

# Winnebago County 4-H Officer



## Handbook 2019/2020

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



**Extension**

UNIVERSITY OF WISCONSIN-MADISON  
WINNEBAGO COUNTY



**Last Revision: 9.25.19**



## Congratulations On Becoming A 4-H Club Officer!

**YOU** are a leader of your club! You are very **IMPORTANT** to how effective your club is and how well it operates. You have the power to make your club the **BEST** it can be!

You and **ALL** 4-H Officers are **REPRESENTATIVES**. You represent not only your 4-H club, but also the **WHOLE** 4-H program. Your skills and abilities, standards and ideas, speech and even **SMILES** represent 4-H'ers everywhere. Representing others in one of your most important responsibilities because it exists at **ALL** times - not just while you are at 4-H meetings. Those who are not acquainted with 4-H could judge it by their interaction with you...a 4-H member and leader.



### Good Luck as a 4-H Club Officer!

We are confident you will do an excellent job! If you have any questions, contact the

**Winnebago County Extension Office**  
**(920)232-1974**

**or**  
**[dana.berger@wisc.edu](mailto:dana.berger@wisc.edu)**



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### **Resources (loose leaf):**

Worksheet for Planning A 4-H Meeting

Event Planning Worksheet

President Script

Attendance Record

Historian Info

Minutes Template

News Release Template

Treasurer Script

Monthly Treasurer Report Templates



## Setting Goals

Goals are an important item in everything we do. Setting goals allows a person to know they have something they want to achieve and by writing it down, they can look back at the goal and remember what they are trying to achieve.

Goals are especially important as a 4-H officer. Goals should be set on what an officer wants to achieve in their office and within the club. Remember, the goals that are made should reflect what you as an officer would like to accomplish within the club to help make the best better.

**SMART** stands for:

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic and/or **R**elevant  
**T**ime Bound

**My Goals as an officer are:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_



## Effective Club Officer Qualities

Enthusiastic! Loyal! Honest! Friendly! - these are ways to describe effective and successful 4-H Officers. They let the members of the club help decide what the club will do and give everyone a fair chance. They help create a welcoming club environment and involve all members in the club. Officers of 4-H clubs are representatives of the local club and the entire 4-H program!

Can you answer “Yes!” to these questions about a good 4-H Officer?

- \_\_\_\_\_ Do I know the duties of my office?
- \_\_\_\_\_ Am I friendly?
- \_\_\_\_\_ Do I work well with the club leadership to be sure meetings are well-planned?
- \_\_\_\_\_ Do I willingly accept responsibilities assigned to me?
- \_\_\_\_\_ Do I enjoy doing more than just what is required of me?
- \_\_\_\_\_ Am I willing to give credit to others for work well done?
- \_\_\_\_\_ Am I prompt when arriving at meetings?
- \_\_\_\_\_ Do I help all members feel welcome in my club?
- \_\_\_\_\_ Do I share my ideas and encourage others to as well?
- \_\_\_\_\_ Does my appearance inspire confidence and respect?
- \_\_\_\_\_ Am I kind, tactful and courteous?
- \_\_\_\_\_ Do I use “Please” and “Thank You” when I should?
- \_\_\_\_\_ Am I always fair in my decisions?
- \_\_\_\_\_ Do I appreciate my parents and 4-H volunteers for their time, effort and devotion to club work?
- \_\_\_\_\_ Will I attend a 4-H Officer’s workshop to help learn about my role?

*To Make the Best*  
**BETTER**





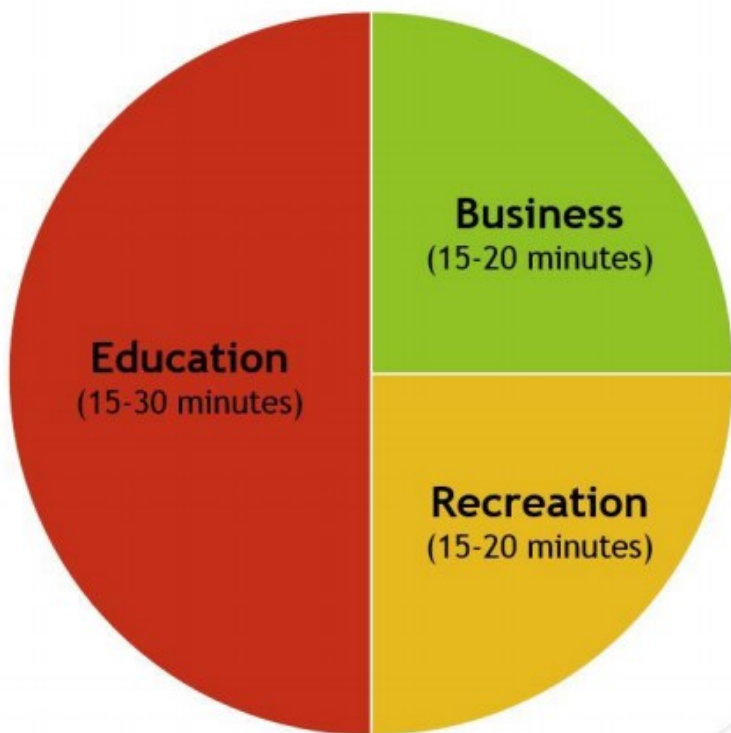
## What to Look for In A Good 4-H Meeting

Use this checklist to evaluate your 4-H club meetings. You should be able to answer “Yes” to most of the questions. If your answer is “No,” work to make changes.

- ⇒ Do officers and organization leaders check meeting plans with one another and make an agenda before the meeting?
- ⇒ Does the president call the business meeting to order on time, keep the meeting moving and adjourn on time?
- ⇒ Do all officers and members use correct parliamentary procedure when appropriate?
- ⇒ Are all announcements short, to the point, and loud for all members to hear?
- ⇒ Are new members and guests introduced and made to feel welcome?
- ⇒ Is there a special program in addition to the business meeting and recreation?
- ⇒ Does the meeting have variety?
- ⇒ Are the programs planned for the entire year chosen to appeal to everyone?
- ⇒ Is there an opportunity for members to get to become better acquainted?
- ⇒ Do officers avoid doing all the talking?
- ⇒ Does the Club Leader avoid doing most of the talking and making club decisions?
- ⇒ Do all or most of the members have an opportunity to talk?
- ⇒ Are the social recreation and refreshments suitable to the meeting place and group?
- ⇒ Is common courtesy shown between officers, members and leaders?
- ⇒ Are leaders and parents given the chance to voice their opinions?
- ⇒ Are members given a chance to voice their opinions without feeling criticized?
- ⇒ Is there fun, learning and friendship at the meeting?



## The 4-H Club Meeting Pie



### **Business (15-20 min)**

Reports, Discussion, Planning

### **Education (15-30 min)**

Project Work, Demonstrations, Speakers, Tours, Community Service, Club Projects / Programs

### **Recreation (15-20 min)**

Club Celebrating, Refreshments



## **4-H Club Meeting Agenda**

1. Call to order (President)
2. Pledge of Allegiance / 4-H Pledge
3. Roll Call (Secretary)
4. Minutes of Previous Meeting - (read by Secretary)
5. Treasurer's Report
6. Correspondence - Important events from the county newsletter or email blasts. (can be read by any officer or leader)
7. Committee Reports
8. Old/Unfinished Business
9. New Business
10. Next Meeting Date
11. Adjournment
12. Program (recreation, speaker, demos, etc)







## Making A Motion

**Motion:** A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.

**Second:** Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.

**Discussion:** The motion “on the floor” is discussed by all members, addressing the pros and cons, etc.

**Restate the Motion:** The President (sometimes secretary) restates the motion before the group votes.

**Vote:** The group votes. The motion is approved if there are more “ayes” than “nays.”

## Ways to Vote

**Voice Vote:** The president says, “All in favor of the motion say ‘Aye/I/Yes.’ All opposed say ‘Nay/No.’”

**Standing Vote:** The members stand so their vote can be counted.

**Ballot:** The President and one or more helpers hand out blank slips of paper so the members can write down their vote.

**Roll Call:** Members vote one at a time as their names are called.

**Honor System:** All members close their eyes and vote by raising one hand.



# Basic Parliamentary Procedure

## Motion

“I move that we....”



## Second

“I second the motion.”



## Discussion

The person who made the motion speaks first.



## Call for Vote

President ends the discussion.



## Restate Motion

Secretary or President reads the motion



## Vote

Motion passes or fails.

## Tabling / Amending

An agenda item can be tabled if there is not enough information to make a decision. If a motion is tabled, it should be placed on the agenda for the next meeting.

### To Table An Item:

**Motion**

“I move to table the item of \_\_\_\_\_ until our (next meeting or date).”



**Second**

NO discussion is allowed.



**Vote**

Motion passes or fails.

### To Amend An Item:

**Motion**

“I move to amend the motion to \_\_\_\_\_.”



**Second**

“I second the motion to amend \_\_\_\_\_.”



**Vote**

Motion passes or fails.





## Leading A Group Discussion

Leading a group discussion can be a tricky thing. Sometimes everyone wants to talk at the same time! Other times, people may talk in a small group and their ideas can't be heard by everyone. Other times...no one says a thing! Here are some ideas to help you lead great discussion at your 4-H Club.

### **What if no one or few will share ideas during discussion?**

#### **Possible Solutions:**

1. President asks specific questions such as: "Roger, what do you think?" OR "Does anyone know of situations where this has worked?"
2. Use special techniques such as:
  - **BUZZ GROUP:** Divide into groups and have each group report back their best idea.
  - **CIRCLE RESPONSE:** The discussion leader calls on each person in the group for an idea. The secretary keeps a list of the ideas.
  - **BRAINSTORMING:** The discussion leader divides the group if it is large. A timer is set and the group members tell every idea that pops into their head. This is not time to discuss or judge ideas.

### **What if discussion is not solving the problem?**

The president or leader could ask questions to redirect the discussion:

- "That's interesting, but how does this point fit in with the issue being considered?"
- "Let's take a look at the problem from another point of view."

#### **Helpful Hints:**

- One person speaks at a time.
- Demonstrations of parliamentary procedure are useful at club meetings
- Club members need to know how important they are in the process. Decisions are made in an orderly and fair way.



# Brainstorming

## Brainstorming is:

- A group activity
- Members of the group are encouraged to put forward ideas about the situation, problem or activity.
- A way to help generate as many ideas as possible
- A way to help increase each person's level of creativity.

## Rules of Brainstorming:

1. A note taker is assigned to write all the ideas down.
2. There are NO bad ideas!
3. NO judgement is passed on the ideas (good or bad).
4. Participants are encouraged to build on each other's ideas.

## Ideas To Help Facilitate Brainstorming:

**EVERYONE TALKS AT ONCE:** Basically, the group just sits and thinks of ideas. When someone has an idea, he/she shouts it out and the note taker records the ideas on a piece of paper.

**PASS THE BALL:** Any object is used as the “talking object.” When someone has an idea, they ask for the object or raise their hand. Once the object is in the person's hand, they share their idea, which the notetaker records.

**STICKY NOTE:** Everyone gets a bunch of post-it notes. Each person writes their ideas on the post-it notes and places them on a wall. When everyone is done writing, the notes are grouped into similar ideas.

**ROUND-A-BOUT:** The group sits in a circle. One person gives an idea, then the person to the left and the next person, and so-on. You keep going around the circle until everyone runs out of ideas. The note taker will record all ideas.



## The 12 W's of Project/Activity Planning

1. What are you planning to do?
2. Why do you want to do the project/activity?
3. When and where will this project/activity take place?
4. Who will benefit from the project/activity?
5. What leaders, parents or members need to approve our project/activity?
6. What funds are needed? Due date? Who makes purchases?
7. When will the basic planning be done? Create a timeline.
8. What committees are necessary?
9. What kind of publicity is needed? When? Who?
10. Who deserves special thank-you notes? Who will write them?
11. Was the project/activity worthwhile? How will we evaluate?
12. What are the possible risks or concerns that should





## Responsibilities of ALL Officers

The 4-H club officers, working together under the supervision of an adult leader, perform many duties. Some important duties are the following:

**Secure** new members and organize the club.

**Plan** the program for the year.

**Conduct** and take part in the meetings

**Keep** the club records and give them to the leaders or advisor as required.

**Maintain** a good relationship with all individuals and groups

**Maintain** contact with the Extension office.

**Attend** the 4-H officers' training session.

**Follow** and abide by the 4-H Youth Code of Conduct.





## **President Duties**

- √ Prepare meeting agendas with key leaders.
- √ Notify Club Leader and Vice President several days before a meeting if I will be absent.
- √ Preside at meetings.
- √ Follow parliamentary procedure in a courteous and tactful manner.
- √ Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- √ Make guests feel welcome.
- √ Help other officers carry out assignments.
- √ Encourage everyone to participate in the meeting.
- √ Avoid dominating the meeting by giving too many opinions.
- √ Make sure everyone serves on a committee sometime during the year.
- √ Delegate responsibilities rather than doing everything myself.
- √ Give others credit for the work they do.
- √ Thank those who participate in the program or those who help make arrangements.
- √ Represent my group proudly at other meetings and events.
- √ Attend officer trainings.
- √ Be prompt and enthusiastic





## **Vice President Duties**

- √ Preside when the President is absent.
- √ Know parliamentary procedure so you can assist in conducting an orderly meeting.
- √ Know the duties of the President.
- √ Work closely with the President, Club Leaders and other officers.
- √ Consult with the President on plans and special work to be done.
- √ Take the lead on planning the calendar and programs
- √ Sit near the front of the room or at the table with the President and Secretary.
- √ Introduce guest speakers.
- √ Have recreation ideas ready should you need them at a meeting, unless you have a recreation leader.
- √ Attend officer trainings.
- √ Keep in contact with club leaders and ask questions as needed.
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_



## **Secretary Duties**

- √ Keep an accurate record of all meetings.
- √ Maintain a list of all members and their attendance at meetings and activities.
- √ Calling the role of members.
- √ Completing the minutes and signing them prior to the next meeting.
- √ Standing to read complete and accurate minutes at every meeting.
- √ Correcting minutes as directed.
- √ Restating motions and looking up items in the minutes if requested.
- √ Sharing correspondence with the club.
- √ Writing letters as directed by the club.
- √ **Sending / emailing a copy of the minutes to the Extension office to be placed in the club's file. [dana.berger@wisc.edu](mailto:dana.berger@wisc.edu)**
- √ Attend officer trainings
- √ Keep in contact with the club leaders and ask questions as needed.
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_
- √ Other: \_\_\_\_\_



## **Treasurer Duties**

- ✓ Work with your Club Leader regarding all of the club's finances including maintaining accurate financial records
- ✓ Maintain the club's checking account. Two signatures should be required on checks, yours and the Club Leader's
- ✓ Spend money only with club approval. (Motion, Second, Passing)
- ✓ Keep a financial record of all income and expenses. (see resources)
- ✓ Deposit all money into the bank as soon as it is received. Don't keep money at home or on yourself.
- ✓ Only pay by check and have paperwork for all bills before they are paid.
- ✓ Write receipts for ALL money collected and maintain a copy of receipts in your records. This includes collecting dues.
- ✓ Never mix personal money with club money. Never "borrow" club money even if your intention is to pay it back. This is illegal!
- ✓ Never write a check to yourself. If a check needs to be written to you, have the Club Leader write it.
- ✓ Prepare an accurate treasurer's report for each month for your club meeting.
- ✓ Retain all receipts and reimbursements.
- ✓ Work with your Club Leader to balance accounts monthly and prepare annual audits and financial reports
- ✓ Keep in contact with Club Leaders and ask questions as needed.



## **Reporter / Social Media Duties**

The Club Reporter / Social Media person is the one who gathers and reports news, writes press releases and/or updates social media.

- √ Spread the good news about your club!
- √ Write reports of club meetings and special club activities.
- √ Write articles and take photographs of special 4-H events that your club participates in. Submit to your local newspaper.
- √ Submit articles and photos to the Extension office to be posted on the web, social media, newsletters, etc.
- √ Look for opportunities to promote and market your club.
- √ Remember to ask and answer the major questions: Who, What, Where, When & Why.
- √ Keep in contact with Club Leaders and ask questions if needed.

### **Suggestions for a Good News Story**

- Type your story
- Include your name, address, phone number at the top of the page.
- Keep sentences short.
- Leave out personal opinions and write in the 3rd person.
- Be sure all names are spelled correctly.
- State the most important or most interesting facts in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Submit good pictures with your stories
- Visit local newspaper offices to find out what info they like to publish.



## **Historian / Photographer Duties**

- ✓ Collect memorabilia from club members about club activities.
- ✓ Take pictures at club events and complete a scrapbook.

## **Sergeant At Arms Duties**

- ✓ Preserve the order of the meeting.
- ✓ Be in charge of seating arrangements (set up/take down)
- ✓ Coordinate flags, gavel, podium, writing tools and equipment needs
- ✓ Greet visitors and guests and distribute nametags.
- ✓ Intervening with members or others who are acting in any inappropriate or disruptive manner.



## **Club Leader Duties**

- ✓ Assist club officers in planning effective club meetings by helping them with the agenda and parliamentary procedure.
- ✓ Guide and advise overall organization of the club.
- ✓ Serve as a link between club, county and Extension office.
- ✓ Involve parents / guardians in helping members with projects and club responsibilities.



## Frequently Asked Questions

### **What is 4-H?**

4-H is a youth development organization that is grounded in the belief that youth learn the best by doing. 4-H members decide for themselves which projects they want to learn more about. Most projects use hands on learning experiences to teach subject matter and life skills like responsibility, resiliency and hard work.

### **Who can join 4-H?**

4-H is open to ALL youth within grades K5—13 (one year past high school). K5-2nd grade participate in Cloverbuds, a project that allows them to explore a little bit of everything.

### **Who provides leadership for 4-H?**

4-H is sponsored in Wisconsin by the University of Wisconsin, Madison. Nationally, it is a program of the USDA. County-level program oversight is provided by the 4-H Program Coordinator and Extension staff. County-level volunteer and programming support comes from the Leaders' Association and the many adult 4-H volunteers in Winnebago County.

### **What happens at 4-H Club meetings?**

4-H clubs have regular meeting times and locations. Meetings can be once a month and run about an hour or two in length. 4-H clubs usually cover five general areas: project work, business meetings, recreation or social activities, community service work, and special interest programs.

### **Why do young people like 4-H?**

They have fun with friends at meetings, camps, county fair and on tours and trips. They learn to do lots of things such as take care of animals and plants, fix their bikes, take pictures, practice cooking, run robotics programs, sew, and so much more!





## Notes



# UW Madison Division of Extension



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Oshkosh, WI 54901-8131  
**(920) 232-1974**  
FAX (920) 232-1967



HOURS: Monday through Friday  
8:00 AM - 4:30 PM

Website: <http://winnebago.wisc.edu/>

## 4-H Emblem

Green four-leaf clover, with a white “H” on each leaflet.  
The four “H’s” stand for Head, Heart, Hands & Health

## 4-H Pledge

I pledge....  
...my head to clearer thinking,  
...my heart to greater loyalty,  
...my hands to larger service and  
...my health to better living,  
for my club, my community, my county and my world.

## 4-H Motto

“To Make the Best Better”

## 4-H Slogan

“Learn by Doing

## 4-H Colors

Green and White

**For more questions about 4-H contact:**

**Dana Berger**  
**[dana.berger@wisc.edu](mailto:dana.berger@wisc.edu)**  
**(920) 232-1974**

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