

**SO YOU'RE THE**

# CLUB PRESIDENT



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**IOWA STATE UNIVERSITY**  
Extension and Outreach

## WELCOME

**Congratulations!** Iowa 4-H is proud of you for stepping into this club leadership position! As 4-H club president, you represent the 4-H Program—both in and out of your 4-H activities. Your fellow 4-H members will look up to you as you use your skills and abilities to lead with dedication, professionalism, and enthusiasm. Make the 4-H pledge your priority as you pledge your head, heart, hands, and health to make the best better for your club, community, country, and world.

**“Leadership begins with selfless leaders dedicated to the needs of the group. A leader motivates those around them and builds other people up. They are willing to listen and are open to learning more about themselves and how to work well with others. Most importantly, a great leader encourages others to take on leadership roles.”**

– **Madison** | *Club President and State 4-H Council Member*

## USING THE FOUR H'S TO BE AN EFFECTIVE LEADER

### HEAD

- Be open-minded.
- Begin with a goal in mind.
- Think critically.
- Be a good communicator.

### HEART

- Be friendly to everyone.
- Be respectful of every person's opinions.
- Be honest with yourself and others.
- Help members feel like they belong in your club.

### HANDS

- Help others.
- Be a good representative for your organization.
- Be service-minded.

### HEALTH

- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make choices for the good of all involved.

*Adapted with permission from Tennessee 4-H.*

## LEADERSHIP TIP

**“Don't be afraid to use your unique leadership style to create new things in your club. You have different talents and ideas than other people, so use what makes you unique to make the best better.”**

– **Holly** | *Club Vice President and State 4-H Council Member*

## LEADERSHIP IN ACTION: GOOGLE

Google is a large worldwide technology company that is best known for their search engine. In the U.S. alone, they have created over \$426 billion of economic activity. That's a lot of money! One of the ways Google is able to be successful is by investing in the people who work for them. With over 93,000 employees, Google works to make sure each employee feels like they belong and are valued. Employees who feel welcome in their companies accomplish more and are likely to continue working for that company. Nancy Lee, Google's Vice President of People Operations, says one of the ways Google makes employees feel valued is by hosting meetings every Friday where any employee can ask questions to senior management. This has helped increase employee happiness, leading to the success of the company. Creating a sense of belonging is not only important in the workforce, but also in your club! The members of your club may have a variety of ages and backgrounds.

Referenced from: <https://www.inc.com/tess-townsend/how-more-inclusive-work.html>

**AS CLUB PRESIDENT, HOW CAN YOU CREATE A SENSE OF BELONGING WITHIN YOUR CLUB?**

## LEADERSHIP TIP

To create a sense of belonging in your club, consider having the 4-H pledge on a poster or printed on the back of your agenda for guests and new members to follow along with!

## AS PRESIDENT, I AM ENCOURAGED TO:

*Youth Choice! Select which responsibilities you will carry out during your term.*

- Work with my club mentor(s) to prepare meeting agendas. Refer to our publication 4H 4004 Vibrant Clubs at <https://store.extension.iastate.edu/product/12893>.
- Attend as many 4-H meetings and activities as possible; notify the club mentor(s) and vice president several days before a meeting if I must be absent.
- Lead meetings in a respectful manner following my club's decision-making and leadership structure.
- Welcome guests and create a sense of belonging for all individuals present at the meeting.
- Help the other officers carry out assignments related to their specific officer duties.
- Encourage everyone to participate in the meeting and encourage committee participation for all members when appropriate.
- Share responsibilities and avoid influencing club decisions with my personal opinions.
- Recognize and celebrate my fellow club members, leaders, and mentors for their work throughout the year.
- Represent my club at other meetings and events.
- Be on time and enthusiastic; encourage my club peers to embrace their 4-H potential through active participation in county, state, and national 4-H opportunities.

## LEADERSHIP TIP

**"Don't be afraid to ask older members or leaders questions about your duties and attend officer training to feel more confident."**

**– Nehemiah | Club Treasurer and State 4-H Council Member**

## GUIDELINES FOR CONDUCTING BUSINESS MEETINGS

*A well-planned and vibrant 4-H club meeting includes:*

- 1. Welcome Activities (15-20 minutes)** Have fun and get to know your members through games, icebreakers, music, and other social activities.
- 2. Educational Activities (20-30 minutes)** A way to bring learning to your club meetings through member educational presentations, a guest speaker, or even a field trip.
- 3. Recreational Activities (20-30 minutes)** Create excitement in your club through games, songs, or parties to encourage members to work together, be active, and try new things.
- 4. Business Meetings (20-30 minutes)** Conducting the business meeting allows youth to have a voice in decision making and is an important skill.

These four portions may be arranged in any order to accommodate club and club member needs.

For more information about building a vibrant club, see our publication 4H 4004 Vibrant Clubs at <https://store.extension.iastate.edu/product/12893>.

## LEADERSHIP TIP

**Set up your meeting space so that the chairs are in a circle or rectangle facing each other. Avoid rows when possible. This will encourage more participation among members and will help keep them engaged.**

## ORDER OF BUSINESS FOR A 4-H MEETING

*Here is a sample outline of a business meeting agenda. You can adjust this to fit your club's needs.*

It may be beneficial to print copies of your agenda for each member. This way everybody can take notes and be sure to get information home to their caregivers. Taking notes also encourages engagement in the meeting.

1. Call to Order
2. Pledge of Allegiance, opening thought, or reflection
3. 4-H Pledge
4. Member roll call and introduction of visitors
5. Minutes of the previous meeting
6. Treasurer's report
7. Report of officers and committees
8. Unfinished business
9. New business
10. Announcements, leader's report
11. Adjournment

### LEADERSHIP TIP

Consider making posters with each step of the meeting on them. As the meeting goes, flip the posters so that members and guests can follow along to keep them actively engaged.

## LEADERSHIP IN ACTION: CURRENT CLUB PRESIDENT

**"As the President of my club, I faced low involvement from the members and officers. To motivate members to be more involved I encouraged them to start projects that they feel passionate about. This motivated them to take more initiative and become more involved in our club and community."**

**-Logan | Club President, State 4-H Council Member**

**HOW CAN YOU HELP MEMBERS FIND WHAT THEIR INTERESTS ARE AND WHAT THEY ARE PASSIONATE ABOUT?**

## USE OF THE GAVEL

**One Tap:** Indicates start of meeting, signals completion of a motion, announces adjournment

**Two Taps:** Calls meeting to order

**Three Taps:** Signals for all members to stand

**Series of Taps:** Restores meeting order

### LEADERSHIP TIP

As president, you may want to consider using a gavel. The gavel represents authority and helps run orderly meetings.

# ***RUNNING AN EFFECTIVE MEETING***

**Call to Order:** (President) “The meeting will come to order.”

**Pledge of Allegiance, Opening Thought, or Reflection:** The president may lead the group in the Pledge of Allegiance or may appoint someone else to do so. A thought or activity could also be substituted (Pledge Leader) “Please rise for the Pledge of Allegiance.”

**4-H Pledge:** The president or another member leads the club in the 4-H pledge.

**Roll Call And Introduction Of Visitors:** (President) “The secretary will please call the roll.”

The secretary announces how roll call is to be answered, then calls the names of the 4-H members. All visitors should be introduced to the group at this time.

**Minutes Of The Previous Meeting:** (President) “The secretary will read the minutes of the last meeting.” (President) “Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read.”

**Treasurer’s Report:** (President) “May we have the treasurer’s report?”

**Report Of Officers And Committees:** The president may have new plans or ideas to report. The secretary reads any correspondence that has been addressed to the club/group.

(President) “Will the chair of the \_\_\_\_\_ committee please report?”

The chair rises, addresses the president and gives the report.

(President) Is there any discussion from members or actions items that need to be addressed?”

If the committee recommends action, a motion needs to be made to adopt the report. If not, proceed with next committee.

**Unfinished Business:** This part of the meeting contains business that was not completed at earlier meetings. Any action taken by the group must be stated as a motion and follow the motion process.

**New Business:** New business allows time for 4-H members to submit new ideas for the group to consider.

**Announcements, Leader’s Report:** (President) “Are there any announcements?”

The program for the next meeting is announced by the vice president. The place, date, and time of the next meeting and activities also are announced.

**Adjournment:** (President) “Is there a motion for adjournment?”

(Member) “President.”

(President) “(member’s name)”

(Member 1) “I move that we adjourn.”

(Member 2) “I second that motion’

(President) “It has been moved and seconded that we adjourn. All in favor say ‘Yes’; opposed ‘No.’”

“The motion is carried, and the meeting is adjourned.”

## ***TWO METHODS TO USE FOR DECISION MAKING***

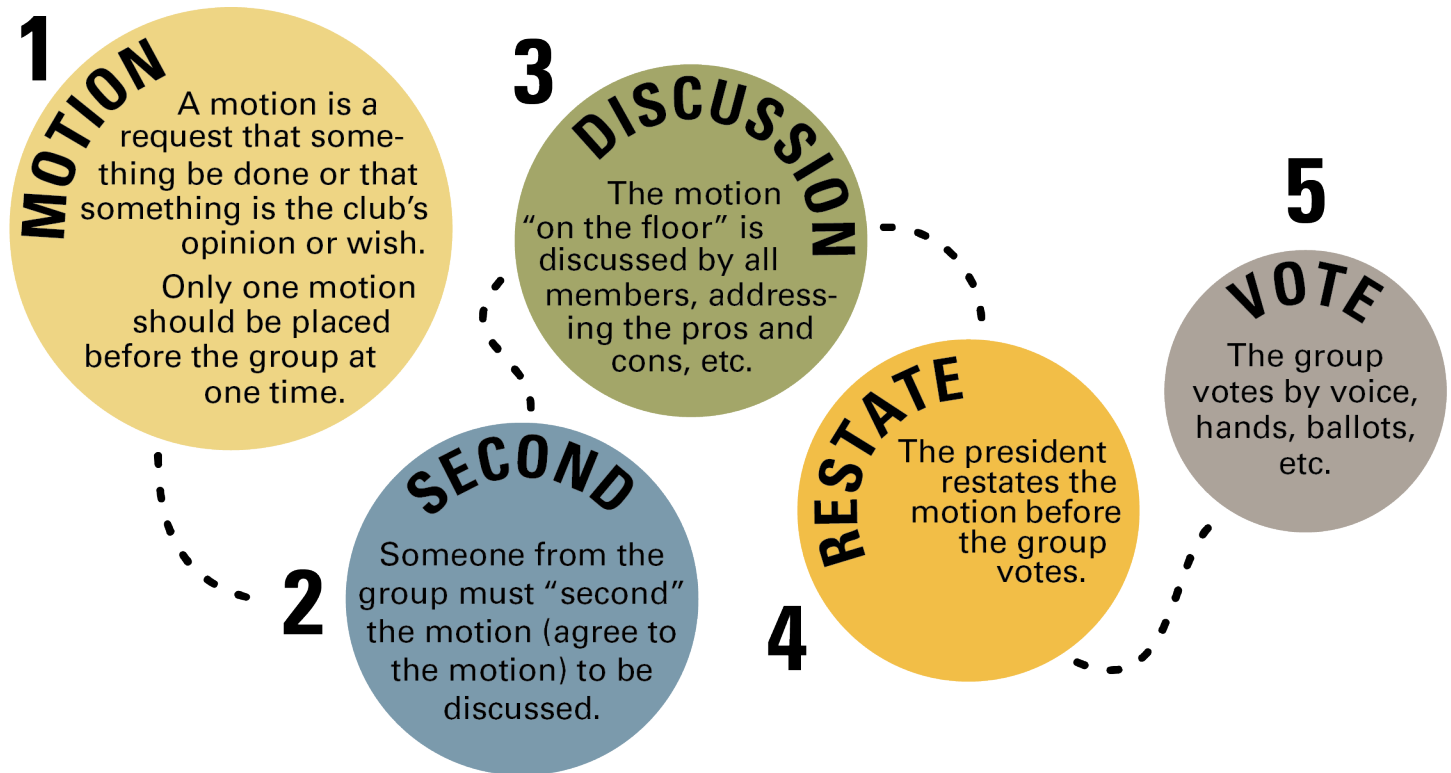
### ***METHOD 1: PARLIAMENTARY PROCEDURE***

Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure so that only one item is discussed at a time. It helps groups reach decisions through majority rule and ensures that everyone has a voice.

For an activity to help club members understand parliamentary procedure, reference 4H 3524 Trail Mix Parli Pro at <https://store.extension.iastate.edu/product/16325>.

## STEPS FOR DECISION-MAKING WITH PARLIAMENTARY PROCEDURE

There are five steps to pass a motion using Parliamentary Procedure:



## A SAMPLE SCRIPT FOR USING PARLIAMENTARY PROCEDURE

**Club member A:** "I move the club sell soup and cookies as our fundraiser this year."

**Club member B:** "I second that motion."

**President:** "There has been a motion and a second. Is there any discussion?"

The President calls on any members who would like to discuss.

**President:** "That was a good discussion. Let's vote. The motion stands that the club will sell soup and cookies as our fundraiser this year. All in favor say 'Aye', all opposed say 'Nay.'"

### LEADERSHIP TIP

If a motion is made but not seconded, then the motion fails. If a motion is made and seconded, it can fail by not receiving a majority vote. If a motion is made and seconded, it can still be amended (changed or adapted).

For additional information, ask for PM 1781, *Simplified Parliamentary Procedure*, at <https://store.extension.iastate.edu/product/5347>.

## METHOD 2: OTHER GROUP DECISION-MAKING MODELS

Sometimes groups encounter challenges when making decisions or solving problems with parliamentary procedure may not work. When this happens in your club, you can use other group decision-making models such as brainstorming, consensus, rapid response, a suggestion box, or a buzz group. These models provide opportunities for all club members to share their voices and help keep meetings interesting.

For more information, find our resource 4H 3507 *Group Decision-Making Models* at <https://store.extension.iastate.edu/product/16017>.



**THIS GUIDE BOOK BELONGS TO:**

**PRESIDENT**

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## ***I PLEDGE***

***MY HEAD TO CLEAR THINKING,  
MY HEART TO GREATER LOYALTY,  
MY HANDS TO LARGER SERVICE,  
MY HEALTH TO BETTER LIVING,  
FOR MY CLUB, MY COMMUNITY,  
MY COUNTRY, MY WORLD.***



***FOR ADDITIONAL RESOURCES, CHECK OUT  
THE CLUB OFFICER RESOURCE LANDING PAGE  
BY SCANNING THE QR CODE:***



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