



# Prince William 4-H Club Officer Record Book

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Officer position: \_\_\_\_\_

Name of 4-H Club: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_

Current Year Club Officer: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **A Well-Planned Meeting**

A well-planned meeting consists of three main parts: business, program, and recreation. Every officer should know the accepted procedure. Refer to *Running a Smooth 4-H Business Meeting* - <https://edis.ifas.ufl.edu/4h344>.

### **Business**

Generally, the meeting follows this order of business:

- Call to Order
- Pledges
- Group singing (if held)
- Roll Call
- Reading and approval of minutes
- Reading of communications
- Reports of officers, executive committee, and/or leaders
- Reports of standing committees
- Reports of special committees
- Unfinished/old business
- Initiation or installation (if held)
- New business
- Announcements
- Adjournment

### **Education Program**

This part should account for about 50% of your meeting time. It can be a time for club members to give demonstrations or talks. Community or project speakers are also an educational program. If in doubt about what is a quality educational program for the club, contact your 4-H agent.

### **Responsibilities of All Officers**

The 4-H Club Officers working under the supervision of the leader perform many duties. Some of these important duties are:

- Arrange for a meeting place and take proper care of it
- Attend the 4-H Officers Training Session
- Conduct and take part in meetings
- Help every 4-H member find a place in the club or council and an opportunity to contribute
- Keep the club records and provide them to the club leaders or advisors as needed
- Maintain a good relationship with all individuals and groups
- Maintain a good spirit and interest in the club or council
- Maintain contact with the extension office
- Plan the program for the year
- Secure new members and organize the club or council

**Section 1**

**1. Objectives/Goals-** What are your goals as your club’s officer? Share things you want to do or achieve. *Hint: think of why you took this office.*

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**2. Did you achieve your goals? How?** Reflect on the past year and how you did with your goals.

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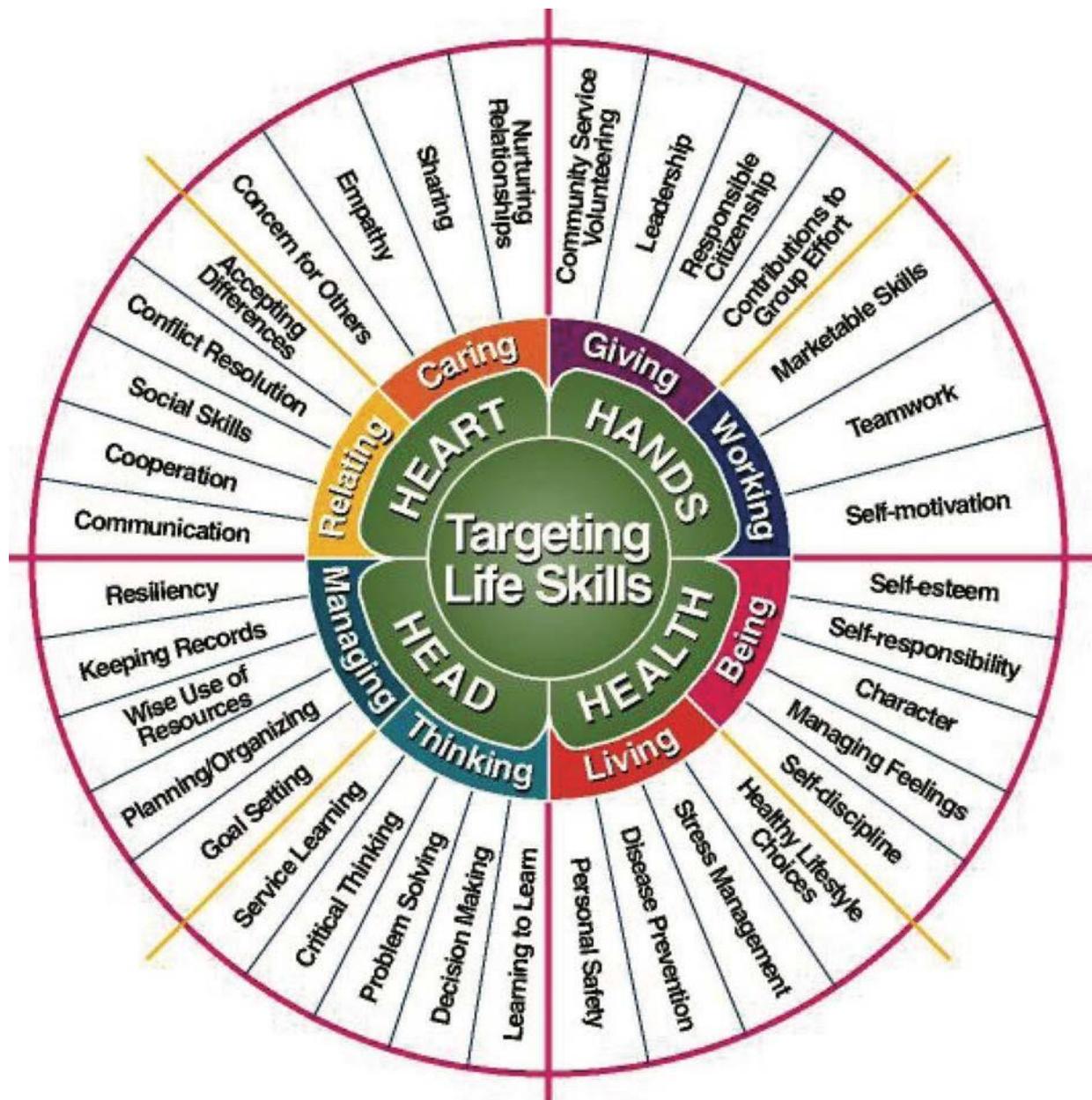
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**3. Indicate below what efforts you and/or your committee made during the year.** (*Ex. Presentations during the club business meeting, committee meetings or reports, etc.* )

Date	Type of Activity	Purpose

**4. Number of business meetings your club held during this year: \_\_\_\_**  
**Number of meetings you were present for: \_\_\_\_**



Hendricks, P. (1998) "Developing Youth Curriculum Using the Targeting Life Skills Model"  
 Refer to *Targeting Life Skills in 4-H* <https://edis.ifas.ufl.edu/4h242>

**Section 2**

**Targeting Life Skills-** in this section, please use the Life Skills Wheel above to write one to two sentences in response to each of the four questions below. The Life Skills Wheel is divided into four sections: Head, Heart, Hands, and Health. Please choose one skill from each of these sections that your 4-H officer position has helped you develop or improve.

- 1. What is one skill in the HEAD section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

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- 2. What is one skill in the HEART section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

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- 3. What is one skill in the HANDS section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

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- 4. What is one skill in the HEALTH section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

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### **Section 3**

**Photos and Work-** please include 5 to 8 items, not already included in this book, that show the work you have done as Safety Officer. This includes photos of you in your role as Safety Officer, other photos that show your work, and other examples of the work you have done as Safety Officer. (print additional pages as needed.)