

# *King City Blue Ribbon 4-H Executive Board Training Agenda*

July 22, 2023, 11:00am, 1315 Sussex Ct.

## **11:00am Introduction and Welcomes**

- Introductions of Leadership Members. Please give your name, age, school you'll be attending, any afterschool activities this year, siblings in 4-H, parents names who are active in 4-H: Maripaz, Alejandra, Marlene, Mia, Duke, Maite, Elizabeth, Italia, and Manuel

## **11:30am Review Officer Descriptions**

- President
- Vice President (Vacant)
- Secretary
- Treasure
- Healthy Living
- Recreation
- Reporter/Historian
- Newsletter Editor
- Sergeant at Arms
- Sunshine
  - After all roles are read, ask if there are any questions about the roles and responsibilities of the office.

## **12:00 Outreach Plan**

- Pick Outreach Methods
  - Follow worksheet and pick method of outreach.
- Make Simple Outreach Plan

## **12:30 Club Meeting Planner**

- Business Agenda
- Program Agenda
- Recreation Agenda
- Healthy Living Agenda
- Full Calendar

## **1:00 Lunch/Snack Break**

## **1:15 Individual Meetings**

- Parliamentary Procedure (President and Vice President)
- Secretary Forms (Secretary)
- Treasurer Forms (Treasurer)

- Sunshine Supplies (Sunshine)
- Wellness Plan (Healthy Living Officer)
- Sergeant at Arms

#### 2:00 Calendaring and Logistics

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

3:00 Goodbye!