



Teamwork
makes it happen!

4-H Officer's Handbook

Cooperative Extension Service
College of Tropical Agriculture and Human Resources
Club Circular 235



Index

Page

The Strategy	3
The Game Plan	4
The Starting Nine:	
Members	4
President	5
The Agenda	6
Conducting Meetings	7
PPP (Practical Parliamentary Procedure)	9
Making A Motion	11
Ways of Voting	12
How to Amend A Motion	12
Vice President	13
Secretary	14
Treasurer	16
Reporter	17
Getting the Scoop	18
The Reporter's ABC's	18
Recreation Leader	20
Song Leader	21
Committees	22
What's Your Club's B.A?*	23

THE AUTHOR

Betty Zane Shimabukuro is Associate State Leader, 4-H/Youth, Hawaii Institute of Tropical Agriculture and Human Resources, Cooperative Extension Service, University of Hawaii.

ACKNOWLEDGEMENTS

The author wishes to express her appreciation to the following individuals who assisted in this publication: Deborah J. Shiroma and Laura Bisone.

*Batting Average

CONFIDENTIAL!

THE STRATEGY

The key to success is . . . **TEAMWORK**. Teamwork makes the difference whether a team makes it or breaks it.

A 4-H club is like a baseball team. *Each* player is needed. "No teamwork, no World Series."



As an officer, you're part of a team. Top-notch 4-H clubs don't just happen, people working together make them happen. Interesting and fun meetings take team effort by enthusiastic officers.

You don't need experience or have to be a "born" leader to be an officer. Leadership is learned as well as earned.

You do need to respect each member and be excited about your club and the 4-H program. Most of all, you need to believe in teamwork, sharing the work and achievement together.

Be a team player. Help members work together, feel comfortable with each other, and have fun while learning. Help each member participate and learn responsibility. Encourage and inspire others to do their best.

TOP SECRET INFO!

THE GAME PLAN

Every winning team has a game plan. A top-notch game plan includes: Training, Strategy, Team Spirit, and Coaching. Your club plan should include:



Committed, dependable and responsible officers. As a leader, know your job, be prepared, do it on time, and try your best. Keep up-to-date and be informed. Attend 4-H community and county meetings, and officer training sessions.



Something for everyone. Let members help plan and lead activities. Train members to be next year's leaders.



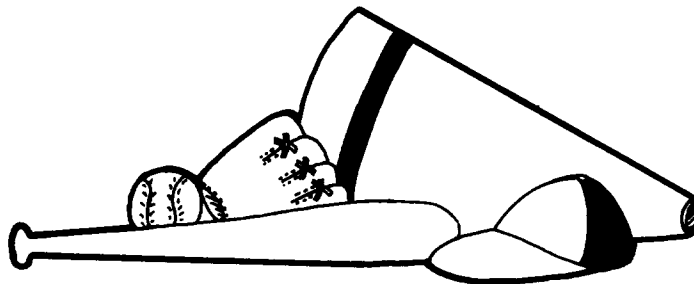
A well-planned, interesting, fun program. Add spice with variety: games, tours, speakers, demonstrations, camps, recreation, social and community pride activities, judging events, etc. Plan ahead of time.



Good communication, trust, support. Learn to listen well, be flexible, share ideas, respect other opinions, encourage each other, and share the good and bad times together.



Involved leaders and County Extension agents. They can help, guide, be a resource or know of other resources.



MEMBERS

Members are important team players. You can contribute to the success of your club, so take an active part and be involved. Support your team!



PRESIDENT

1. Know "The Strategy" and "The Game Plan."
2. Meet with leaders and officers to plan the agenda (order of business) for each meeting. See that the program and business to be conducted is ready. Check on arrangements for the meeting place.
3. Conduct club meetings, following an agenda. Speak clearly and loud enough to be heard. Don't talk too much. Help every member take part in the club program.
4. Start and end the meeting on time. Keep it short and snappy. Be prompt and prepared.
5. Conduct the meeting in an orderly and impartial way, voting only if there is a tie or when voting is by ballot. Be tactful when handling disagreements or differences. Guide the club in reaching satisfactory agreements to all.
6. Know and use simple rules of parliamentary procedure. Keep order in the meeting. Be fair, but firm.
7. If absent, arrange to have the vice president take over. If the vice chairman is absent also, the secretary calls the meeting to order and a temporary chairman is elected to conduct the meeting.
8. Appoint committees as needed. For example, membership, community service, or program.
9. Know the duties of the other officers. Assist them when necessary.
10. Have fun being an officer. Support your team!





THE AGENDA (THE ORDER OF A BUSINESS MEETING)

OPENING

1. Call to order
2. Flag pledges — Pledge of Allegiance
4-H Flag Pledge
3. Group singing

BUSINESS

4. Roll call by secretary (may be recorded silently)
5. Reading and approval of the minutes of the last meeting
 - a. Additions and/or corrections to the minutes are approved by member vote and are entered into the official record.
6. Correspondence read (if any received)
7. Treasurer's report
 - a. This report should not be approved until it is audited.
8. Committee reports
9. Unfinished business (business left over from last meeting)
10. New business
11. Announcements

PROGRAM

12. The vice president or the program committee handles the program part of the meeting.
13. Adjournment

If there is no business to be discussed, the president can call the meeting to order, take roll, then adjourn. The rest of the time can be spent on the program.

CONDUCTING MEETINGS (THE SCRIPT OR WHAT TO SAY)



OPENING:

"The meeting will come to order."

"_____ and _____ will lead us in the flag pledges."

"_____ will lead the singing."

BUSINESS:

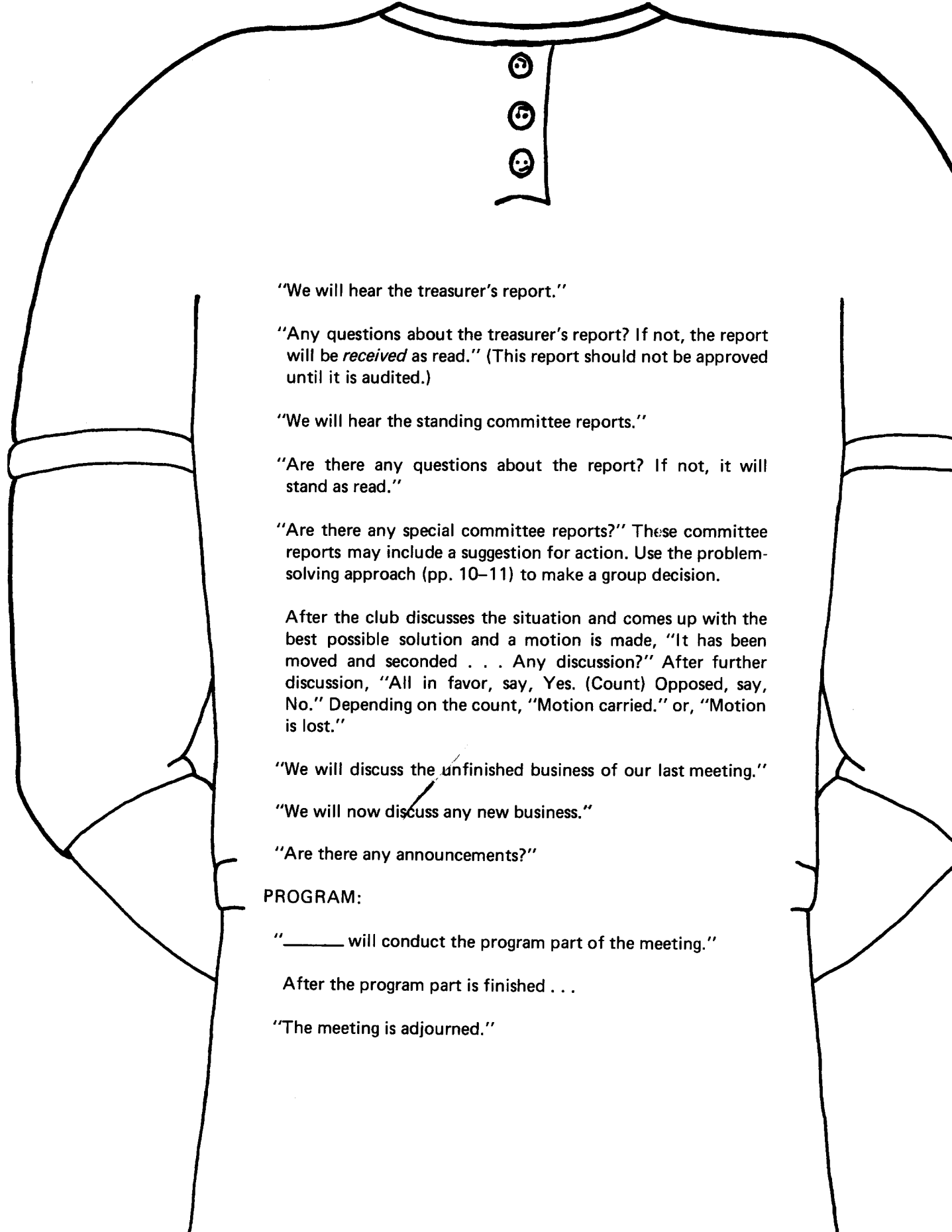
"The secretary will call (or record) the roll."

"The secretary will read the minutes of the last meeting."

(After the minutes are read) "Are there any corrections or additions to the minutes?"

"If there are no corrections, the minutes will stand approved as read." (If corrections are made, say, "The minutes stand approved as corrected.")

"The secretary will read the correspondence."



"We will hear the treasurer's report."

"Any questions about the treasurer's report? If not, the report will be *received* as read." (This report should not be approved until it is audited.)

"We will hear the standing committee reports."

"Are there any questions about the report? If not, it will stand as read."

"Are there any special committee reports?" These committee reports may include a suggestion for action. Use the problem-solving approach (pp. 10-11) to make a group decision.

After the club discusses the situation and comes up with the best possible solution and a motion is made, "It has been moved and seconded . . . Any discussion?" After further discussion, "All in favor, say, Yes. (Count) Opposed, say, No." Depending on the count, "Motion carried." or, "Motion is lost."

"We will discuss the unfinished business of our last meeting."

"We will now discuss any new business."

"Are there any announcements?"

PROGRAM:

"_____ will conduct the program part of the meeting."

After the program part is finished . . .

"The meeting is adjourned."

PPP (PRACTICAL PARLIAMENTARY PROCEDURE)

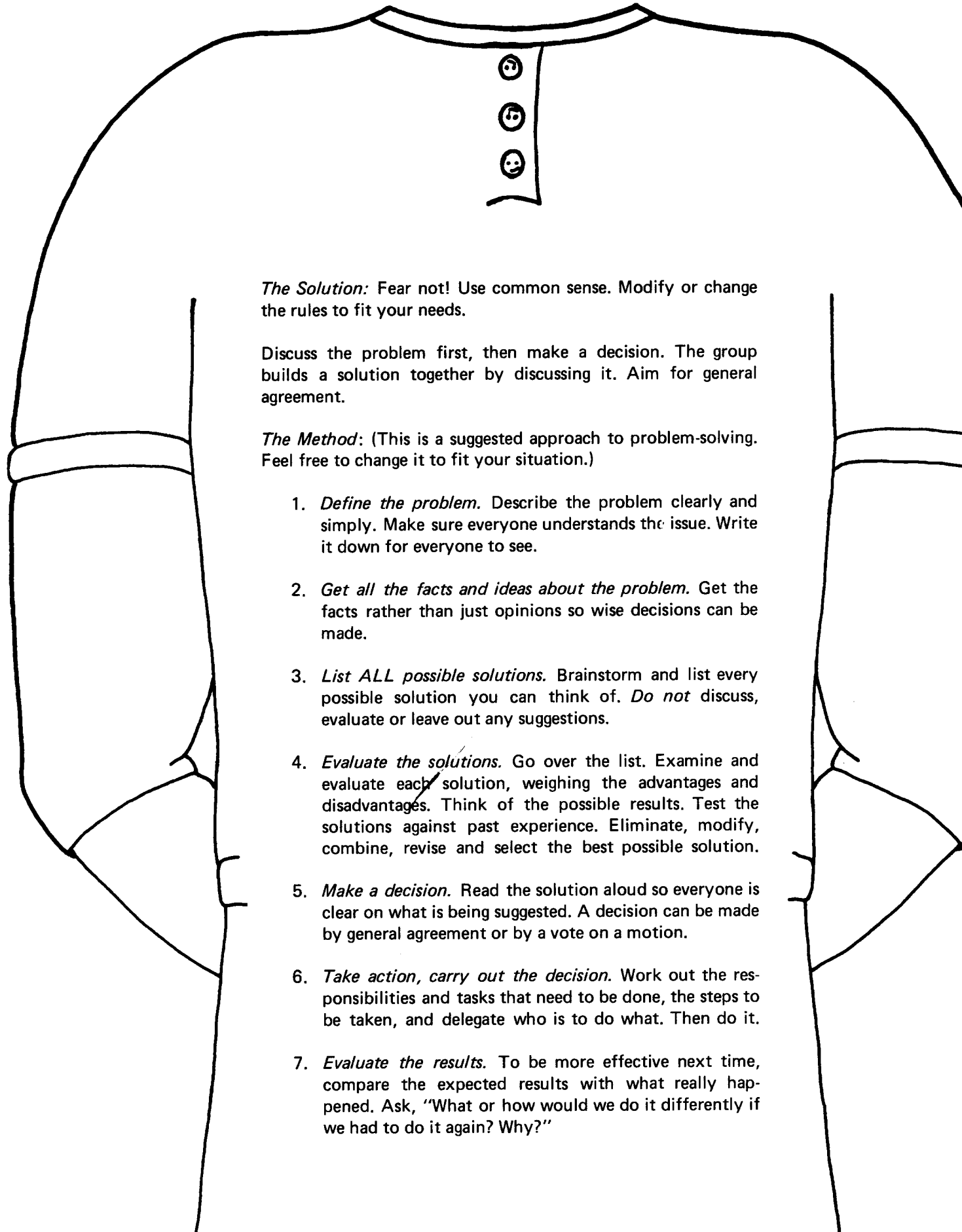
Parliamentary procedure are rules of order used when conducting meetings. The phrase often strikes fear in the hearts of officers and causes frustration at meetings. This doesn't have to happen.



Is this your club?

The Problem: The fear and frustration comes from the mistaken idea that "Robert's Rules Of Order" is the *only* way to conduct meetings. This can create problems such as:

1. Meetings become boring and restricting because sticking to the rules is more important than changing the rules to fit the club's needs.
2. Formality creates uptightness and prevents a warm, friendly atmosphere where ideas and feelings exchange freely.
3. The rule that a motion must be made first, before the problem can be discussed is illogical. A motion is a suggested solution, action, or decision. To suggest a solution before discussing the facts and alternatives is a waste of time.



The Solution: Fear not! Use common sense. Modify or change the rules to fit your needs.

Discuss the problem first, then make a decision. The group builds a solution together by discussing it. Aim for general agreement.

The Method: (This is a suggested approach to problem-solving. Feel free to change it to fit your situation.)

1. *Define the problem.* Describe the problem clearly and simply. Make sure everyone understands the issue. Write it down for everyone to see.
2. *Get all the facts and ideas about the problem.* Get the facts rather than just opinions so wise decisions can be made.
3. *List ALL possible solutions.* Brainstorm and list every possible solution you can think of. *Do not* discuss, evaluate or leave out any suggestions.
4. *Evaluate the solutions.* Go over the list. Examine and evaluate each solution, weighing the advantages and disadvantages. Think of the possible results. Test the solutions against past experience. Eliminate, modify, combine, revise and select the best possible solution.
5. *Make a decision.* Read the solution aloud so everyone is clear on what is being suggested. A decision can be made by general agreement or by a vote on a motion.
6. *Take action, carry out the decision.* Work out the responsibilities and tasks that need to be done, the steps to be taken, and delegate who is to do what. Then do it.
7. *Evaluate the results.* To be more effective next time, compare the expected results with what really happened. Ask, "What or how would we do it differently if we had to do it again? Why?"

This method improves discussion, helps your club make better decisions, and gives everyone a chance to participate and contribute. Group decisions lead to group action. *People support what they create!*



MAKING A MOTION

By following the problem-solving method, making a motion is easy.

1. Address the president by first name (informal) or as "Mr./Madam President" (formal). The president recognizes the speaker by name.
2. Say the motion clearly. For example, "I move that . . . (say suggested solution)"
3. The motion is seconded by any eligible voter, saying simply "I second the motion."
4. The president repeats the motion in full. "It has been moved and seconded that Is there any discussion?"
5. The motion is open for discussion. If the group used the problem-solving method, most discussion would already have taken place, and the President could say, "Are you ready for the question?"
6. A vote is taken on the motion. "All in favor, say Aye. All Opposed, say Nay (No)."

WAYS OF VOTING:

1. Voice—Aye (Yes) or Nay (No)
2. Show of hands or standing
3. Roll call vote—respond when name is called
4. Ballot—usually for elections

HOW TO AMEND A MOTION

An amendment to a motion is actually a new motion made to change the motion being considered. You may: add, insert, strike out or substitute a word or words; or substitute another motion for the one considered.

An amendment is seconded, debatable and may be amended. If an amendment is seconded, it must be voted upon before the original motion. If it is carried, the original motion must be voted upon as amended. If it is lost, the original motion is voted upon as originally stated.

Avoid the problem by making sure everyone is in full agreement *before* making a motion.





VICE PRESIDENT

1. Know "The Strategy" and "The Game Plan."
2. Learn the duties of the president. Be prepared to perform these duties on short notice. Conduct meetings and perform duties of the president when the president is absent. If the vice president is absent also, the secretary calls the meeting to order and a temporary chairman (pro tem) is elected to conduct the meeting.
3. Serve (usually) as chairman of the program committee. Plan the club program for the year (plan meeting topics, projects and activities) *together* with the program committee and leader(s) at the beginning of the club year. Provide each member some responsibility in carrying out the program.
4. After the club approves the program, enter the year's program into the secretary's book at the beginning of the year.
5. See that the program is ready and the people involved are prepared before each meeting or activity.
6. Inform the club reporter about upcoming programs and events so advance publicity can be given.
7. Have fun being an officer.
Support your team!

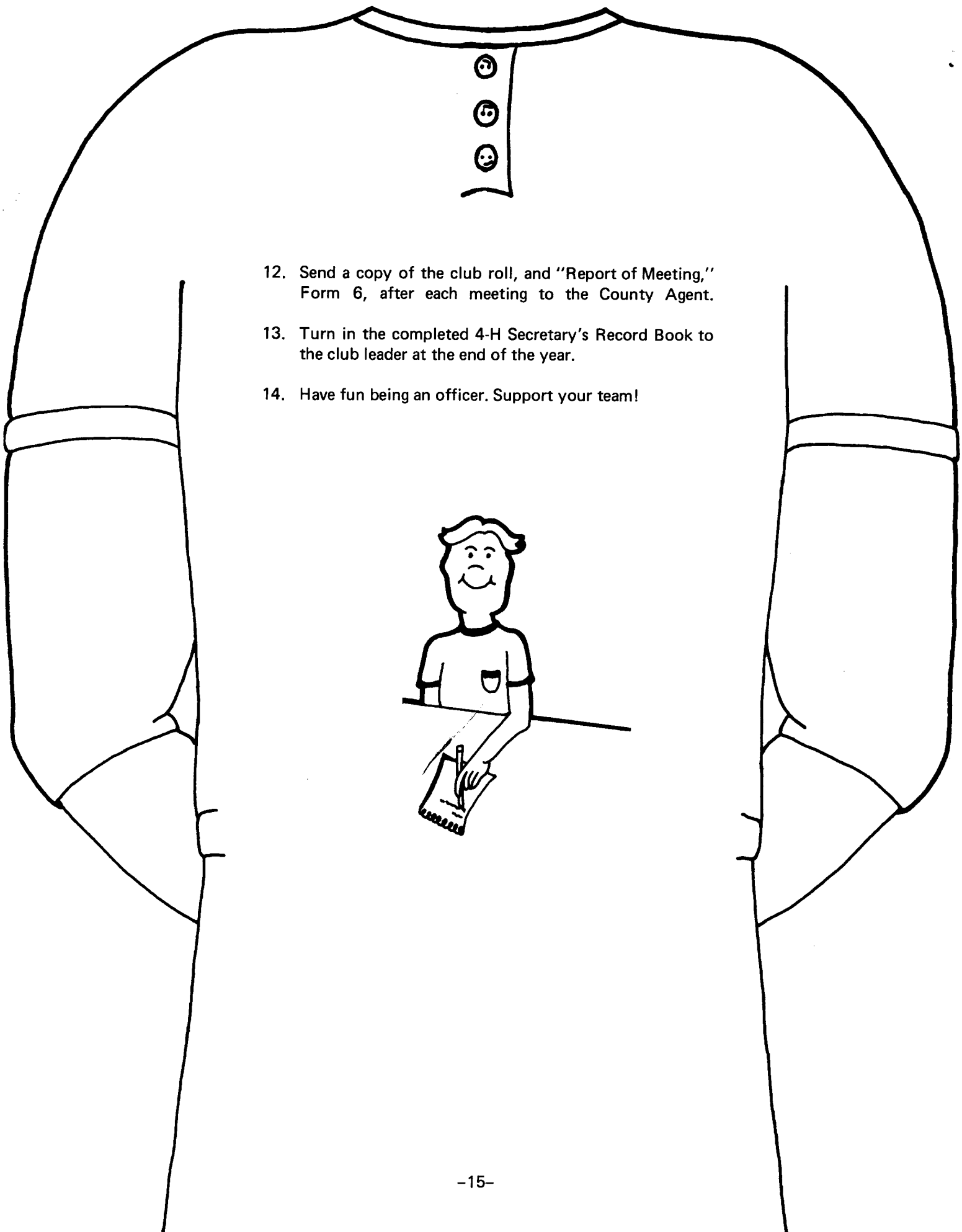
John is in charge of today's program.
Ready, John?





SECRETARY

1. Know "The Strategy" and "The Game Plan."
2. Keep neat, accurate and permanent records of the club: attendance record, minutes, programs, plan of work, activities, pictures, newspaper clippings, updated membership records, correspondence, committees appointed, committee reports, etc.
3. Sit near the president during meetings, pay attention to what is said, and take notes on what is done, or the action carried.
4. Write the minutes (official record of what has been done during the meetings) of all meetings, complete but briefly stated, in the Secretary's Record Book (Form 160). Keep the book up-to-date and ready to read at each meeting.
5. Record the attendance at each meeting.
6. Read the minutes of the last meeting aloud. If the minutes are approved as read, it becomes part of the club's permanent record. If corrections are requested, the secretary corrects the report. Corrections should be made by bracketing the part in error (don't scratch it out) and writing in the correction in the margin.
7. Enter the club program for the year in the Secretary's Record Book.
8. Handle the club's correspondence, receiving and writing letters. Read any correspondence to the club.
9. Notify members of special meetings and changes of meeting date and place.
10. Call the meeting to order when both the president and the vice president are absent. A temporary chairman (pro tem) is elected to conduct the meeting.
11. Write the club history (unless the club has a historian).

- 
12. Send a copy of the club roll, and "Report of Meeting," Form 6, after each meeting to the County Agent.
 13. Turn in the completed 4-H Secretary's Record Book to the club leader at the end of the year.
 14. Have fun being an officer. Support your team!





TREASURER

1. Know "The Strategy" and "The Game Plan."
2. Be responsible for handling the club's money.
3. Keep a neat, accurate and up-to-date record of all money received and spent. Keep bills, receipts, cancelled checks and bank statements on file.
4. Pay bills approved by the club and leader(s).
5. Report at club meetings on money received and spent, and the amount of money on hand (balance).
6. Keep the club money in a safe place (for example, a checking or savings account).
7. Have the account audited or approved.
8. Give the new treasurer a complete, accurate and balanced record at the beginning of the new club year.
9. Have fun being an officer. Support your team!





REPORTER

1. Know "The Strategy" and "The Game Plan."
2. As the public relations contact, it's your job to let people know what your club is doing.
3. Write newstories that are newsworthy:
 - (1) Recent
 - (2) Important
 - (3) Of local interest
 - (4) Unusual
 - (5) Interesting
 - (6) Seasonal
4. Send advance information to local papers, radio or T.V. stations when a special event is planned. Make personal announcements or appearances on radio and T.V. when possible, for special emphasis.
5. Write a follow-up story after the special event is over and send it in on time.
6. Collect club news items for club and personal permanent record in a scrapbook.
7. Have fun being an officer. Support your team!





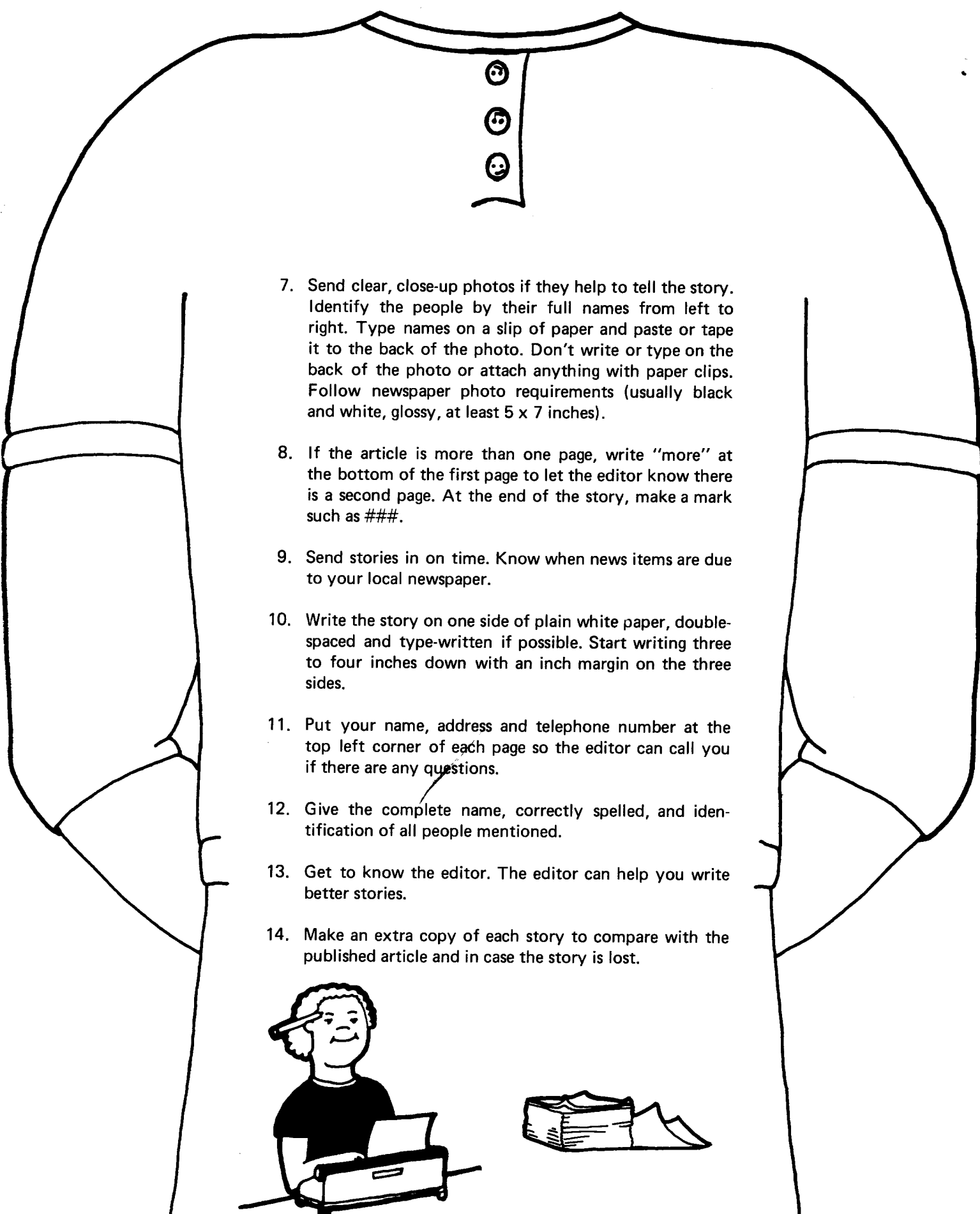
GETTING THE SCOOP

1. Develop a nose for news. 4-H happenings are news.
2. Be where the action is, be an "eyewitness" reporter.
3. Write news while it's hot. Don't wait too long to report the event after it happened, or it loses its news value.
4. Write news of general local interest to many people.
5. Study news stories to help you write better stories.
6. Use radio and T.V. too. Contact the stations in advance to schedule in a "live" announcement or program. Tape record a radio program at the scene of the special activity.

THE REPORTER'S ABC'S:

BE ACCURATE, BE BRIEF, BE CLEAR

1. Take accurate, brief and clear notes, and make sure all the facts are collected. Include the five W's and one H: WHO, WHAT, WHEN, WHERE, WHY and HOW.
2. Write in news story fashion, so anyone can read and share in the experience and observation.
3. Answer the five W's and one H, the most important facts, in the first paragraph. Follow with less important facts.
4. Keep sentences short.
5. Write in the third person. Say, "The members decided," not "We decided."
6. Be impartial in reporting. Leave out your own opinions. Don't say, "Everyone had a good time."

- 
7. Send clear, close-up photos if they help to tell the story. Identify the people by their full names from left to right. Type names on a slip of paper and paste or tape it to the back of the photo. Don't write or type on the back of the photo or attach anything with paper clips. Follow newspaper photo requirements (usually black and white, glossy, at least 5 x 7 inches).
 8. If the article is more than one page, write "more" at the bottom of the first page to let the editor know there is a second page. At the end of the story, make a mark such as ###.
 9. Send stories in on time. Know when news items are due to your local newspaper.
 10. Write the story on one side of plain white paper, double-spaced and type-written if possible. Start writing three to four inches down with an inch margin on the three sides.
 11. Put your name, address and telephone number at the top left corner of each page so the editor can call you if there are any questions.
 12. Give the complete name, correctly spelled, and identification of all people mentioned.
 13. Get to know the editor. The editor can help you write better stories.
 14. Make an extra copy of each story to compare with the published article and in case the story is lost.





RECREATION LEADER

1. Know "The Strategy" and "The Game Plan."
2. Plan some fun for each meeting. Help members relax, share and get to know each other through games, stories, dances, parties, picnics, etc.
3. Plan *more* games than you think you will need for your program. You may need them.
4. Plan a variety of games—opening mixers, quiet and active group games, relays, mental teasers, and rhythmic activities.
5. Know the game yourself, and know it well.
6. Have the necessary equipment ready.
7. Get everyone's attention first (don't try to talk above the noise), name the game, get the group into formation, then give detailed instructions. Demonstrate motions with the whole group following, teach words to songs before singing.
8. Stop to answer any questions.
9. Encourage everyone to participate.
10. Remember, fair play, sportsmanship and playing for the fun of playing.
11. Stop when the interest is high and the group is still enthusiastic. Don't overdo it.
12. Have fun being an officer. Support your team!

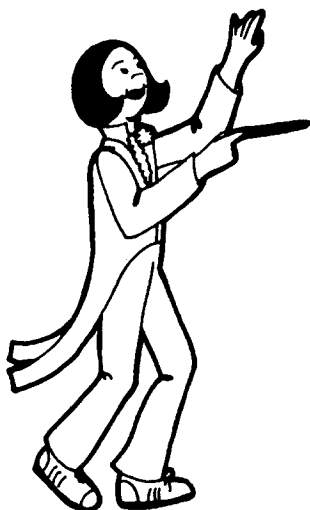


On your mark, get set, ready... Wait! I forgot how this game goes! Let me check the book!!



SONG LEADER

1. Know "The Strategy" and "The Game Plan." (pp.3-4).
2. Help members have fun singing together, feel more at ease, and set the stage for the program.
3. Lead singing or get others to lead.
4. Keep song books.
5. Learn and teach new songs.
6. Develop good singing among the group.
7. Be prepared to lead songs on short notice.
8. Suggestions:
 - (1) List songs to be sung; selecting a variety.
 - (2) Start and end with familiar songs.
 - (3) Announce songs and instructions clearly.
 - (4) Learn *simple* conducting to keep the group together.
 - (5) Start and end together with definite motions.
9. Have fun being an officer. Support your team!





COMMITTEES

A committee (usually 3 or 5 members) does the groundwork or planning for the club. This saves time in meetings, and provides training and leadership opportunities for more members. The committee should report back to the club under "reports."

Committees are classified as:

1. *Standing Committees:* These are formed for a definite time, usually for the year, such as Executive (officers), Program, Membership, etc.
2. *Special Committees:* These are formed for a special purpose, such as tours, exhibits, Achievement Night, etc. They are usually chosen when they are needed, and then dismissed when their work is completed.

A committee may be:

1. Appointed by the president
2. Selected by the officers of a general committee
3. Elected from the floor

The first person named is usually chairman of the committee, although a committee may select its own.

Duties of the committee chairman:

1. Call a meeting of the committee.
2. Conduct discussion and action on the topic.
3. Report to the club on the committee's work and recommendations.

WHAT'S YOUR CLUB'S B.A.??*

How do you rate your club?

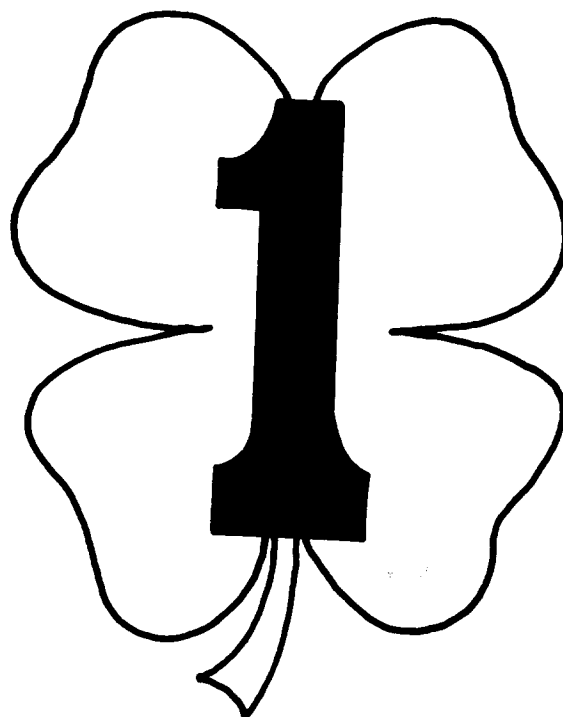
WORLD SERIES WINNERS or . . . THE BENCH WARMERS

	Yes	No
Do the officers know their jobs and try their best?	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone have a part in the planning and leading of the club program?	<input type="checkbox"/>	<input type="checkbox"/>
Is the program well-planned, interesting and fun?	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have a team spirit feeling?	<input type="checkbox"/>	<input type="checkbox"/>
Does the leader(s) guide and help the club without "taking over?"	<input type="checkbox"/>	<input type="checkbox"/>
Do you enjoy being in your club?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked "no" to any question, ask yourself why, and list some ways that will help change the situation. Use evaluations to keep improving your club's batting average.

*Batting Average





Cooperative Extension Work In Agriculture and Home Economics
College of Tropical Agriculture and Human Resources
University of Hawaii, Honolulu, Hawaii 96822
United States Department of Agriculture Cooperating
CLUB CIRCULAR 235—Revised 07/82 (3M)

