

## Spring 4-H Officer Retreat

### Agenda

#### 10:00 Introductions and Welcomes

- Binders
  - *Review the contents of the binder.*
  - *Each binder should contain: Roster, Agendas, Calendar, Club Planning, Goals for the Year, Roles and Responsibilities per Officer, and Officer Handbook.*
  - *Specialized per binder: parliamentary procedure for President, Outreach and Program Planning for Vice President, Attendance Sheets for Attendance Secretary, Shutterfly Guide for Historian, Wellness Plan for Rec/Healthy Living, and Birthday List for Sunshine.*
- Letters from Last Year
  - *Open letters from last year for wisdom.*

#### 10:10 Leadership Value Pack (Activity)

- *Icebreaker activity to begin the meeting.*

#### 10:30 Review Officer Descriptions

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Healthy Living
- Sergeant at Arms
- Sunshine Officer
- Officer Advisor
  - *After all roles are read, ask if there are any questions about the roles and responsibilities of the office.*

#### 10:45 GPS (Activity)

- Identify a Spark
  - *Have each officer write down one thing they're passionate about on the cutout sparks. Next, have them fill out the GPS worksheet.*
- Goal Selection
- Pursuit of Strategies
- Shifting Gears
  - *After this is done, keep track of each officers goals and check in (once every officer meeting to in the middle and end of year) to see where they are at with their goals. At the end of the year, have the team reflect on their goals.*

#### 11:00 Outreach Plan

- Pick Outreach Methods
  - *Potentially lead by Sydney. Follow worksheet and pick methods of outreach.*
- Make Simple Outreach Plan

11:20 Team Building (Activity)

- Cup Towers
  - *Page 51, iThrive Curriculum*
- Reflection

11:40 Club Meeting Planner

- Business Agenda
- Program Agenda
- Recreation Agenda
- Full Calendar
  - *Potentially led by Grace.*

12:00 Lunch

12:15 Individual Meetings

- Parliamentary Procedure (President and Vice President)
- Secretary Forms (Secretaries)
- Treasurer Forms (Treasurer)
- Sunshine Supplies (Historian/Sunshine)
- Wellness Plan (Healthy Living Officers)
- Sergeant at Arms

12:40 Calendaring and Logistics

- LDR
- Team Shirts
- Calendar Future Meeting and Event Dates
- Review Roles and Action Items
- Next Steps

1:00 Goodbye!