

SO YOU'RE THE

CLUB VICE 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.

HANDS

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

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.

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 VICE 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 VICE PRESIDENT, I AM ENCOURAGED TO:

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

- Check with the president on work that needs to be done.
- Lead club meetings if the president is absent. Refer to the president's resource guide for the ties and responsibilities of the president.
- Represent club at events in the absence of the president.
- Work with the leaders and officers on committees and club activities.
- Lead the club in developing their annual club program and calendar.
- Encourage members to participate in the meeting and on committees.
- Welcome, introduce, and thank speakers, guests, and presenters.
- Check with 4-H members scheduled to present to see if they need assistance.

LEADERSHIP TIP

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

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

INTRODUCING THE PROGRAM PARTICIPANTS

Introduction of the participants can be short. You will want to include the presenter's name, some quick information about their background, and the title or subject of the presentation.

A good example: "Tom Oakland is our club's guest speaker tonight. He is the county conservation naturalist and is here to speak to us about beavers. Please help me welcome Tom Oakland."

LEADERSHIP TIP

You may want to ask the presenter how they want to be introduced and preferred pronouns in advance. It may be appropriate to use formal titles in certain situations; for example, Dr., Mr., Mrs., Ms.

THANKING THE PROGRAM PARTICIPANTS

Thank you speeches should last between 30 and 60 seconds. Do not prepare notes for the thank you speech. Instead, listen to the speech for worthwhile qualities to note during the thank you. Express thanks for one or two of the following:

- Thought
- Useful information
- Preparation
- Special news to the club
- A long journey to your meeting

A good example: "We would like to thank Tom for the exciting program about beavers. It has been interesting to learn how a beaver uses its teeth and tail to survive in the wild. I'm sure many of us look forward to the next time we see a beaver in its natural habitat. We appreciate your informative talk!"

LEADING COMMITTEES TO CREATE PROGRAM PLANS

Program plans provide a framework for clubs to follow throughout the year and gives 4-H members an opportunity to share their voices and make decisions within the club. In order to plan a program, committees must be formed that will plan activities, events, education, and financial activities to participate in throughout the year. As vice president, you have the opportunity to oversee these committees. These guidelines can help you to lead your club through this process. For more information about using committees to develop club program plans, see our resource Using Committees at <https://store.extension.iastate.edu/product/16456>.

- 1. Creating Committees:** The program planning committees should represent all interests of the club and involve all ages of members including seniors, intermediates, and juniors. Club leaders can also be included in the planning of a club's calendar of events to provide guidance and advice. Examples of committees that may be established include: service-learning, fundraising, field trips, and educational experiences.
Committee members can be appointed by president or members may volunteer. Each committee should have at least three members with a designated chairperson and note taker.
- 2. Plan the Program:** Review and reflect on what the committees did last year. What did members like best? What needs improvement? Encourage committee members to come up with ideas and have the note taker record them on the committee reporting sheet or a piece of poster paper. Consider the number of 4-H members, the age range, the number of leaders, club budget, and the county events that are planned. The committee should discuss the ideas recorded and select one to three ideas that would work best for the club.
- 3. Seek Club Approval for the Plan:** Each committee should report their recommendations back to the entire club for their approval. The committee may choose to have the club vote if more than one idea was presented.
- 4. Assign Responsibilities:** Select members, leaders, parents, or resource people to be responsible for each part of the program and create deadlines.
- 5. Check on Program Progress:** To make sure that you have a successful program, check with committees to see that plans are being carried out. Offer assistance if needed.
- 6. Evaluate:** At the end of the year, encourage each committee to take a look at their goals and what they accomplished. Each committee should record ideas, notes, and suggestions for next year's planning committee.

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.

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

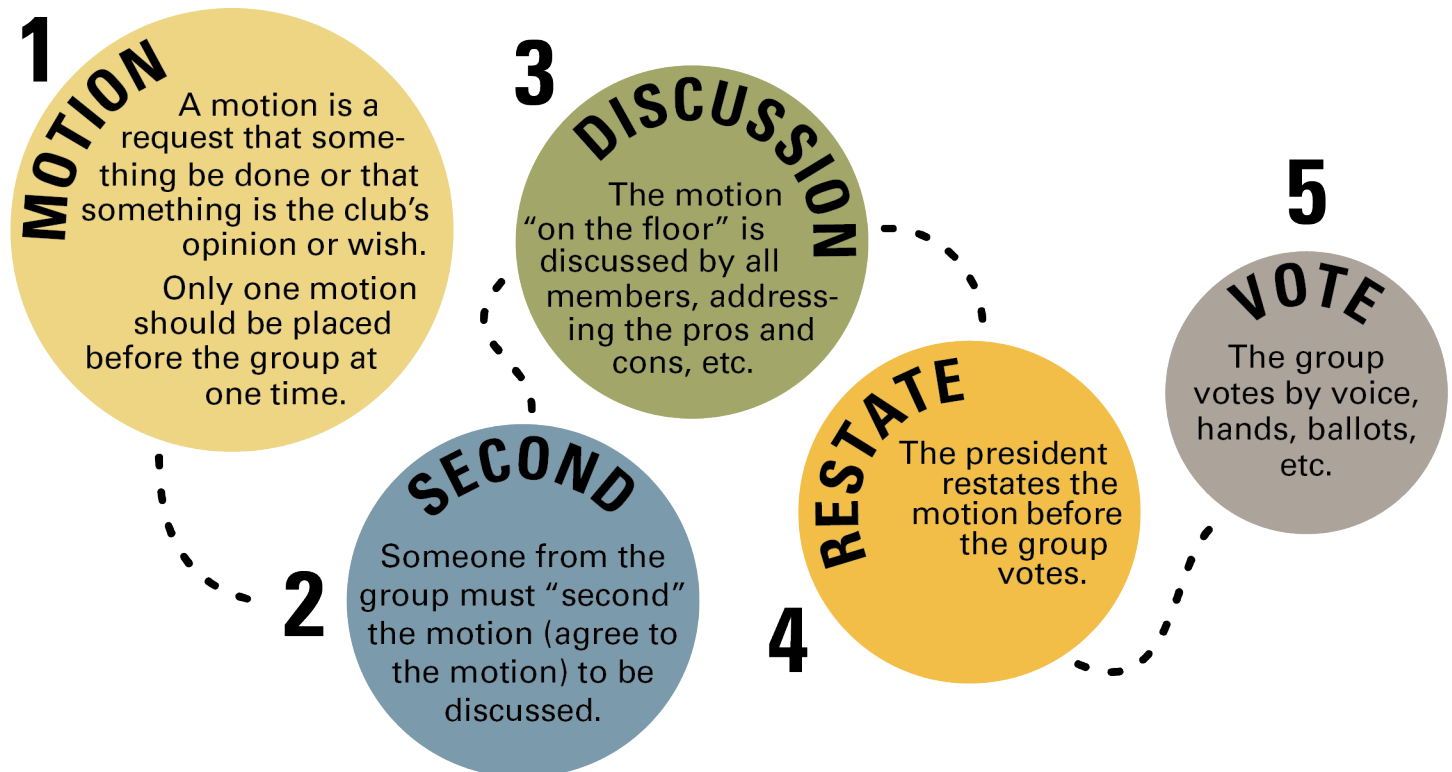
METHOD 1: PARLIAMENTARY PROCEDURE

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>.

STEPS FOR GROUP DECISION-MAKING

Definition

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

Ideas

- Discuss the suggested ideas.
- These ideas can be changed or improved as they are discussed.

Discussion

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

Selection

- Decide on the best way to solve the problem.
- Everyone may not agree, but everyone should accept the solution.

Action

- Decide who will do what, by when, and how.
- It is helpful to have the secretary record this in the minutes.

Reflect

- Evaluate the success of the solution after trying it.
- Make changes, if necessary.

CLOSING

Let the fun begin! It is time to lead your club. Don't hesitate to ask your club leader for assistance at any time throughout your term. If you would like additional resources related to your position, please see below for helpful tips and activities that will help you succeed in your role. Remember, the business meeting is just one component of a club meeting. As an officer, be sure to incorporate welcome activities, educational activities, and recreational activities to make club meetings engaging for all 4-H members. Refer to our *Vibrant Clubs 4H 4004* publication for guidance at <https://store.extension.iastate.edu/product/12893>.

THIS GUIDE BOOK BELONGS TO:

VICE PRESIDENT

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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