

Vice-President

CONGRATULATIONS

Congratulations! It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours—the success of the club depends on your leadership team.

GOOD OFFICERS ARE ...

Enthusiastic, tactful, loyal, honest, friendly - that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?



- _____ Do I know the duties of my office?
- _____ Am I willing to improve myself so I can be a better officer?
- _____ Am I friendly? Do I work well with other members of the club and they with me?
- _____ Do I willingly accept responsibilities assigned to me?
- _____ Do I enjoy doing more than just what is required of me?
- _____ Am I willing to give credit to others for work well done?
- _____ Am I prompt in arriving at meetings?
- _____ Does my appearance inspire confidence and respect?
- _____ Am I kind, tactful and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to club work?
- _____ Will I attend a 4-H officers' workshop if it is offered for our club or county.

YOUR JOB AS VICE PRESIDENT

You are the president's assistant. You preside when the president is absent, serve as co-chairman of the program committee and work with the president and club leader to involve the members in planning the yearly program.



As Vice President, you should ...

- ◆ Learn the duties of the president.
- ◆ Learn the rules of parliamentary procedure.
- ◆ Preside at meetings when the president is absent.
- ◆ Act as co-chairman of the program committee. (Be responsible for one-half of the programs.
- ◆ Assist the other officers, club leaders and program committee in planning each meeting in advance, announce plans and assign responsibilities.
- ◆ As program chairman, sit near the front of the room or at the table with the president and secretary.

TIPS TO THE VICE PRESIDENT

- ◆ Stand when introducing program participants.
- ◆ Try to give each club member a part in one or more meetings during the year.
- ◆ Check before meeting and make sure each member is prepared for his/her part for the program.
- ◆ Encourage 4-H'ers to take part in the program. Help them if they need help in planning their part. (Demonstration)
- ◆ Be polite. Ask club members to volunteer or ask them to help. Don't tell them.
- ◆ Don't just ask friends to be on program.
- ◆ Help make all members feel a part of the 4-H Club.

PROGRAMS WITH POW!

Exciting 4-H programs and active 4-H clubs don't just happen! They are the result of planning. As the co-chairman of the program committee, you will want to involve the members of your committee in two kinds of planning:

- ◆ Yearly program planning – general topics or activities for each month.
- ◆ Monthly meeting and activity planning – specific details and who is responsible for each part of the 4-H meeting and/or activity.

As you plan, you can use the forms on this leaflet as a guide. After planning, check to see if you can answer "yes" to each of these questions.

- ◆ Does the program involve all the members?
- ◆ Is the program interesting to all ages in our club?
- ◆ Is the plan realistic?
- ◆ Are some fun and work activities included?
- ◆ Did we consider county 4-H events?

**4-H
LEADERSHIP
TEAM**

As a 4-H officer, you are an important part of the 4-H Leadership Team. Let's see how the team shapes up.

- President The 4-H President's job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension agents.

- Vice-President The vice-president takes the place of the president if that member resigns or is not present. The vice president's biggest and most important job is to recruit 4-H members to present demonstrations in the club meeting and present a thought for the day/devotional.

- Secretary The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club's membership, participation and meetings in the 4-H Secretary's Book. All correspondence of the club is the responsibility of the secretary.

- Record Keeper The 4-H Club Record Keeper has the responsibility of keeping a record of meeting attendance, points for participation, and donations to community service projects.

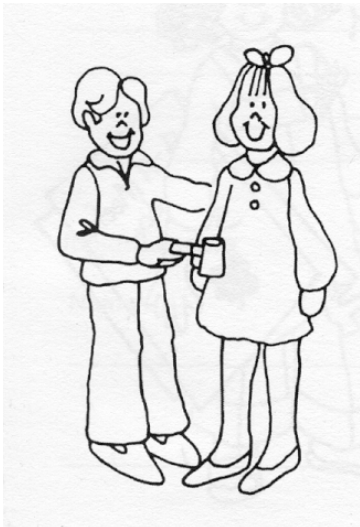
Officers

- President _____

- Vice President _____

- Secretary _____

- Record Keeper _____



4-H MEETING OUTLINE



The 4-H meeting program may vary with your individual club. You will work with the other 4-H officers, your 4-H club volunteer leader and your county extension agent to plan exciting 4-H meetings. Everyone with a part in the program should be notified and come well prepared. A well-planned 4-H meeting usually consists of these three main parts:

Business: 5-20 minutes

Education or Project Work: 20-60 minutes

Recreation or Social Activities: 5-15 minutes

The program content and time will depend on your club's traditions, meeting place and time. This outline will help you plan your meetings.

Call To Order	The meeting of the _____ 4-H Club will please come to order. (Club Name or Teacher's Name)
Inspiration	The Vice-President will now present the thought for the day.
American Pledge	Please stand for the Pledge of Allegiance to the American Flag.
Checking Project Manuals (5th Grade Only)	Is there anyone who has completed their project manual this month? Please turn it in to the 4-H Leader at this time.
Minutes	The Secretary will now read the minutes of last month's meeting. (Pause to give them time to read the minutes.) Are there any additions or corrections to be made? (Brief Pause) If not, they stand approved as read.
Announcements	The 4-H Leader will now go over this month's newsletter and present any announcements that need to be made.
Demonstrations	The Vice-President will now introduce any 4-H members who will present demonstrations today.
Program	Our leader will now present our program for today.
Pledge	Please stand for the 4-H pledge. 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.
Motto	The 4-H Club Motto is "To Make The Best Better". Please repeat it with me. "To Make The Best Better"
Closing	Our next club meeting will be held _____. This meeting is now adjourned.

4-H CLUB MEETING DEMONSTRATION SCHEDULE

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
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4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

Month:	
4-H Member	Demonstration Title

* Please limit demonstrations to five or less per month so that enough time is allowed for the 4-H leaders program.

VICE PRESIDENT'S THOUGHT FOR THE DAY

MONTH USED

_____ The surest way to make yourself happy is to make someone else happy.
_____ Almost all of our unhappiness is the result of comparing ourselves to others.
_____ Promise only what you can deliver. Then deliver more than you promise.
_____ When you invite trouble, it's usually quick to accept.
_____ Sometimes the heart sees what is invisible to the eye.
_____ True wealth is what you are, not what you have.
_____ You master your enemies not by force but by forgiveness.
_____ Good manners sometimes means simply putting up with other people's bad manners.
_____ Dreams come true for those who work while they dream.
_____ If you're doing your best, you won't have any time to worry about failure.
_____ Success is going from failure to failure without a loss of enthusiasm. *Winston Churchill*
_____ Never tell people how to do things. Tell them what to do and they will surprise you with
their ingenuity. *George S. Patton*
_____ Man becomes man only by his intelligence, but he is man only by his heart.
Henri Frederic Amie
_____ So many of our dreams at first seem impossible, then they seem improbable, and then,
when we summon the will, they soon become inevitable. *Christopher Reeve*
_____ He that cannot forgive others breaks the bridge over which he must pass himself;
for every man has need to be forgiven. *Thomas Fuller*
_____ Friendship... is not something you learn in school. But if you haven't learned the meaning
of friendship, you really haven't learned anything. *Muhammad Ali*
_____ We all have big changes in our lives that are more or less a second chance. *Harrison Ford*
_____ The only true wisdom is in knowing you know nothing. *Socrates*
_____ The doors of wisdom are never shut. *Benjamin Franklin*
_____ We are what we repeatedly do. Excellence, then, is not an act, but a habit. *Aristotle*
_____ Anybody can become angry - that is easy, but to be angry with the right person and to the
right degree and at the right time and for the right purpose, and in the right way -
that is not within everybody's power and is not easy. *Aristotle*

Modified for use in Coffee County by Kevin Tatum, County Extension Agent, 4-H Youth

Special thanks to Pat Bell, Bill Edwards, Walter Reeves and Walker Robertson for Georgia 4-H publications that included ideas we used in these officer guides. Other ideas were gathered from publications from Oklahoma and Mississippi.

Originally developed by Glenna Gibson Ott, former Extension 4-H Leader

Beverly Sparks
Associate Dean for Extension

Arch Smith
Interim State Program Leader – 4-H

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G-OG-06

Reprinted September, 2009

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, The University of Georgia College of Agricultural and Environmental Sciences and the U.S. Department of Agriculture cooperating.

Scott Angle, Dean and Director