - 4. ME Workshop
 - 5. HCE & 4-H Project Workshop Day (Nov. 4)
 - 6. November Meeting – Dog Biscuits & Dodgeball Tournament?
- G. Construct Foster Care Family Packages & Roast Marshmallows over a Bon-fire!
- H. Adjourn



Presiding at and Conducting a 4-H Business Meeting

Agenda Item	Action Taken	Phrases Commonly Used by President
Call to Order	Tap gavel three times.	"The meeting of the _____ 4-H Club will please come to order."
Pledges	Members rise. Persons leading pledges come to front of meeting room.	"Please rise as we have the Pledge of Allegiance led by _____ and the 4-H pledge led by _____."
Call for Secretary's Minutes	Secretary rises.	"The secretary will now read the minutes of the last meeting."
Approval of Minutes	No motion or vote is necessary.	<p>"Are there any additions or corrections to the minutes?" (Pause for members to respond.)</p> <p><i>No changes:</i> "Seeing none, the minutes will stand approved as read."</p> <p><i>Changes needed:</i> "The corrections made by _____ will be made by the secretary and the minutes will stand approved as amended."</p>
Treasurer's Report	Treasurer rises.	"The treasurer will now give the financial report."
Approval of Financial Report	No motion or vote is necessary.	<p>"Are there any additions or corrections to the financial report?" (Pause for members to respond.)</p> <p><i>No changes:</i> "Seeing none, the treasurer's report will be accepted as read."</p> <p><i>Changes needed:</i> "The changes made by _____ will be noted and the treasurer's report will be accepted as amended."</p>
Committee Reports	Committee Chair rises and/or comes to the front of the meeting room.	"We will now have committee reports. Will the chairperson of the _____ committee please present a report at this time?"

Agenda Item	Action Taken	Phrases Commonly Used by President
Old Business	<p>Handle motions and lead group discussion as necessary.</p> <p>Tap the gavel once at the end of all agenda items under Old Business.</p>	<p>“The first order of old business on the agenda is _____.” (Recognize members who are to speak for the agenda item.)</p> <p>“Is there any further old business that needs to be discussed?” (Recognize members who have other old business to bring before the club.)</p>
New Business	<p>Handle motions and lead group discussion as necessary.</p> <p>Tap the gavel once at the end of all agenda items under New Business.</p>	<p>“The first order of new business on the agenda is _____.” (Recognize members who are to speak for the agenda item.)</p> <p>“Is there any further new business that needs to be discussed?” (Recognize members who have other new business to bring before the club.)</p>
Introducing Guests for Program, Education, or Recreation	<p>Rise to introduce. If necessary, shake hands.</p>	<p>“I will now turn the meeting over to _____ to introduce our program.”</p> <p>“Thank you, _____, for presenting such an interesting program. Thank you _____ for organizing this program.”</p>
Announcements	<p>Individuals with announcements rise to address the club.</p>	<p>“Are there any announcements?” (Recognize those who have announcements.)</p>
Adjournment	<p>Motion.</p> <p>Tap the gavel once to adjourn the meeting.</p>	<p>“Our next meeting be on (date) at (place).”</p> <p>“Is there a motion to adjourn the meeting?”</p> <p>“Is there a second?”</p> <p>“It has been moved and seconded to adjourn this meeting. All in favor, signify by saying ‘aye’. (Pause.) “All opposed say ‘nay’.”</p> <p>“Meeting adjourned.”</p>

Leading Group Discussions

As president you will need to lead group discussions of agenda items and during motions 'on the floor.' Leading discussion is not often an easy task, especially for a group, like a 4-H club, in which members have many different opinions, perspectives, knowledge and points of views.

There are many methods and strategies to elicit good discussion. Try one or more of these group discussion styles at one of your club meetings:

<i>Group Discussion Method</i>	<i>What To Do</i>
<i>JIGSAW</i>	Work in small groups or by committees and ask each group to discuss the same topic. Then, have all the groups report to the large group to facilitate discussion.
<i>Roll Call, All Call</i>	Call on each member of the group for an idea. If the person isn't ready to share, he or she can pass once.
<i>Brainstorming</i>	Have members shout out ideas or comments and post all of them on a chalkboard or large sheet of paper. Do not discuss or evaluate any of the comments until all 'brainstorming' is complete.
<i>Knee to Knee, Eyeball to Eyeball</i>	Ask members to find a partner and sit across from each other so that they are sitting 'knee to knee, eyeball to eyeball.' Then, hold a discussion with that one person, first. Many people need time to think about ideas privately or with one other person before they feel comfortable talking in front of a large group.
<i>Response Challenge</i>	Tell the large group that you are challenging them to come up with at least 10, 15, or 20 ideas or responses. Then, do not recognize anyone to speak until at least that many people have indicated they have a response.
<i>Show of Hands or Quick Survey</i>	Ask a question of the whole group to get the conversation rolling. Have members give a show of hands or respond to a quick survey as response to the question.

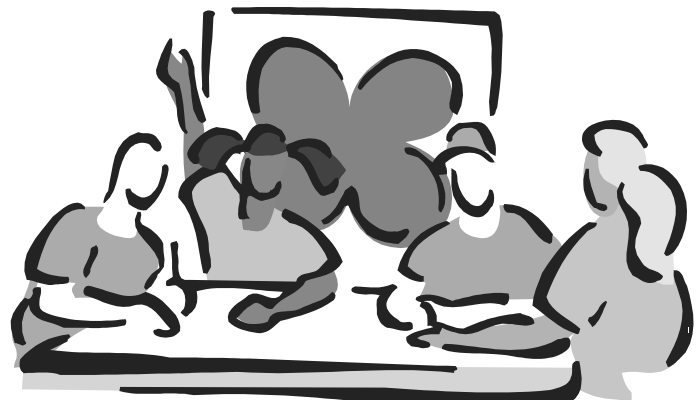
Here are some quick do's and don'ts for leading group discussions in your 4-H club:

DO:

- Give all members an opportunity to speak.
- Keep the discussion on the agenda item.
- Rather than let members give long speeches, limit responses to short statements.
- Ask those who are shy to join the discussion.
- Make sure everyone understands what is being said.
- If members ask you questions, ask them back to the entire club.
- Restate the question when discussion goes off on tangents.
- Summarize the conclusions of the discussion.
- Allow plenty of time for members to think and formulate responses.
- Maintain an environment for discussion in which everyone feels safe to speak.

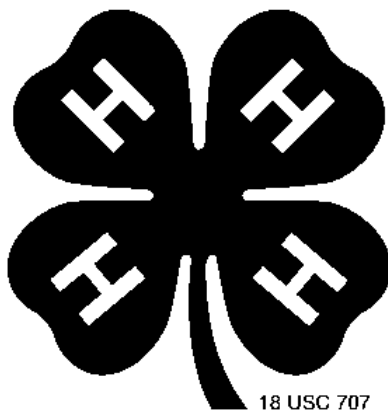
DON'T:

- Allow any one person to monopolize the discussion.
- Act as if you, the discussion leader, have all the answers.
- Get nervous when there is silence for a short time. Some people need up to 60 seconds to formulate a response to a question.
- Answer a question before the group has a chance to discuss it.
- Continue the discussion if the topic strays from its original purpose.
- Tolerate negative statements, conflicts, or put downs.
- Pretend to agree with someone's statement or opinion when you do not.



As a discussion leader you can help members contribute helpfully to the discussion. Below are some strategies you might use if your club's discussion experiences a less than helpful 'problem.'

Group Discussion Problem	Possible Solutions to Group Discussion Problem
No one or only a few people will share ideas.	<p><i>Try a new group discussion method.</i></p> <p><i>Ask questions, such as:</i></p> <ul style="list-style-type: none"> • "Chris Clover, what do you think of...?" • "Chris, from your experiences, could you please share your feelings?" • "Does anyone know of situations where this has worked?" • "What do you think about this, Chris Clover?"
One person is monopolizing the discussion.	<p><i>Try a new group discussion method.</i></p> <p><i>Encourage others to speak by asking questions, such as:</i></p> <ul style="list-style-type: none"> • We have heard a lot from Chris, does anyone agree or disagree? • "Would someone who has not spoken yet be willing to share their ideas?"
Discussion is going no where or is not resolving the debate.	<p><i>Try a new group discussion method.</i></p> <p><i>Ask questions, such as:</i></p> <ul style="list-style-type: none"> • "That's interesting, but how does that fit in with the topic we are discussing?" • "Could we try looking at this from a different point of view?" • Are we missing some important information? An important point of view? • "Would someone who has not spoken yet be willing to share their ideas?"
Time is short and a decision must be made.	<p><i>Tell the amount of time left for discussion and ask for a motion. Say:</i></p> <ul style="list-style-type: none"> • "We have time to hear from only 2 more members before we make a decision." <p><i>Summarize what has been said and call for a motion. Say:</i></p> <ul style="list-style-type: none"> • "We have heard from many members and time is getting short. I am hearing that the majority would like to _____. Would someone like to make a motion to that effect so we can vote to accept or reject it?"
The discussion is going off on a tangent.	<p><i>Restate the question or agenda item.</i></p> <p><i>Call for a 3 minute break for members to stretch, and then begin again.</i></p> <p><i>Address the problem and move to table. Say:</i></p> <ul style="list-style-type: none"> • "We no longer are discussing our original agenda item, but, this new topic seems important to us so we should discuss it at a later time. Can I suggest that a member make a motion to table this to our next meeting?"
Members are frequently making negative statements about the discussion topic.	<p><i>Address the problem and call for a change in behavior. Say:</i></p> <ul style="list-style-type: none"> • "This club only tolerates discussion that is focused and does not support negative statements. Let's stay on topic, listen to each other, and refrain from negativism. A member that cannot abide by our discussion rules will not be recognized to speak."



**Written & Compiled by Annie Lisowski, 4-H & Youth Development Educator,
Buffalo County UW-Extension**

An EEO/AA employer, UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity.