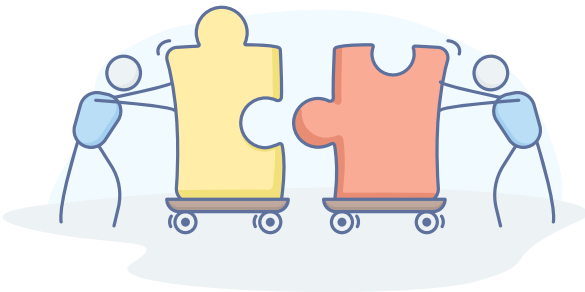




# ***Congratulations!***

## **You Are Vice President of Your 4-H Club**



Congratulations! You have been elected to lead your club! This comes with great responsibilities to not only represent your club, but also your county and the entire 4-H Youth Development program in Michigan. Every successful 4-H club has a good team of officers. A good officer displays teamwork and cooperation among members through leadership and organization. Each officer is a piece of the puzzle and has an important role to play for the overall success of the club. This guide will help you in your role and responsibility as vice president.



## Checklist for Vice Presidents

### Responsibilities of the vice president always

- Know the role of president and be confidently prepared to preside at a meeting in his or her absence. (See *Congratulations! You Are President of Your 4-H Club* [4H1468] for more information.)
- Represent the club proudly.
- Regularly attend events and meetings.
- Lead by example; be positive.
- Work cooperatively with all officers and leaders for the success of the club.
- Make sure as many members as possible have the opportunity to serve on a committee at some time during the year.
- Serve as chair of the program committee that plans the annual group activities.

### Responsibilities prior to the meeting

- Consult with the president ahead of time to prepare for each meeting (for example, special guest or programs).
- Check with the 4-H'ers and guests scheduled to be on the program to see if they are ready or need assistance.
- Notify the president and leaders several days before the meeting if you will be absent.

### Responsibilities during the meeting

- Sit next to or near the president during the business meeting.
- Introduce the program participants.
- Make guests feel welcome.
- Encourage everyone to participate in the meeting.
- Remember to thank the people who are on the program.
- Thank those who participate in the program or those who help to make arrangements.

## Suggested Outline for a 4-H Club Meeting

All clubs are unique but they have some things in common. To make 4-H fun and educational, meetings should include a balance between group decisions (business), program or activity (education and special activities), and group building (recreational and social). These components do not have to be sequential but can intertwine throughout the club gathering. The club's yearly plan should be a balanced blend of recreation, education and business. Use the 4-H Club Meeting Wheel (which appears on the next page) to help guide your 4-H club.

### Part 1: Group building Social (5-10 minutes)

This is often helpful to set the mood for the rest of the meeting. It should include, the Pledge of Allegiance and the 4-H pledge, and may include an icebreaker, activity and roll call.

### Part 2: Group decisions Business session (15-20 minutes)

This is the heart of most 4-H meetings. "Learning by doing" is one of the 4-H program's unique strengths. Use a variety of activities to involve members in program planning, self-esteem development and decision making. Ingenuity and creativity can make this section of the meeting interesting and active.

### Part 3: Program or activity (40-60 minutes)

Examples of learning opportunities during a meeting may include:

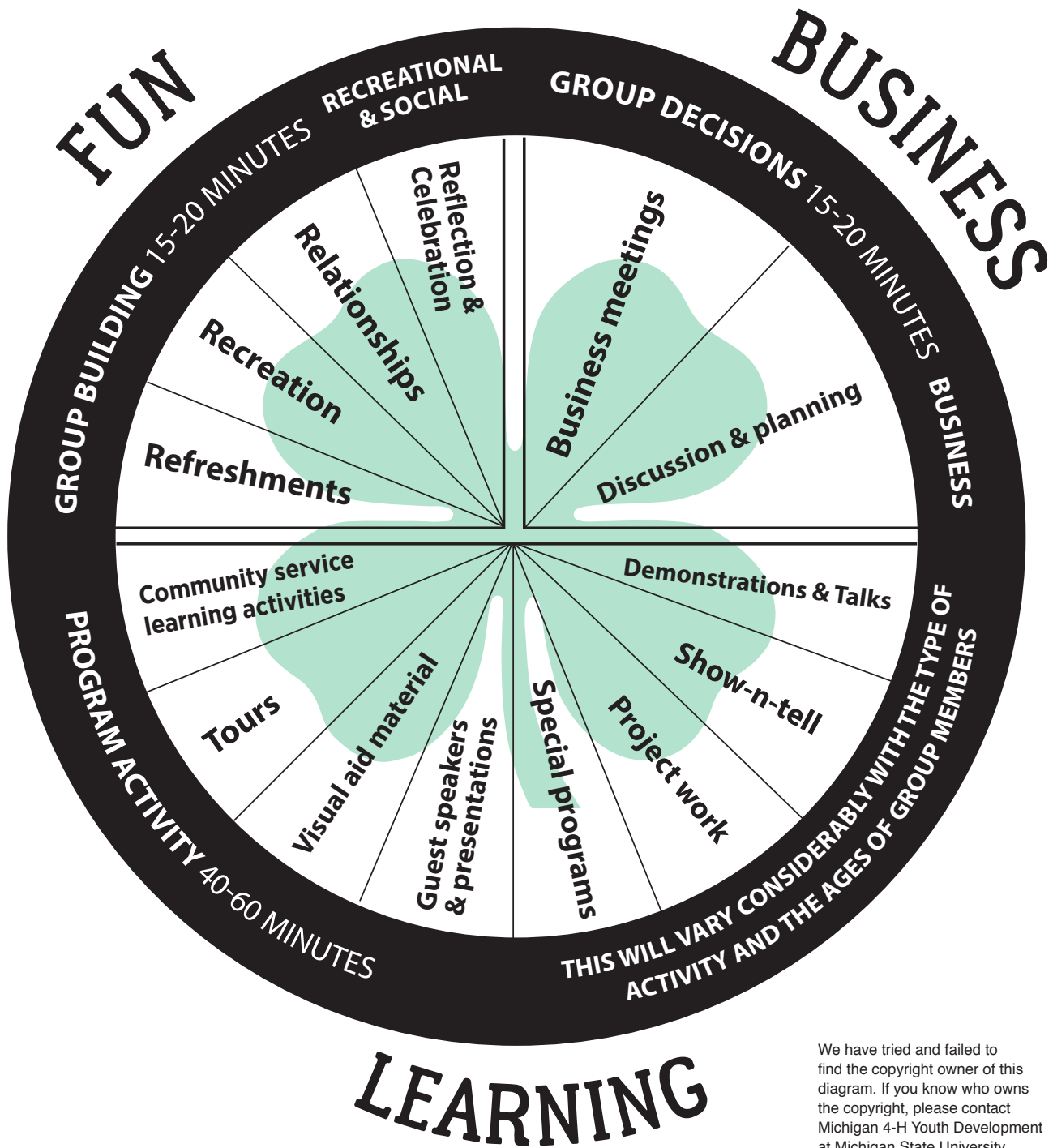
- Guest speakers and presentations
- Visual aid material (slides, video)
- Community service activities
- Tours
- Demonstrations and talks
- Project work

### Part 4: Group building (10 minutes or more)

Recreation, refreshments, social activity



# 4-H Club Meeting Wheel



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## Guidelines for Program Chair

The vice president of the club serves as chair of the program committee, introduces the program participants and thanks the people who present the program.

## Introducing the program participants

Introduction of the participants can be brief, including:

- The presenter's name.
- A little about his or her background.
- The title or subject matter of the presentation.

### Example introduction:

*“Jessica Bloom is our club’s guest speaker this evening. She is one of our county commissioners and she owns Bloom’s Deli. Today, she will speak to us about getting civically involved in our community and running a business. Thank you, Ms. Bloom, for being with us today.”*

## Thanking the people who present the program

Listen to the speech for worthwhile qualities. Put together a thank-you speech using some of the following suggestions. Give the speech in front of the club immediately following the presentation.

- Thought
- Preparation
- Useful information
- Special news to the group
- Taking the time to present

### Example thank-you:

*“We would like to thank Ms. Bloom and the county commissioners for supporting the 4-H program. The information she shared about how to run for public office was interesting. We would also like to thank her for sharing about all the different hats she wears due to owning her own business. Thank you, Ms. Bloom, for supporting us and sharing your time and knowledge.”*

## Steps to planning a program

### Select the planning committee.

The committee should represent all ages of the membership.

The programs the committee develops should be reflective of the full membership interests.

Members may be appointed, elected or volunteer.

### Survey the clubs interest.

A strong survey will include members, parents and leaders so that they can express their ideas.

The survey should also allow for individuals to take leadership roles wherever possible.

Surveys may be done formally or informally by:

- Group discussion.
- A formal written survey.
- A facilitation tool such as a sticky wall, round robin or rotating flip charts.

### Plan the program.

Determine the interests from the survey that you will concentrate on.

Determine if any county 4-H events are already fulfilling these interests, then concentrate on those not being fulfilled.

Identify and schedule programs that meet the goals of the club and interest of the members.

Discuss the plans of the committee with the full membership and have the club approve the plan.

### Implement the program.

- Assign responsibilities.
- Create a timeline.
- Remind individuals of their duties.

### Reflect.

- Get feedback from the club members after the event.
- Keep records of the program for future reference.



## Program Calendar

**Planning Committee Members:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Club Interests Identified:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Program Timeline

Month	Project, Event or Activity	Presenter	Committee Assignments
September	Civic Engagement/ Entrepreneurship	Ms. Bloom	VP- schedule and call to remind speakers



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