



**BUFFALO COUNTY**



**4-H CLUB OFFICER TRAINING**

**Vice President**



# Congratulations!



**You are the Vice President of your 4-H Club!**

## Importance of the Vice President in the 4-H Club

The Vice President of the 4-H Club is an important job! The Vice President is next in rank to the President. You take the President's place if that officer resigns or is not present at a meeting. Your most important job is acting as Chairman of the Program Committee.

*The office of Vice President is important because the Vice President:*

- Supports the other club officers in their duties and responsibilities.
- Serves as a reserve in the absence of the President or Secretary.
- Ensures that the club's program planning is successful.

## Duties of the Vice-President

- ◆ Preside at meetings in the absence of the President.
- ◆ Know the duties of the President.
- ◆ Familiarize yourself with parliamentary procedure so that you can conduct an orderly meeting.
- ◆ Serve as Chairman of the Program Committee.
- ◆ Help the committee prepare a calendar of events.

## 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.

## Importance of Program Planning

A good 4-H club program does not happen by itself or run itself. Careful planning is very important in carrying out a successful 4-H club year that includes the entire membership, provides education, and enables members to have a good time. In addition, a well planned 4-H club program gives direction to the 4-H group and allows individuals to develop leadership skills and prepare for individual responsibilities.

***Follow these seven steps to help your club hold an effective 4-H club program planning process:***

1. Select a program planning committee with the Vice President as the Chairperson
2. Set club goals and establish a club budget
3. Brainstorm with all 4-H members, leaders, and parents
4. Plan the 4-H club program and calendar of events
5. Obtain approval by the club membership
6. Assign leadership responsibilities
7. Evaluate the success of calendar events to assist in future programming efforts



# Planning a Yearly Club Calendar of Events

As soon as your club has set goals and established a club budget, it is helpful to plan a yearly calendar of events. Following are some ideas to consider in your program planning:

- ◆ Involve the entire club membership, if possible. Brainstorm ideas at a club meeting and make decisions on what should be included in the calendar by making and passing a motion. Ask members the following questions:
  - I want to learn more about ...
  - Just for fun we could ...
  - We could help our community by ...
  - We can make money by ...
  - I would be willing to help with ...
- ◆ Identify leadership for each calendar event; either a key individual(s) or a committee. Also, encourage every member to accept responsibility for carrying out activities – just one or two individuals cannot do all the legwork for 4-H club events.
- ◆ Include a variety of activities – educational programs, community service events, and social activities. Include activities and events that:
  - Meet the needs and interests of all of the 4-H members
  - Are either learning experiences (life skills or project work) or are fun
  - Allow the opportunity for everyone to get involved
  - Work to meet the goals established by the 4-H club
  - Allow for the opportunity for growth and achievement for all members
- ◆ Be sure to incorporate your club goals into your calendar. Also, be sure that your calendar accurately reflects your club budget decisions.
- ◆ Evaluate your previous club events. Then, encourage club members to ask themselves, “Was this a successful event? Should we continue this activity? What can we do to improve this program?” Plan according to your responses.
- ◆ If your club has refreshments or demonstrations, include these responsibilities on your calendar.
- ◆ Remember to include county event dates like the Buffalo County Fair, the Festival of Arts, 4-H Youth Council meetings, and Kickball or Dodgeball Tournaments in your calendar.
- ◆ After all of your plans are made, create one calendar of events and copy it for every 4-H family to post in their home.



# Wisconsin 4-H Community Clubs

## CALENDAR PLANNER

4-H Community Clubs

Year: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

4-H Club Goals for the Year:

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Month	Meeting Logistics	Program, Event, Activity	Committee Person Responsible
October	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
November	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
December	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
January	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	

<b>Month</b>	<b>Meeting Logistics</b>	<b>Program, Event, Activity</b>	<b>Person Responsible</b>
February	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
March	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
April	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
May	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
June	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
July	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
August	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	
September	Theme: Roll Call: Meeting Place:	Business Items: Education/Program: Recreation/Refreshments:	

2006 BUFFALO COUNTY 4-H YOUTH COUNCIL CALENDAR

Month	Program, Event, Activity
<p><b>December</b></p> <p>December 17, 2006</p> <p>Mondovi?</p>	<p><b>Annual Business Items:</b></p> <ul style="list-style-type: none"> <li>• Discussion of National 4-H Congress</li> </ul> <p><b>Education/Program:</b></p> <p><b>Community Service Project:</b> Christmas Carol for Canned Goods for Food Pantry</p> <p><b>Social Activity:</b> 2<sup>nd</sup> Annual Buffalo County Lock-In?</p>
<p><b>January</b></p> <p>January 21, 2007</p> <p>Alma Courthouse</p>	<p><b>Annual Business Items:</b></p> <ul style="list-style-type: none"> <li>• ME Interviews</li> </ul> <p><b>Education/Program:</b> Preparation for ME Interviews</p> <p><b>Community Service Project:</b></p> <p><b>Social Activity:</b></p>
<p><b>February</b></p> <p>February 19, 2007</p> <p>Alma Courthouse</p>	<p><b>Annual Business Items:</b> Planning for Family Fun Day</p> <p><b>Education/Program:</b> Buffalo County Squares Challenge!</p> <p><b>Community Service Project:</b></p> <p><b>Social Activity:</b></p>
<p><b>May</b></p> <p>May 21, 2007</p>	<p><b>Annual Business Items:</b></p> <p><b>Education/Program:</b></p> <p><b>Community Service Project:</b> Ronald McDonald House Birthday Bags</p> <p><b>Social Activity:</b> Ice Cream Social</p>
<p><b>August</b></p> <p>Fair Month – No Formal Meeting</p>	<p><b>Fair Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Food Stand</li> <li>• Fair Office Helpers</li> <li>• Judges' Helpers</li> <li>• Rest Area</li> <li>• Fairgrounds Set-Up &amp; Clean-Up</li> </ul> <p><b>Social Activity:</b> Ag-Olympics</p>
<p><b>September</b></p> <p>September 17, 2007</p> <p>Bon Fire Location</p>	<p><b>Annual Business Items:</b></p> <p><b>Education/Program:</b> Learning about Foster Care families</p> <p><b>Community Service Project:</b></p> <ul style="list-style-type: none"> <li>• Suitcases for Buffalo County Foster Care Parents</li> </ul> <p><b>Social Activity:</b> Bon Fire</p>



## 4-H Club Committee Work

A committee is a group of people officially delegated to perform a function, such as investigating, considering, reporting on, or acting on a matter. Much of what a club needs to accomplish can be best done by committees. Committees have many advantages:

- Committees give more club members an opportunity to participate and to assume some of the leadership responsibilities.
- With fewer people on a committee than the whole membership, there is more opportunity for each member to take part. Therefore committees can work more effectively on many tasks.
- The informal committee encourages youth to talk and contribute more freely. Therefore, this can be an important way to involve new or less-active members.
- When individuals are picked for a job, they are likely to be more interested in the task.
- Committees reduce the number of decisions that the entire club must deal with.
- Committee members have wider contacts and can provide greater access to various facilities or resources.
- Committees permit wider participation of members. This in turn means a greater sense of commitment and greater attendance at club meetings.
- Committees are more flexible and easier to convene, or bring together to meet and conduct business.

## Types of 4-H Club Committees

There are two types of committees - Standing Committees and Special Committees. Standing committees handle part of the club's regular business. They are active throughout the year and have duties that are generally constant over time and clearly stated. They are appointed each year and serve for the entire year. Special committees carry out a specific task for a limited period of time. The responsibilities of a special committee need to be clearly stated so the group can complete its responsibility efficiently and effectively.

## Serving as Chairman of a 4-H Club Committee

The purpose of a chairman of a 4-H club committee is to lead the committee through the business tasks assigned to the committee by the club membership.

*All committee members should:*

- Attend committee meetings
- Be informed on the issue or business to be discussed
- Express their opinion clearly and allow others to express theirs
- Accept their own fraction of committee responsibilities in order to share the work load
- Accept decisions of the majority
- Fulfill committee assignments and tasks
- Report back to full club, as directed

*The committee chair's responsibilities include:*

- Making the arrangements for the meeting and notifying members of date, time, and place of the meeting
- Preparing the committee meeting agenda
- Calling the meeting to order
- Delegating responsibilities to committee members, as needed
- Involving all committee members in the decision making
- Reporting the committee's work to the club
- Keeping a written file of the committee's work

## Giving 4-H Club Committee Reports

4-H club committee reports are important so that the entire club stays informed as to the progress of the committee. The report is usually given verbally at the 4-H Club meeting. It is important that the report be reviewed by all members of the committee before it is finalized and shared with the club. Many times the chairperson automatically moves that the report be accepted or approved. Actually a club has several options in handling a report based on the nature of the committee:

- **Accepted or filed.** When no action is required, the chair can accept the report without a vote.
- **Approved or adopted.** This means that the club binds itself to all the recommendations of the report. Before doing this, the club should be certain it agrees with the entire report and the suggestions of the committee.
- **Rejected.** The club may reject any or all of the report.
- **Postponed.** A decision on the report can be tabled until another time.
- **Returned to the committee.** If additional clarification is needed, the report can be sent back to the committee.
- **Referred.** Reports can be referred to another committee or officer instead of being accepted.

## 4-H Committee Planning Sheet

Name of Committee: \_\_\_\_\_

Standing Committee

Special Committee

Committee Objectives: \_\_\_\_\_

Committee Members			
Name	Role	Phone	E-mail
	Chair		
	Vice-Chair		
	Noteperson		

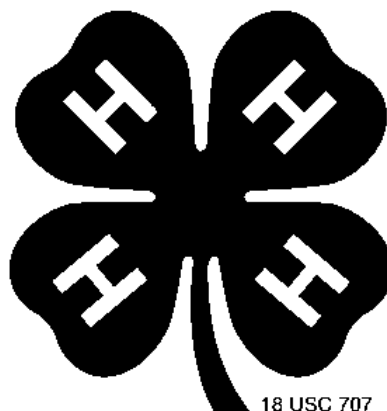
Committee Responsibilities			
Task To Complete	Person Accountable	Resources / Supplies Needed	Timeline / Deadline

Committee Decisions: \_\_\_\_\_

Future Meeting Time & Place: \_\_\_\_\_

Dates for Committee Chair(s) to Report to the 4-H Club: \_\_\_\_\_





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