



Prince William 4-H Club President Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as President: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

The President

So you're the President of your 4-H Club or County Council! You have a very important job. Your fellow 4-H members have shown their faith in your leadership by electing you to the highest position in your club or council. The harmonious working of the group depends on you. You should learn how to conduct a business meeting, how to cooperate with other 4-H members, and how to make your club or council run smoothly. Refer to Virginia's A Guide for 4-H Club Officers (https://www.pubs.ext.vt.edu/content/dam/pubs_ext_vt_edu/388/388-274/4H-944.pdf)

Duties of the President

- Help your Leader and Vice President plan the **4-H Club Annual Planning Form** to be submitted to the Extension Office each year.
- Plan the business part of meetings with other leaders before meetings are held.
- Check on meeting arrangements (seating, lighting, temperature, etc.) of the meeting place.
- 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. Encourage everyone to participate.
- Decide points of order fairly.
- Guide the meeting in a courteous, tactful way, and avoid talking too much. Keep the meeting moving forward. The meeting belongs to the club members—the President is only the facilitator and should avoid giving opinions on motions under discussion.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is held by secret ballot.
- Appoint committees when directed by the club or council and define the responsibilities of each committee. Counsel with leaders, if necessary, assign to Vice President for coordination of committee work plans.
- Check frequently on the progress of committees and ask for a report from each chairperson.
- Delegate responsibilities so that each club member has a job in the group during the year.
- Support the Vice President in planning a program for each month of the year.
- Arrange to have another person (traditionally the Vice President) preside if you cannot attend the meeting.
- Work with other officers to plan programs and carry out events.
- Keep in close touch with local leaders, county 4-H Extension Agent, and state executive board.
- Attending the Officers Training Session.
- Attend county Association meetings or select a representative to attend and report back.

A Well-Planned Meeting

A well-planned meeting consists of three main parts: business, education program, and recreation. Every officer should know the accepted procedure. Refer to *Running a Smooth 4-H Business Meeting* – (Attached and can be found here: <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 (include important items from the 4-H Clover Times)
- 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 of business meeting
- Education program
- Recreation or healthy living activity

Education Program

This part should account for about 50% of your meeting time and should be arranged by the Vice President. 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 President? Share things you want to do or achieve. *Hint: think of why you took this office.*

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

3. Looking ahead to next year. What new goals do you have for yourself as a leader in 4-H?

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

5. Attach copies of your meeting agendas in chronological order.

6. County Association

You, the President of your club, are one of two delegates to the Association. As part of your responsibilities and duties as President, you are encouraged to attend the Association meetings along with your club's delegate if there is one assigned. Fill out the following about the County Council meetings.

How many county association meetings were there during the 4-H year? _____

How many association meetings did you attend? _____

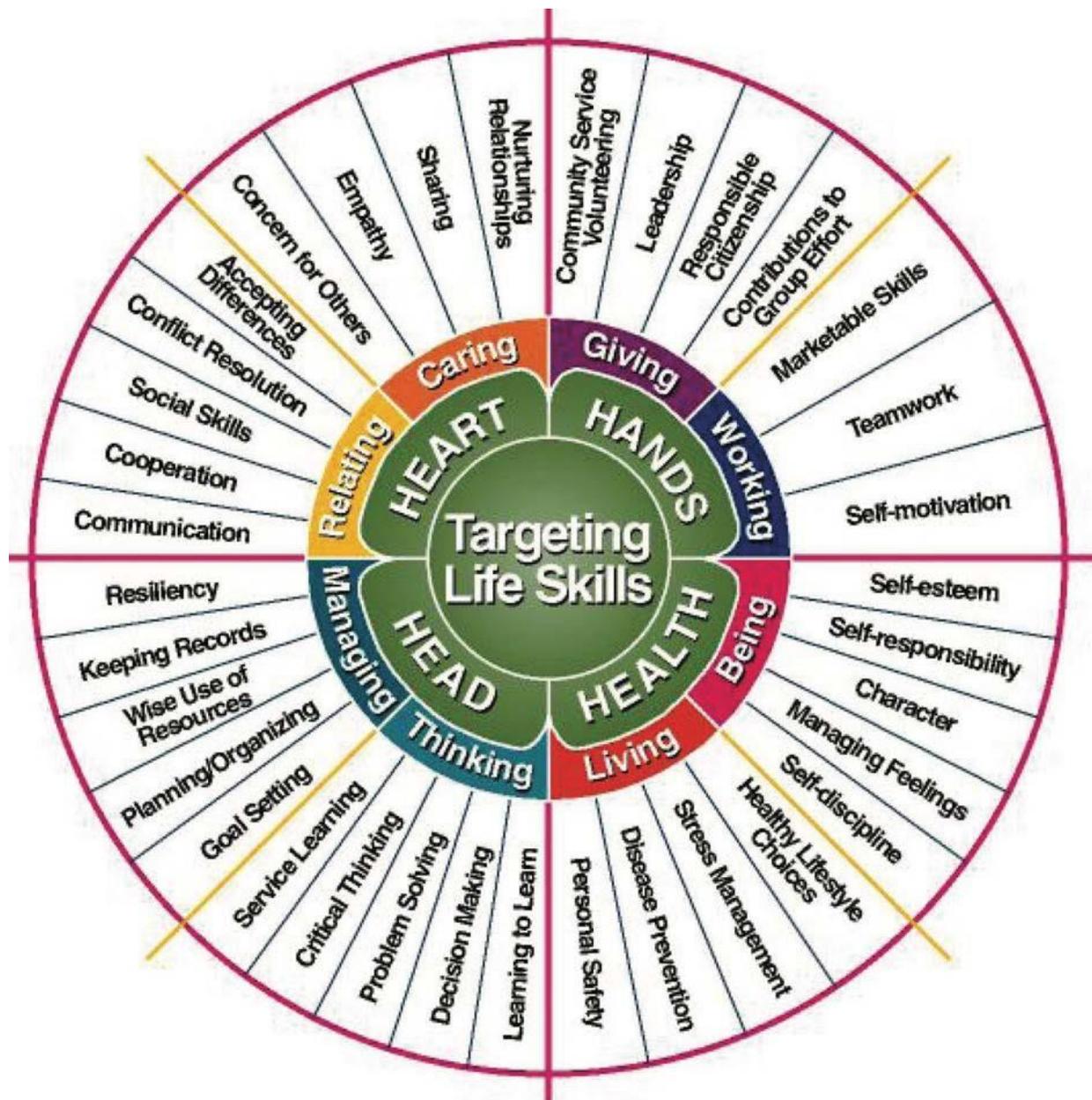
Did your club delegate attend the association meetings? _____

How many meetings did your club delegate attend? _____

Did your club delegate report back to the club? _____

How many committees did you serve on during the 4-H year? _____

List the committees you worked on:



Hendricks, P. (1998) “Developing Youth Curriculum Using the Targeting Life Skills Model”

Use the Life Skills Wheel to answer the questions on the following pages. Refer to Targeting Life Skills in 4-H <https://edis.ifas.ufl.edu/4h242>

Section 3

Targeting Life Skills- in this section, please use the Life Skills Wheel 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?**

- 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?**

- 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?**

- 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?**

Section 4

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