

Dodge County 4-H

Officer Training Guide



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CONTACT INFORMATION

Dodge County UW-Extension
127 E. Oak Street – Room 108
Juneau, WI 53039
Phone: 920-386-3790
Fax: 920-386-3928
Website: dodge.uwex.edu



4-H Club Officer forms are available at:

<http://dodge.uwex.edu/4-h-youth-development/formsguidesapplications/>

4-H Club Officer & Youth Leader Training Resources

Youth Leaders and Officers provide direction and leadership to 4-H Clubs, Groups and Committees. Youth in leadership roles gain belonging, mastery, independence and generosity, the *Four Essential Elements of Positive Youth Development*. They gain life skills of decision making, problem solving, responsibility, teamwork, leading groups, conflict resolution and many more. Resources available at

<http://fyi.uwex.edu/wi4hvolunteers/clubs-and-groups/4-h-club-and-groupcommittee-management>



4-H Business Meeting Agenda Sample

- I. Call the Meeting to Order
- II. American Flag Pledge (could also include a song)
- III. Roll Call and Introduction of Guests
- IV. Reading of the Minutes of the Previous Meeting
- V. Approval of the Minutes
- VI. Correspondence
- VII. Treasurer's Report
- VIII. Committee Reports
- IX. Unfinished Business
- X. New Business
- XI. Announcements
- XII. Educational Program
- XIII. 4-H Pledge
- XIV. Adjourn
- XV. Recreation
- XVI. Refreshments

What is Parliamentary Procedure?

A quorum = The number of members necessary to carry on business

Majority vote = The vote of more than half the members.

Minutes = The record or report of each meeting's work

Out of order = Not following the approved rules of order

Parliamentary Procedure = A method for conducting a business meeting in an efficient, fair, and friendly manner

Pro tem = "For the time being"

Roll call = A methodical way of taking attendance

Special or Ad Hoc Committee = A committee appointed to one job or complete a special task

Standing committee = Committee that functions throughout the year

The agenda = A listing of things to be done at a meeting and the order in which they will be discussed

The chair = The presiding officer

The house = The club or organization

To address the chair = To rise and say "Mr./Madam President"

To adjourn = To end the meeting

To amend = To change or modify

To ballot = To vote by casting ballots

To make a motion = To suggest that a certain thing be done by the club

To obtain the floor = To receive from the president the right to speak

To table = To put aside a motion for discussion at another meeting

Vote = A democratic method of allowing every member to have input into the final decision

President Duties

- Plan the business part of meeting with other leaders before meetings are held, including the agenda.
- Know parliamentary procedure.
- Start and stop the meeting on time.
- Preside and call the meeting to order and direct the business.
- Keep order. Be courteous but firm.
- Encourage all members to participate.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club, and define responsibilities of the committees.
- Work closely with your club to plan the year.
- Work with your elected officer team to plan, carry out and evaluate successful meetings.
- Check on progress of committees and ask for reports at meetings.
- Delegate responsibilities so every 4-H'er has a meaningful role.
- Arrange to have another person preside if you cannot attend a meeting, appoint an acting secretary if the secretary cannot attend.
- Keep in contact with your club leaders and county UW-Extension educators.

The President of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Conducting a Good Business Meeting

- I. **Call the Meeting to Order** – The President rises and says, “The meeting will please come to order.”
- II. **American Flag Pledge** (could also include a song)
- III. **Roll Call and Introduction of Guests** – The President rises and says, “The secretary will please call the roll.”
- IV. **Reading of the Minutes of the Previous Meeting** – The President rises and says, “The secretary will read the minutes of the last meeting.”
- V. **Approval of the Minutes** – The President asks, “Are there any additions or corrections to these minutes? If not, they stand approved as read.” *if there are corrections, the corrections are made and the President says, “Are there any further corrections to the minutes? There being no further corrections, the minutes will stand approved as corrected.”
- VI. **Treasurer’s Report** – The President asks, “May we please have the treasurer’s report?” After the treasurer’s report the President asks if there are any questions, if none the report is filed for audit.
- VII. **Committee Reports** – The President asks, “Will the chair of the _____ committee please report.”
- VIII. **Unfinished Business** – The President asks, “Is there any unfinished business?” If the answer is “yes” then that business is brought before the 4-H’ers.
- IX. **New Business** – The President states, “We are now ready for any new business.”
- X. **Announcements** – The President asks, “Are there any announcements?”
- XI. **4-H Pledge**
- XII. **Adjourn** – The President asks, “Is there a motion for adjournment?”

Vice President Duties

- ◇ Preside when the president is absent.
- ◇ Know parliamentary procedure so you can assist in conducting an orderly meeting.
- ◇ Know the duties of the president.
- ◇ Work closely with the president, leaders and other officers.
- ◇ Consult with the president on plans or special work to be done.
- ◇ Sit near the front of the room or at the table with the president and secretary.
- ◇ Introduce guest speakers.
- ◇ Have recreation ideas ready should you need them as a meeting.
- ◇ Keep in contact with your club leaders and county UW-Extension educators.

The Vice President of my club is:

Name: _____

Phone Number: _____

E-mail: _____



The president should arrange to have the Vice-President preside, if the President cannot attend the meeting.

Secretary Duties

- ◇ Sit with the president in the front of the room.
- ◇ Record the activities and decisions of the club (minutes).
- ◇ Call the roll and record the attendance.
- ◇ Stand and read the minutes of the last meeting.
- ◇ Read correspondence to the club.
- ◇ Assist the president during the meeting by writing each motion as stated.
- ◇ Maintain a record of all officers and committees.
- ◇ Inform the president if you will be absent. The president will appoint an acting secretary.
- ◇ Submit monthly minutes to the UW-Extension Office by the 15th of each month or as soon as your club meeting is over to have your “Club Happenings” published into the monthly “Focus on 4-H” newsletter. E-mail your minutes to Ellen Bohn at: ebohn@co.dodge.wi.us.
- ◇ At the end of the year turn over your records to the club leader. Follow the format distributed to you at Officer Training.
- ◇ Check the Dodge County 4-H website for sample minutes.
- ◇ Keep in contact with your club leaders and county UW-Extension educators.

The Secretary of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Treasurer Duties

- ◇ Take charge of all the money taken in by the club.
- ◇ Keep an accurate record of all money received and all money paid out.
- ◇ Deposit money into checking account as soon as it is received.
- ◇ Never use club money to pay personal bills.
- ◇ Give a report of money received, bills paid and amount on hand at each meeting.
- ◇ Be prepared to give an itemized report at any time if requested by members or leaders.
- ◇ You are responsible for the clubs funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- ◇ Serve as chairman of the finance committee (fundraising).
- ◇ Give complete and accurate records to your successor.
- ◇ Check the Dodge County 4-H website for sample reports.
- ◇ Keep in contact with your club leaders and county UW-Extension educators.

The Treasurer of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Fundraising Ideas:

- Food/Bake Sale
- Car Washes
- Refreshment Stand
- Window Washing
- Ice Cream Social

Helpful Hints for Treasurers

Deposits (Money Received)

- Make all deposits promptly.
- Record deposits in checkbook register BEFORE going to bank.
- Endorse (sign) checks on back side.

Prepare your monthly report before the meeting and include the following:

- Balance as of last meeting date
- Checks written
- Deposits made
- Current balance

Writing Checks (Money Paid Out)

- Only write checks authorized (approved) by your club.
- Never write a check ahead – use current date!
- Always use a pen to write checks.
- Compare written dollar amount with amount written in numbers.
- Sign check as your name appears on the Bank Signature Card that you signed at your bank.
- Record checks written into checkbook register.
- Write check number and date paid on any printed bills your club receives.
- Reconcile Bank Statement Monthly – ask for assistance if needed.

Required Treasurer forms are located
in the Treasurer's Binder.

Reporter Duties

- ◇ Spread good news about your club.
- ◇ Write a report following each 4-H meeting for the local newspaper.
- ◇ Write articles and take photographs of special 4-H events for your local newspaper.
- ◇ Keep in contact with your club leaders and county UW-Extension educators.

The Reporter of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Suggestions for a Good News Story:

- Type your story (double space with wide margins).
- Include your name, address and phone number at the top of the page.
- Keep sentences short.
- Leave out personal opinions, write in third person (he, she, they).
- Be sure all names are spelled correctly.
- State the most important or most interesting facts in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Submit good pictures with your stories.
- Visit or call local newspaper offices to find out what information they will publish.
- Recognize your story may be cut or changed.
- Be Accurate! Be Brief! Be Concise!

Other Officers

Historian

- ◇ Collect memorabilia from 4-H'ers about activities of the club.
- ◇ Take pictures at club events and complete a scrapbook.

The Historian of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Recreation Leader

- ◇ Plan recreation for the meeting when needed.

The Recreation Leader of my club is:

Name: _____

Phone Number: _____

E-mail: _____

Sergeant-at-Arms

- ◇ Assist with room setup, flags, banners and watch for potential risks in the room.
- ◇ Arrange for pledges for each club meeting.
- ◇ Keep order and peace.

The Sergeant-at-Arms of my club is:

Name: _____

Phone Number: _____

E-mail: _____

ALL OFFICERS: Keep in contact with your club leaders and county UW-Extension educators.

READ YOUR MONTHLY "FOCUS ON 4-H" NEWSLETTER!

4-H Club Meeting Agenda Outline

(Copies of this form can be found online or contact the UW-Extension Office for copies).

Name of 4-H Club _____

Date: _____ Time: _____ Place: _____

PRESENT: Boys _____ Girls _____ Leaders _____ Visitors _____ TOTAL: _____

Meeting called to order by: _____ at _____ (a.m.) (p.m.)
(Officer Name)

American Flag Pledge led by: _____

Guest Names:

Roll Call:

Secretary's Report _____

(Minutes read and correspondence)

Treasurer's Report _____ Balance is \$ _____

Committee Reports (list reports given and about what):

Unfinished Business:

Important 4-H Facts

4-H Emblem

The emblem is a green four-leaf clover with a white letter “H” on each leaf. Each “H” represents one of the four-fold developments of Head, Hands, Heart and Health.

4-H Colors: Green and White

Green = Nature’s most common color and emblematic of springtime, life, and youth

White = Symbolizes purity and high ideals

4-H Motto: To Make the Best Better



4-H Pledge

I Pledge:

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service, and

My Health to better living, for my club, my community, my country, and my world.

