



# Prince William 4-H Club Vice President Record Book

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Years in 4-H: \_\_\_\_\_ Current Year as Vice President: \_\_\_\_\_

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

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

## **The Vice President**

The Vice president is next in rank to the President. You take the place of the President if that officer resigns or is not present at a meeting. Your most important job as the Vice President of your club is to act as the Chairperson of the Program Committee and to support all other committee chairs. 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](https://www.pubs.ext.vt.edu/content/dam/pubs_ext_vt_edu/388/388-274/4H-944.pdf)).

### **Duties of the Vice President**

- Know parliamentary procedure so that you can conduct an orderly meeting when called upon to do so.
- Preside at meetings in the absence of the President.
- Know the duties of the President.
- Serve as Chairperson of the Program Committee - A program consists of a combination of talks, movies, demonstrations, power point slides, or musical presentations as determined by the Program Committee. Programs should be interesting to members and well-balanced with variety to maintain members' interest and enthusiasm. Career exploration based on project work is encouraged as a program theme. Avoid repetition by varying the program from meeting to meeting. If in doubt about what is a quality educational program for the club, contact your 4-H agent or discuss with your club leader.
  - Prepare a calendar of events.
  - Follow through with each monthly program for the year.
  - Notify members who are on the program.
  - Arrange each program so that it is well-balanced.
- Announce the program at each meeting and introduce special guests.
- Work closely with the President, leaders, and other officers on all club activities.
- Consult with the President on plans or special work needed.
- As Program Chairperson, sit near the front of the room or at the table with the President and Secretary.
- Attend the officer training session.

### **Procedure for When You Have a Guest Speaker**

1. Know the following about the speaker before they arrive:
  - The speaker's full name and how to pronounce it properly.
  - The title the speaker prefers to be introduced with.
  - The name of the speaker's topic.
  - The speaker's preference about questions or discussion after the speech.
2. Meet the speaker at the door and extend a cordial welcome.
3. Introduce the speaker to some of the members, officers, and leaders (who may briefly discuss 4-H with the speaker to familiarize them with the organization).
4. Discuss meeting plans, the time allowed for the speech, and when the speaker is to appear in the program.
5. Encourage members to be ready to start a discussion or ask questions after the speech.

### **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* – (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
- 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 be 50% of your meeting time. It can be a time for club members to give demonstrations or talks. Community or project speakers and career exploration related to project work would all be good educational programs. 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 and the Association.
- Maintain contact with the extension office.
- Plan the program for the year.
- Secure new members and organize the club.



**Section 2**

**1. Objectives/Goals-** What are your goals as your club's Vice President? 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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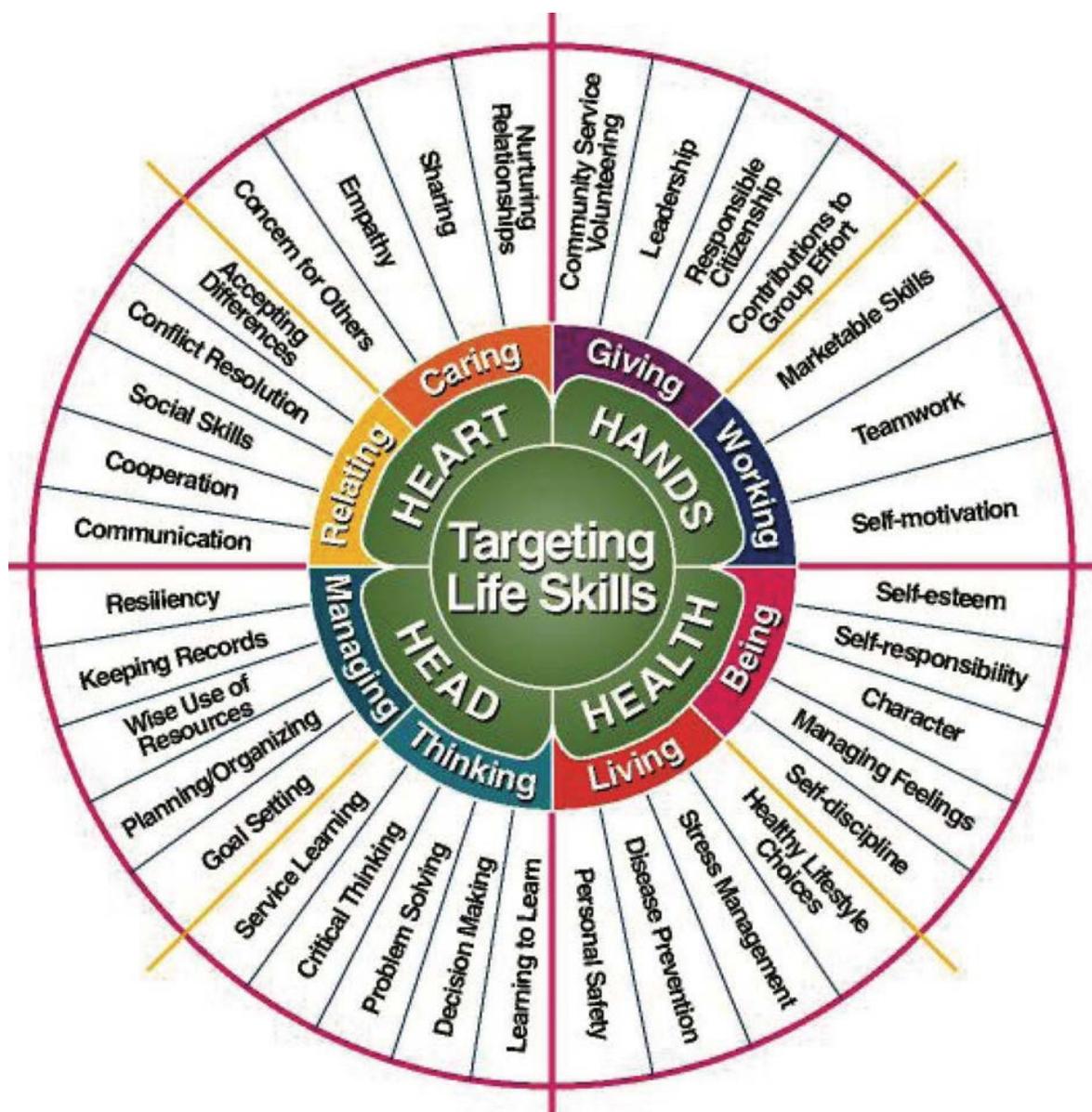
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3. List workshops and/or training sessions you attended or helped to arrange as Vice President.

Date	Activity

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"

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 gain 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 gain 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 gain 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 gain or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

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#### **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 Vice President. This includes photos of you in your role as Vice President, other photos that show your work, and other examples of the work you have done as Vice President. (print additional pages as needed.)