

4 h officers manual



4-H Club Officer Handbook

Roberta Lundberg, Carolyn Ashton, and Sue Hunt

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One of the most common leadership structures in clubs is having club officers. If a club chooses to elect officers, much of the club's success will depend on how well the officers carry out their duties. Serving as a club officer is a major responsibility. You should consider it an honor and take your job seriously.

Officers who involve fellow 4-H members in club decisions are the most successful. Good officers get each member of the club involved in plans and give everyone a chance to participate. They respect and accept each member.

Good officers are proud of their jobs and always do their best. They get things done correctly and on time. They are enthusiastic, tactful, and friendly. They are also dependable. If it is necessary to miss a meeting, they let the other officers and the adult volunteer know as soon as possible.

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4-H 600-01 • September 2018



File Name: 4 h officers manual.pdf

Size: 4730 KB

Type: PDF, ePub, eBook

Category: Book

Uploaded: 1 May 2019, 12:58 PM

Rating: 4.6/5 from 784 votes.

Status: AVAILABLE

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Looking for a set of handbooks for your clubs leadership. See item 01704S for a set of 6 handbooks, and save 62 cents per book! Watch a webinar all about the curriculum, available here. Alternatively use it as a simple call to action with a link to a product or a page. OMK Upcoming Events Volunteer Resources Educational Resources Printed Resources Troop and Family Assistance Centers Programming Camping Opportunities Community and Corporate Sponsors Scholarship Opportunities Real Money, Real World Ohio 4H Shooting Sports 4H SS Brochures 4H SS Endowment 4H Shooting Ed. You deserve a lot of credit for taking on the responsibility of keeping your club organized and moving it forward. Below are links to some publications and tools that you will find very helpful. Click on the ones that interest you, print them out, and continue playing an active role in your club. Good luck! Other resource include these We work with families and children, farmers and businessowners, community leaders and elected officials to build better lives, better businesses and better communities to make Ohio great. For technical support please contact the CFAES Helpdesk. Typical responsibilities of a President The secretary's records are often referenced The secretary should submit monthly Purchase the Secretaries Book Your responsibility is to track Treasurers often need to work with The Treasurer At the end of the 4H year, you will prepare Purchase the Treasurers Book After all this information is gathered, it is your job to put It helps break the ice, energize The Recreational Leader must utilize leadership This may include writing articles for the. With honors come certain responsibilities. As you assume your 4H office, much of the responsibility for the success of your club will depend on you and the other officers. This leadership team can make the difference between a "fantastic club" that everyone wants to be a part of and a "humdrum club" that most people couldn't care less about. <http://dongkinhtourhue.com/upload/comicrack-manual-pdf.xml>

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Which kind of club do you want. The choice is yours... the success of the club depends on your leadership team. If you've held an office before, consider this an opportunity to improve your leadership skills and serve your fellow 4H'ers in a better way. If you need assistance accessing any of our content, please email the webteam or call 6623252262. Discrimination in university employment, programs or activities based on race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by applicable law is prohibited. Questions about equal opportunity programs or compliance should be directed to the Office of Compliance and Integrity. All rights reserved. Go here to the download software webpage Please enable scripts and reload this page. This material may be available in alternative formats. If you have trouble accessing this page because of a disability, please contact the Webmaster at. You deserve a lot of credit for taking on the responsibility of keeping your club organized and moving it forward. Holding 4H Club Officer Installation Ceremony to recognize Club Officers And then end the year as one of the best by competing and winning one of the Ross County Outstanding Officer Awards! Books must be preordered so we have them ready for you. Call 7023200. It is NOT necessary to turn this in at the end of the year. Winners awards will be included with Club Recognition year-end items. Note This is an annual requirement whether or not the club chooses to compete for Top Officer Awards. By September 15, turn in your Secretaries Books. By September 15, turn in your Scrapbook. Fair Building during the Fair and will receive it during the Saturday Awards program. We work with families and children, farmers and businessowners,

community leaders and elected officials to build better lives, better businesses and better communities to make Ohio

great.<http://ivplanet.ru/userfiles/cominoli---manual-safety-kit-for-glock.xml>

For technical support please contact the CFAES Helpdesk. The forms and documents are available for download there. For other miscellaneous documents and forms, please see below. We will give you participation credit for completing this form. NOTE 100% member requirements are, 1 public speaking, 2 4H poster, 3 demonstration or tabletop exhibit and 4 project folder. The drawing for the free trip to camp will be on May 1, so submit by April 30. You can include projectrelated online activities. Most publications are in Adobe PDF format which require the free Acrobat Reader. Click on the title of a publication to download. This information is also available in the Officer Manual.A program meeting outline is included. Contact Kathy Finley and Timmy Mann, Extension Agents There is a checklist to turn in for more information at the back. Contact Kathy Finley and Timmy Mann, Extension Agents Names and phone numbers for contacts in the community are also included. Contact Kathy Finley, Extension Agent Plan on about 57 minutes.Although these are camp songs, many of them will be great for your club.Contact Kathy Finley and Timmy Mann, Extension Agents Use this helpful publication for tips in developing any type of tabletop exhibit. Contact Kathy Finley and Timmy Mann, Extension Agents If you have questions, contact us via email or call 6153847936.Members should start with the project activity page provided at the first meeting or go to the Tennessee 4H Projects link to access another copy. Many activities will relate to the project and each will help the 4H member improve their knowledge and skills, for example, a photography project may include taking photos at a birthday party, and an animal project should include daily care of the animal. Sixth grade and up may want to go a step further, and complete a 4H project portfolio. Competition at the regional and state level is in the spring. Junior High portfolios are due March 29 and Senior High portfolios are due April 22.

Chevy Chase, MD 20815As an independent, 501 c3 charitable organization, National 4H Council does not direct or implement 4H programs at the state or local level. Learn more about the use of cookies in our Privacy Policy.Out of these cookies, the cookies that are categorized as necessary are stored on your browser as they are essential for the working of basic functionalities of the website. We also use thirdparty cookies that help us analyze and understand how you use this website. These cookies will be stored in your browser only with your consent. You also have the option to optout of these cookies. But opting out of some of these cookies may have an effect on your browsing experience. This category only includes cookies that ensures basic functionalities and security features of the website. These cookies do not store any personal information. It is mandatory to procure user consent prior to running these cookies on your website. The president, officers and club advisor should plan a meeting agenda so that everyone understands what is supposed to happen. PREMEETING ACTIVITY Have something for early arrivals to do. This is especially important with new groups, but it is still important for continuing 4H clubs to do. A list of icebreakers is in the back of this section. BUSINESS MEETING Meet with the President and officers before the meeting so that the President has an agenda prepared. Give the president as much information as you can so they can run the meeting. EDUCATIONAL PROGRAM OR ACTIVITY The educational program at regular club meetings can be one of the most important parts of the 4H experience of many members. This part of the meeting provides an opportunity for the members to join in a group learning experience. Some examples include demonstrations, guest speakers, movies, tours, and learning games. RECREATION Kids come to meetings to have fun. Include some recreation in every meeting. Some examples include games, stories, and group activities.

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REFRESHMENTS Kids like to eat even more than adults. Have parents and members alternate months of bringing refreshments. DELEGATION Almost all of these parts can be delegated out to

parents and other interested adults. Teens can also take on some of the responsibility. The more people you get involved the better the club will function. Historian Reporter Organizational Leaders. Activity leader Community Service Advisor. Project Leaders Committee Advisors. Membership Advisor. This will happen if you have helped officers to understand their jobs and make an agenda in advance. Business meetings follow a specific procedure. Reports of Committees. Educational Program. The minutes should be a record of what is done, not what is said. They should contain. Date and place of meeting. Names of members and visitors present. Approval of previous minutes. All reports and what was done about them. All motions, with the name of the person who made them, and whether the motion was carried or lost. The educational program that was covered. The time the meeting was adjourned. Any programs, refreshments, or recreation that happened after the meeting. Making and Voting on Motions Step 1 A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized. Step 3 The president then asks for discussion. When discussion stops, the president asks, "Are you ready for the question" If no one requests more discussion, the club is ready to vote. Step 4 The president states the motion so everyone can hear it. If the president is in doubt about the vote, he should ask for a show of hands or a standing vote. Step 6 The president then says, "The motion is carried" or the "The motion is lost," according to the vote. The members stand so their votes can be counted. The members raise their hands so the president can count their votes.

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The president and one or more helpers hand out blank slips of paper so the members can write down their vote. Members vote, one at a time, as their names are called. All members close their eyes and vote by raising one hand. Fauquier County 4H Leaders Manual 161 4H CLUB MEMBER'S BUSINESS MEETING GUIDE This guide will help you understand what is required to have exciting and productive 4H club business meetings. Participating in well run business meetings will help you learn skills that will be useful to you as you grow older. In particular you can learn the following life skills Citizenship Decisionmaking Communication Character Leadership Planning and organizing Getting along with others Stress management 4H members should take two steps to contribute to wellorganized and fun club meetings. The first step is to learn your privileges and responsibilities as a 4H Club member. The second step is to learn about parliamentary procedure. The qualifications for club membership are defined in your 4H Club Constitution. The term "member" in this Guide refers to a person who has full participation rights. When you join an organization or club, you enter into a "contract" of membership with that group. That contract is an agreement that defines your privileges and also your responsibilities. The Club's constitution and bylaws defines some of those privileges and responsibilities. Be sure to read your club's constitution and bylaws to learn about specific rights and expectations that affect you. There are other privileges and responsibilities that are generally accepted for members of any club.

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They include 1 PRIVILEGES a To attend meetings Fauquier County 4H Leaders Manual 162 b c d e f To make motions and enter into debate To vote To nominate when appropriate To be a candidate for office To insist on the enforcement of the rules of the organization and the use of parliamentary procedure in club meetings g To review the official records of the club including the minutes and financial reports 2 RESPONSIBILITIES a To promote the purpose of the club b To comply with and uphold the club's constitution, bylaws and rules. Parliamentary Procedure refers to a set of rules that exist to ensure that business meetings are organized and orderly. The rules make sure that everyone has a chance to participate, be heard, and help the group reach decisions. It originated in the early English Parliaments, the legislative body of Great Britain. The first settlers of America brought it with them. It became uniform when Henry M. Robert published his manual on Parliamentary Law. Today, Robert's Rules of Order is the basic handbook that clubs and organizations use to conduct

business. Fauquier County 4H Leaders Manual 163 WHAT ARE SOME OF THE BASIC RULES. A basic rule for Clubs that use parliamentary procedure is that they follow an order of business. An example Order of Business for a 4H club meeting is listed below. Actions and wording based on parliamentary procedure that might be used by club officers and members is included to help you learn how to conduct a proper 4H club business meeting. These actions are just as important for you as a member as they are for the club officers. THROUGH PARTICIPATION IN 4H CLUB BUSINESS MEETINGS YOU SHOULD LEARN HOW TO answer roll call give a committee or officer report discuss motions vote on items of business. Another way to do the roll call is to check names of those present off of a list.

The secretary reports to the President the number of members present and absent and if there Fauquier County 4H Leaders Manual 164 are enough members present to have a quorum. The president stands and says, "Are there any questions about the treasurer's report. Put someone in charge of reporting on the 4H newsletter published by the Extension office. Encourage members to bring their copy! If any of the reports calls for an action of the club, usually the person making the report makes a motion for the action to be taken, and it is usually seconded by another person on the committee. Is there any discussion " Fauquier County 4H Leaders Manual 165 After discussion is over... President "All those in favor of repeat motion, signify by raising your hand. All those opposed, raise your hand. The President does not need a motion to adjourn the meeting. Conducting Business Using Motions Main motion Beginning of an idea for an action to be taken by the club. Hearing none, we will vote on the amendment. All in favor, raise your hand. All opposed, raise your hand. The motion is amended." "Is there other discussion on the main motion. All in favor, raise your hand. All opposed, raise your hand. After it passes, the main motion must be voted on as amended. If the amendment fails, the main motion must be voted on as originally stated. Other Pertinent Rules about Motions 1. Only one main motion may be on the floor at one time. It must be postponed, sent to committee, or voted on before another main motion can be made. A motion to postpone or to send to committee is not a main motion and can be offered to clear a main motion from the floor. If it passes, a vote is taken immediately on the main motion. Electing Officers Some clubs will have special rules for eligibility to be an officer; for example, some clubs may require that officers be starting their third year in the club. Also, it is important that everyone knows the duties of officers.

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For the club to have a successful year, the people elected must be willing to carry out those duties. Perhaps current officers can give a short report about the work they've done. As nominations for officers open, the members need to know who is eligible to be nominated, and also they need to consider who will work conscientiously in each office. Member 2 "I nominate Sue." Member 3 "I move nominations be closed." Member 4 "Second" President "It has been moved and seconded that nominations be closed. All in favor, raise your hand. All opposed, raise your hand. The nomination committee can collect and count the ballots. The president should announce the results of the election for president and then announce that nominations are now open for Vice President. WANT TO LEARN MORE If you would like to learn more about Parliamentary Procedure refer to VCE publication XXXXXX, A 4H Handbook of Parliamentary Procedure. It provides 4H members with much greater detail on club meeting management and parliamentary procedure. Each 4H Club is required to have an approved constitution and bylaws. VCE Publication 388211, 4H Club Constitution and Bylaws is a tool to assist clubs in creating those documents. If you are a 4H Club officer, you should refer to VCE publication 388274, A Guide for 4H Club Officers. It contains information about the duties and responsibilities of each of the common 4H club officer positions. Several other publications will be useful to club officers and leaders. VCE publication 388210, 4H Club Goals and Annual Program Plan and publication 388542, Worksheet for Planning a 4H Club

Meeting and will help club officers and leaders develop annual club workplans and plan for regular club meetings. Fauquier County 4H Leaders Manual 169 QUESTIONS AND ANSWERS ABOUT 4H MEETINGS Question When is the best time to organize a 4H club. Answer Anytime, but most function on calendar year from October 1 to September 31. Question What about club offices.

Answer Establish offices for what you need, but most clubs have a president, vicepresident, secretary, treasurer, reporters, and recreation leaders. Question Is a meeting agenda necessary. Answer Yes. It helps everyone appreciate the program more. Use the preceding outline. Several days before each meeting 1. Meet with the president and develop outline as to who is doing what. 2. Contact all those previously scheduled to be a part of the meeting to make sure of attendance. Question How do you get meeting program topics planned a year in advance. Answer In August get the members to list all the things they want to do and learn at meetings. Organize the topics and arrange into each of the 12 monthly meetings. At the same time, let members accept assignments for all the necessary jobs. Question How do you get members to do demonstrations, speeches, and project talks at each meeting. Answer At the August planning meeting, list all topics required for each of the 12 monthly meetings and ask members to sign up for the topics they wish to prepare. Before each meeting, have a leader help members get ready. Answer Yes, but the number depends on the daily work and school schedules of the adults and members. Schedule any number of meetings per month needed. Since time is usually critical, use the time for teaching. Question How do I get parents to help. Answer Enroll the parents when you enroll their children. Explain what you expect and how they should support their children and you. Give them jobs and make them an important part of the program. Fauquier County 4H Leaders Manual 170 Fauquier County 4H Leaders Manual 171 Fauquier County 4H Leaders Manual 172 We are a nonprofit group that run this service to share documents. We need your help to maintenance and improve this website. Youth who have these life skills are less likely to participate in risky behaviors. The 4H Shooting Sports Program stands out as an example.

Youth learn marksmanship, the safe and responsible use of firearms, the principles of hunting and archery, and much more. The activities of the program and the support of caring adult leaders provide young people with opportunities to develop life skills, selfworth and conservation ethics. For about 79 years in Nevada, 4H camping has been a proven and effective method of reaching, teaching and involving youth in leadership skills development. Each year, more than 500 youth participate in 4H camping programs at Lake Tahoe Nevada 4H Camp. Other 4H camping programs take place across the state. Our historic 4H Camp provides opportunities for inspiration, education and relaxation right on the lakeshore. Reservations can be made on a day or overnight basis year round. In an effort to enhance community preparedness, safety and available resources and by using GPS and GIS mapping. Extension's 4H youth and adult leaders in Churchill County are working with community emergency managers to address evacuation and shelter mapping. Successful clubs get ideas from the members, then work to develop an annual club plan for meeting schedules and educational programs for the club year. Usually, club officers do the initial program planning with guidance from organizational leaders and club parents. This plan is then presented to the entire club for review, modification and approval. Additional resources can be found in Appendix B. The club leaders will want to work with them to help officers develop leadership skills and assist in developing agendas. Other officers may be elected, depending on the individual club i.e. recreation leader, song leader, etc.. A handbook developed by University of Illinois Cooperative Extension 4H is available online Parliamentary Procedure PDF. In this role, you may be called upon to offer a number of sessions at an afterschool program, or assist a club leader by sharing your expertise and working with club members.

Many of the same questions and techniques can go into getting ready for a project meeting as planning for a club meeting. There is usually something for both leaders and members. A cardboard

box makes a handy file. The schedule might look something like this Have them help select things to do. Younger members may select from among choices you identify. You will want to plan with your group. A lot will depend on the project and when members are available. If you can't meet in a public place you can meet at a home. If you meet at home, it is important that you have up to date homeowners insurance see the Policy Guideline in section A.1.5 for more information about liability and home owners insurance. Call the UMaine Extension office for a list of potential public meeting places. Remember, younger members have a shorter attention span for listening, watching or doing one thing. The 4H Name and Emblem have special protections from Congress, protected by code 18 USC 707. 4H is the youth development program of our nations Cooperative Extension System and USDA. This publication is a handy resource tool for 4H Club officers and their adult leaders to use in planning and conducting effective meetings. Each section within the handbook thoroughly covers duties for each key position, starting with the president. Sample worksheets and other forms come with the publication to help certain officers sharpen specific skills. 55 pp., 32 pics., 13 illus. By Jeff W. Howard. Each role is important for conducting a 4H Club meeting. If you have questions about the rules of parliamentary procedure, ask your club leader to help you. This includes keeping an uptodate list of member names, addresses, attendance, and projects. Ask for any corrections and make any corrections given by members. Include club members and leaders in the pictures. Send these along with the information reported to your 4H regional Extension agent or county Extension office.

The number of committees needed to carry out the work of your 4H club will be determined by the size of the club, the type of club, and the projects adopted by the club. Program Committee plans and arranges for a program at each meeting. No guarantee, endorsement, or discrimination among comparable products is intended or implied by the Alabama Cooperative Extension System. Please review our Privacy Statement for more information. Do you accept Accept Deny Privacy policy. FFA is the premier youth organization preparing members for leadership and careers in the science, business and technology of agriculture. Jessica Walker Boehm 20200810T1246100400 FFA Member on Horseback Rescues Missing Boy Jessica Walker Boehm 20200810T1246100400 Adair FFA Chapters Seth Best helps reunite a lost toddler with his family. Jessica Walker Boehm 20200727T1238110400 Father and Son Build Legacy in Ag Education Jessica Walker Boehm 20200727T1238110400 O.R. and Dale Wille serve a combined 61 years in agricultural education at Wyoming's Little Snake River High School. Bev Flatt 20200727T1236170400 On the Record Major General Tammy Smith Bev Flatt 20200727T1236170400 U.S. Army Reserve Major General Tammy Smith shares insights into her FFA experience and military service. Jessica Walker Boehm 20200810T1246100400 FFA Member on Horseback Rescues Missing Boy Jessica Walker Boehm 20200810T1246100400 Adair FFA Chapters Seth Best helps reunite a lost toddler with his family. Jessica Walker Boehm 20200727T1238110400 Father and Son Build Legacy in Ag Education Jessica Walker Boehm 20200727T1238110400 O.R. and Dale Wille serve a combined 61 years in agricultural education at Wyoming's Little Snake River High School. Bev Flatt 20200727T1236170400 On the Record Major General Tammy Smith Bev Flatt 20200727T1236170400 U.S. Army Reserve Major General Tammy Smith shares insights into her FFA experience and military service.

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