



# A 4-H Club Member's



## Responsibilities

### Tips to Help Make You and Your Club Successful

A 4-H club is a group of kids working with an adult volunteer leader toward common goals. These goals are chosen and accomplished by the entire club working together. The officers and leaders can't do it alone. This means that every member of the club needs to pitch in and do his or her part! Below are some reminders to help you help your club be successful.

1. **Attend all of your club meetings.** You can't be an active member if you're not around. Arrive on time, and plan to stay until the meeting ends. If you miss a meeting for an important reason, let your leader or an officer know in advance if possible.

Remember that, in 4-H meetings are held to:

- Get things done
  - Bring up new ideas
  - Build leadership skills of all members
  - Be a change of pace from everyday activities
  - Get to know other members
  - Learn and have fun
2. **Follow an agenda** during each meeting and don't get off the subject.
  3. **Go to meetings with your ideas** and share them with others.
  4. **Raise your hand** and be called on before speaking. Only one person should talk at one time.
  5. **Listen** to what others have to say. Even if you don't agree with your opinions, it lets you hear other points of view. No matter what, you should respect their freedom of speech.
  6. **Be a friend.** Get to know other members. Help out when needed. Not all members are the same, but no one is more important than another. Be a friend and you'll have a friend!
  7. **Tell your parents about important dates** in advance so they can get you to the meeting or event.
  8. **Know how to run a good meeting.** "Parliamentary procedure" is used to make sure that:
    - One thing at a time is discussed
    - Courtesy is given to everyone
    - Rules of the majority are followed

- Rights of the minority are protected

The “official” way to suggest something in a meeting is to “make a motion.” This is done by being called on (recognized) by the president and then saying, “I move that the club does...” Another club member seconds your motion. Then there is discussion and the club votes on the motion. That’s really all there is to it. It just takes practice.

9. **Read your county 4-H newsletter!** It is written for you. There is news about other 4-H clubs and upcoming 4-H events for you and your club. Keep your newsletter and other 4-H materials in a safe place. This will help you be a better member.
10. **Give a club and county public presentation.** Are you afraid to speak in front of a group? Don’t worry, you can learn how in 4-H. Public speaking skills will not only help your club, but also help you succeed in everything else you do. It’s not hard once you get started.
11. **Enjoy your 4-H club.** Have fun and learn at the same time!

## **Cooperative Extension Service**

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College of Tropical Agriculture & Human Resources  
University of Hawaii at Manoa