



Now that 4-H Club enrollment has begun, we need to offer some leadership opportunities for those students who are up to the challenge! For most clubs, that means electing 4-H Club officers. Keep in mind that all club officers are not the same. Their roles and responsibilities vary depending on age, school, and function.

# 4-H CLUB

## Steps To Success

In this third newsletter in the “STEPS” series, we offer suggestions on how to determine the leadership needs of the club, how to identify and recruit members to run for office, and how to support club officer functions. We also offer additional resources to help prepare members for their roles.

### An Operational Guide for 4-H Organizational Club Sponsors



# STEP #3

## Supplies:

- Election Ballot
- 4-H Club Officer Application Forms
- 4-H Club Officer Resources

It’s a good idea to promote election of club officers as soon as possible after enrollment has begun. Youth Voice is an important component of 4-H youth development programs, and club officers play a vital role in assuring youth representation in all events.

Older youth and teens should be encouraged to participate in the campaign process by giving a speech or writing a brief paragraph about why they would make a good leader. They may prefer to use a PowerPoint or set up a display during campaign week.

Younger youth enjoy making campaign signs to post around the campus and make buttons to distribute among classmates.

1

**Leadership Needs & Functions**

2

**Officer Roles & Responsibilities**

3

**Club Officer Resources**

4

**The Election Process**

We recommend that only members who have paid dues on time and according to the deadline schedule be eligible to run for office and vote during the election process.



# WHERE DO I START?

## 1

### LEADERSHIP NEEDS & FUNCTIONS

4-H Club officers vary greatly among clubs. Each club is different and therefore requires various leadership strategies. Many factors determine which officers should be elected. Even roles and responsibilities will vary according to age and ability. School policies often set parameters for clubs, and the club purpose or focus may require specific leadership expectations.

**Election of officers** gives club members many opportunities to develop leadership skills and responsibility.

Typically, a slate of 4-H Club officers include:

- President
- Vice-president
- Secretary
- Treasurer
- Reporter

However, other officers may include an Assistant Secretary, Parliamentarian, Historian, Photographer, and Sergeant at Arms. The larger and more diverse the club, the greater need for youth representation.

**4-H Club Committee Chairs** also play an important role in some clubs. Special programs and projects offer many leadership and team-building experiences. Older club members especially benefit from increased responsibilities.

Common committees for school-based clubs include:

- Community Service-learning projects
- Membership recruitment
- Assisting with fundraising activities
- Organizing refreshments or celebrations
- Recruiting parent volunteers
- Marketing and publicity for meetings and special events
- Representing the club membership as program advocates addressing youth issues



**4-H Club Officers** can be a great asset for you as a club coordinator, leader and teacher. Youth benefit from taking part in the organization and management of the club activities. Delegate as many tasks as age appropriate to your officers. Encourage them to recruit members to serve on committees and help with club-related projects.

Officers can serve in many roles to support the 4-H Club membership:

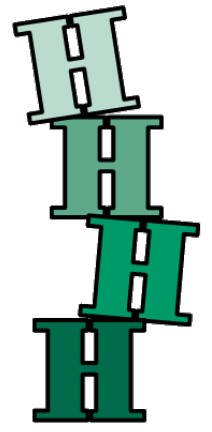
- Serve as positive role models
- Train or mentor other members
- Plan or lead field trips, contests and special events
- Maintain accurate records and set up the meeting facility



# WHAT NEXT?

## 4-H OFFICER ROLES & RESPONSIBILITIES

2



The 4-H Club leadership team can play a vital role in supporting the club development. A successful team will encourage membership growth, enhance communication, increase participation and support efficient and effective learning experiences for the members.

As the club leader, you determine the leadership guidelines best suited for your school and club membership. Younger club members benefit by experiencing the election process and gain self-esteem and confidence in assuming a leadership role. Older members gain valuable critical thinking skills through goal-setting, decision-making and problem-solving.

To be an effective officer, members should be enthusiastic and friendly, cooperative with others, eager to involve others, proud of their role, and dependable in completing tasks.

### Basic responsibilities of club officers:

**President:** Presides over any meetings involving business matters of the club membership, and coordinates club activities with the other officers and committee chairs.

**Vice-president:** Presides over meetings in absence of the President, and assists the President as needed.

**Secretary:** Records club meeting minutes and maintains an accurate membership roll.

**Treasurer:** Works with the club coordinator to keep a record of club funds and fund raising efforts.

**Reporter:** Promotes club members and activities through local newspaper, social media, school announcements, etc.



# WHAT ELSE?

3

## OFFICER RESOURCES

Promote officer elections as soon as possible after enrollment has begun. Not only does it encourage members to complete the enrollment process, making them eligible to run for office and vote in the election, it increases the effectiveness of the club by having the leadership team in place early in the club year.

A number of resources are available to prepare members to assume the responsibilities of office. Included in this packet you will find :

- Officer Roles & Responsibilities Handout with Application (one for younger members and one for upper grades)
- *Now that you are...* officer training guidelines for President, Vice-president, Secretary, and Treasurer
- Secretary's Record Book, Reporter's Handbook and Parliamentary Procedures



# MAKE IT OFFICIAL!

## 4

### THE ELECTION PROCESS

4-H Club Officers may be selected using a number of different methods:

- Volunteer Ballot—members volunteer to run for office ensuring that those running are interested and willing to accept the responsibilities.
- Nominating Committee—a selected group of youth and adults to represent the membership, carefully examine potential candidates and obtain their consent to serve.
- Appointment— most often utilized with younger members. Be sure to include representation from each classroom or age group with input from adults and youth. Can include nominations within the club membership.

#### Recommended Action Steps:

1. Select the election method best suited for your club membership.
2. Recruit other teachers/parents to assist in promoting the campaign process.
3. Provide candidates with the roles and responsibilities for the office they are seeking.
4. Designate a time (about a week) for campaigning.
5. Prepare ballots as needed for voting.
6. Form a committee of members to count the votes and submit the final count to you.
7. Announce the winners!

#### *Here's a few more suggestions:*

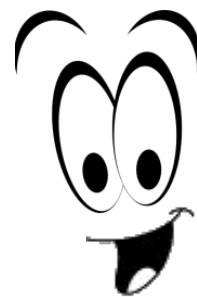
1. Delegate vote tabulation and as many other managerial tasks as possible to promote inclusion and belonging among membership. Members can help in many ways, from setting up the meeting room the day before, and putting up signs and making announcements over the intercom, to cleaning up after the meeting or other event.
2. You may wish to plan a celebration event or installation ceremony for new officers. A scripted candle-lighting installation ceremony is available from the 4-H Office.
3. Set up an Officer Training Workshop for newly elected officers with your 4-H Extension Agent as soon as possible after the election. Additional resources and support are available through these training opportunities.

#### DID YOU KNOW?

According to the Tufts University 4-H Study of Positive Youth Development, 4-H youth are more likely than other youth in other out-of-school-time programs to make contributions to their communities. They also scored higher on measures of active and engaged citizenship.

In addition, 4-H youth reported that they had more mentors than did comparison youth, and in particular, stronger relationships with caring, competent, and committed adults, such as parents and teachers.

You can read the entire report at: <http://www.4-h.org/about/youth-development-research/positive-youth-development-study/>



*Thanks for  
all you do!*







# 4-H OFFICER ROLES & RESPONSIBILITIES

## Duties of all 4-H Club Officers:

- Understand your duties and have the skills to accomplish them.
- Know basic Parliamentary Procedure to conduct meetings in an orderly manner.
- Be able to lead a discussion.
- Be able to motivate other members to be involved.
- Share good program and activity ideas.



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## President

- Presides over club business meeting and other activities.
- Is prepared with Order of Business and any other meeting materials needed.
- Involves club members in planning and organizing meetings and events.
- Coordinates club activities with club organizational leader.

## Vice President

- Presides for the president if he/she cannot be at meeting.
- Is prepared with Order of Business and any other meeting materials needed.
- Assists the President as needed.
- Involves club members in club activities and special programs.

## Secretary

- Keeps an accurate membership roster and member attendance record.
- Provide a written and oral report of the minutes of the previous month's meeting at each business meeting.
- Keep a record of all club minutes in the Secretary's Record Book.

## Treasurer

- Present a monthly financial report at each club business meeting.
- Work with Club Coordinator to keep a list of all members and dues payment.
- Helps promote fund raisers and assist leader with financial record keeping.
- Work with Club Organizational Leader to submit an end-of-year financial statement to the Parish 4-H Office.

## Reporter

- Take notes at club meetings and special events.
- Submit reports for publication in local newspaper, 4-H newsletter and social media website, and school webpage.
- Post 4-H activities on a school bulletin board.

## Historian/Photographer

- Take pictures at club events.
- Work with Reporter to submit photos for publication.
- Keep records of club activities in a notebook or scrapbook.

## Parliamentarian:

- Maintains order, cooperation and courtesy in the club meetings using standard Parliamentary Procedure.

## Committee Chairperson:

- Chairpersons are appointed by the President.
- It is the committee's responsibility to carry out any assigned task and report back to the club.

# 4-H Club Officer & Committee Chair Application

Grades 4-8



The 4-H Office I want to apply for is:

*(circle only one)*

President

Vice-President

Secretary

Treasurer

Reporter

Other:

\_\_\_\_\_

I would like to serve as Chairman of the following committee:

*(circle only one)*

National 4-H Week

Volunteer Appreciation

Fundraising Project

Service-Learning Project

Membership

Refreshments

Recreation

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Tell why you want to be a 4-H Officer or Committee Chairman for your club.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List your past 4-H activities (camp, contests, project work):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what leadership roles or community service work have you served?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe one thing you would like to do or accomplish if you are elected/appointed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List at least two things you do very well that will help you in your elected/appointed role:

1. \_\_\_\_\_

2. \_\_\_\_\_



## Tips for completing the Application

### Objective

Review the Roles & Responsibilities for the office that interests you. Describe what you want to do in that role and how you might do it.

### Education

What are your strong subjects? What special skills do you have that would make you a great officer?

### Awards, Honors & Recognition

Have you ever won a trophy, ribbon, medal, certificate or other recognition for excellence or achievement? Try to select only those honors that relate specifically to the office you are seeking.

### Other Leadership Positions Held

Have you held any previous positions as an officer in 4-H or another club? Have you been appointed to do a special job or represent a group.

### Special Training/Experience

Have you participated in any camps, conferences, afterschool workshops, training clinics, trips or received other special tutoring/training that proves you have the skills needed to do the job? Do you have any hobbies that have prepared you for the job?

### References

Some possible references might be a teacher (other than your club sponsor), a Sunday School teacher, the sponsor of another club in which you have been a member, a volunteer you have worked with on a service-learning project, a neighbor or a family friend.

# 4-H Officer Roles & Responsibilities

Grades 9-12

### President:

- Presides over each club business meeting.
- Maintains a 4-H Club Meeting Planner with the "Order of Business" and all other necessary resources for each meeting.
- Selects members to lead the pledges prior to each meeting.
- Maintains contact with club sponsor and other officers concerning club activities.

### Vice-President:

- Presides over the club business meeting in the absence of the president.
- Has a copy of the "Order of Business" at each club meeting.
- Serves as Program Chairmen for each meeting and is responsible for coordinating guest speakers, project talks & demonstrations, skits and recreational activities.

### Secretary:

- Takes notes and writes the "Minutes Report" for each meeting.
- Presents orally the "Minutes Report" at each meeting.
- Turns in the Secretary's Record Book at the end of the club term.

### Assistant Secretary:

- Maintains an accurate membership roll throughout the club term.
- Conducts roll call at each business meeting.
- Turns in an attendance report to the Secretary at each meeting.

### Treasurer:

- Keeps a record of all funds that are received and disbursed by the club.
- Presents a financial report at each club meeting.
- Promotes fundraisers and assists club sponsor with all financial matters.
- Assist club leader in preparing annual financial statement to the parish 4-H Office at the end of the club term.

### Reporter:

- Posts announcements prior to club meetings to inform members of upcoming activities and events.
- Keeps a record of club member participation in club meeting programs and submits a final Activity Report to the parish 4-H office at the end of the club term.
- Reports club activities to the parish 4-H Office for publication in the newsletter.

### Parliamentarian:

- Maintains order, cooperation and courtesy in the club meetings using standard Parliamentary Procedure.

### Historian:

- Collects information, memorabilia, photos, etc. during the club term and submits a club scrapbook at the end of the club term.

### Photographer:

- Takes photographs of club member participation and submits photos to the Historian and the 4-H Office for publication in the newsletter.





# 4-H Officer Application

Grades 9-12

## 4-H Club Officers:

(circle only one)

President

Vice-President

Secretary

Assistant Secretary

Treasurer

Reporter

Parliamentarian

Historian

Photographer

Other: \_\_\_\_\_

*Please take a moment to review the 4-H Club Officer Roles & Responsibilities listed on the back.*

*Additional pages may be added if necessary.*



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Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Objective (Why do you want to be elected to this office?)

\_\_\_\_\_

Education (What classwork have you completed that qualifies you for this position?)

Subject	Year
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\_\_\_\_\_

\_\_\_\_\_

Awards, Honors & Recognition (For what achievements have you been recognized that show you would be a good candidate for this position?)

Type of Recognition	Year
---------------------	------

\_\_\_\_\_

\_\_\_\_\_

Other Leadership Positions Held (What other leadership positions have you been elected or appointed?)

Job title	Club/Organization	Year
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\_\_\_\_\_

\_\_\_\_\_

Special Training/Experience (What special training or experience do you have that qualifies you for this position?)

Type of training/experience	Year
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\_\_\_\_\_

\_\_\_\_\_

References (In the spaces below, provide the information indicated for two adult whom you feel would consider you a good candidate for this position.)

Name	Relationship	Phone
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\_\_\_\_\_

\_\_\_\_\_