



**Ohio 4-H**  
***Vice***  
***President's***  
***Handbook***

Name of Vice President \_\_\_\_\_

Year \_\_\_\_\_ Age as of January 1 \_\_\_\_\_

County \_\_\_\_\_

Name of Club \_\_\_\_\_

4-H Advisor Signature \_\_\_\_\_



**Authors** Janice Hanna, Extension Educator, 4-H Youth Development, Ohio State University Extension  
Bonnie Malone, Extension Educator, 4-H Youth Development, Ohio State University Extension

**Reviewers** Peggy Blackford, Office Assistant, Ohio State University Extension  
Cassie Turner, Extension Educator, 4-H Youth Development, Ohio State University Extension  
Tracy Winters, Extension Educator, 4-H Youth Development, Ohio State University Extension

**References** Adapted from *So you are vice president of your club . . .* Kansas State University Agricultural Experiment Station and Cooperative Extension Service, 2005.

*Ohio 4-H Club Officer's Guide—Vice President's Manual.* Ohio State University Extension, 1991.

*Working With Officers and Committees—Ohio 4-H Club Advisor's Guide.* Ohio State University Extension, 1986.

*Ohio 4-H Clubs Advisors Handbook—Club Management.* Ohio State University Extension, 4-H Youth Development, 2006.

*Ohio 4-H Club Officer's Guide—President's Manual.* Ohio State University Extension, 1999.

*The ABC's of Planning Your 4-H Club Programs.* Pennsylvania State University, 1984.

*The Meeting Will Come to Order.* North Central Regional Extension Publication #228, 1993.

*Effective 4-H Club Meetings.* Ohio State University, 4-H Fact Sheet 006, 1999.

*Georgia 4-H Vice President Officer Guide.* University of Georgia, 2000.

*Working with Committees—Planning Guide for 4-H Clubs.* University of Illinois Extension.

*Duties of the Vice President.* Adams County Extension, Colorado State University.

*Vice President Record Book.* Sarasota County Extension, University of Florida.

*OSU Extension embraces human diversity and is committed to ensuring that all educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status. Keith L. Smith, Associate Vice President for Agricultural Administration and Director, OSU Extension TDD No. 800-589-8292 (Ohio only) or 614-292-1868.*

Copyright © 2010 The Ohio State University



# 4-H Vice-President

## Welcome

Congratulations! Being elected vice president of your 4-H club is both an honor and a responsibility. You must now fulfill the expectations of the members by serving as a hard working and effective leader. You represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even your smile represent Ohio 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events. Good luck!

## Duties of the Vice President

As vice president, you are in charge of the club's educational program.

- Chair of the Program/Education Committee.
- Assure that all members and advisors receive a complete club program.
- Work with all standing committees.
- Work with all special committees.
- Assure that the club has a well rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.

As vice president, you will assume the duties of the president in his or her absence.

- Conduct your 4-H club's meetings with proper parliamentary procedure.
- Meet with an advisor prior to the meeting to plan an agenda.
- Assign committees.
- Maintain order and control during meetings and not voice too many personal opinions.
- Decide points of order fairly.
- Automatically becoming the president if the president resigns, quits the club, or is removed from office.



# Outline of Duties

## PLAN

- Plan the business meeting with the leader(s) and other officers before the meeting. Actively participate in planning meetings and make suggestions for meeting agendas.
- Keep in close touch with the president, local leaders, and County Extension office. Be sure to read the newsletter each month; it probably has announcements and news that apply to your group.
- Work with the president to check on meeting arrangements.
- Help plan the yearly program (use the Secretary's Record Book).

## PRESIDE

- You will take the president's place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.
- You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.
- You should help the president use a prearranged agenda. It's helpful to provide a copy of the agenda for each officer, so that everyone can do his or her part in the meeting.

## PARLIAMENTARY PROCEDURE

- Parliamentary procedure is essential to being able to conduct an orderly meeting. The parliamentarian, if your club has one, should help you use correct procedure during meetings.
- The vice president usually votes on club matters. The president usually does not vote unless there is a tie.

## DELEGATE

- Help the president delegate responsibilities fairly so every member has a job in the club at some time.
- You should be involved with the planning of programs for the meeting, for example, scheduling demonstrations and other special presentations. Notify and remind people of their involvement in the next meeting.

## BE OBSERVANT

- Officers should make a substantial effort to know each member of the club. Make new members feel welcome and invite them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- Be courteous to guests and properly introduce them to the club.



# Program/Education Committee

As chair of the Program/Education Committee you are responsible to help your club set goals and plan a program that will meet those goals and fulfill the obligations of a 4-H club.

## Setting Club Goals

Your club will have yearly goals. They may be goods (new club T-shirts), money (donations to a worthy cause), activities (an educational club outing), or community service (through community improvement).

Consider your club program last year and identify areas that could be improved. Also think about new things your club might want to try this year. Use these ideas to help your club set one or two goals for the year. Goals should be specific and measurable. Goals should also encourage participation while meeting the needs and interests of club members.

Examples of club goals:

- Club members will plan and conduct two community service activities.
- The club will get new club T-shirts for all members and advisors.
- All members will complete every project they take.
- Every member will have a parent/guardian participate in at least one club activity.

## Planning Activities for Meetings

1. Survey the members' interests.
2. Select planning committee.
3. Plan the program.
4. Have club approve the plan.
5. Coordinate responsibilities.
6. Evaluate.

## Surveying Members Interests

Try these methods to help your club generate ideas.

**Brainstorming:** Give members a topic, such as community service. Allow members to offer ideas and suggestions. Record ideas generated on a chalkboard or large piece of paper. No evaluation of ideas takes place until the brainstorming is completed. After brainstorming, discuss the ideas and decide which ones the club wants to pursue.

**Survey:** Ask members to answer written, open-ended survey questions. Questions can be placed around the room on posters for members to add their suggestions or on paper for them to work individually or in small groups. Examples of survey statements include: “We could help our community by . . .” and “Just for fun we could . . .”

**Roll Call:** Ask members to answer roll call with an idea or suggestion for an activity, such as something new you would like to try in the club this year, or ideas for a family activity. Encourage creative ideas by stating that no response may be repeated.

## Planning the Program

Yearly club programs should include:

**Balance of Activities:** Community service, education, social/recreation, business, and member recognition

**Who, What, When, and Where:** Include date, time, location, what is planned, and who is responsible

**Member Assignments:** Host, demonstrations, refreshments, program responsibilities, etc.

**County-wide Activities:** Camp dates, judging dates, quality assurance training dates, fair dates, etc.

**Contact Information:** Advisors, officers, other members, and the OSU Extension office

The Program/Education Committee needs to present the proposed program to the club for approval. The committee should present their proposal and be willing to make changes based on membership input. Seek club adoption and then develop a club calendar or program booklet to share with families.

## The Club Calendar or Program

Informed 4-H members and families will participate, miss fewer meetings, deadlines and programs, and be a happier 4-H participant. Members with a club program or calendar will be more likely to have a positive 4-H experience.

## Your Final Program

Use this checklist as you finalize your club program for the year.

- Dates, times, and locations of all club meetings, events, and activities
- Who is responsible for refreshments
- Member(s) giving demonstrations
- Dates, times, and locations of important county programs
- Educational program for meeting or club events and who is responsible for arranging/conducting



- Contact information for club advisors, officers, other members, and the OSU Extension office

## Working with Other Committees

According to Webster's Dictionary a committee is . . . "a group of people chosen to consider, investigate, and report or act on some matter or cause." As vice president, you work with all standing and special committees. This is a very important role. You will keep track of what each committee is planning, to make sure there is no duplication of programs or overlap of dates and times. You also will monitor committee discussions to assure that the plans being made support the club goals for the year and are not in conflict with the approved club program.

Standing committees are committees that the club has every year. Standing committees should be listed in the club's by-laws. Standing committees may include fund raising, program/education, educational outing, etc.

Special committees are committees which are formed to perform a specific task, plan a specific program, or handle a specific problem. Rules for how special committees are set up may be in the club's by-laws.

## The Value of Committees

Committees can help the 4-H club function effectively and they let everyone get involved. Committee membership need not be limited to club members. Parents and club advisors may also be appointed to help plan and supervise various club activities. Adults on committees need to understand that their role is as an advisor to the group. The committee makes recommendations and plans.

Some individuals who will not accept responsibility alone may be willing to work with others on a committee. Serving on a committee can give members a chance to "grow into" responsibility, which helps them develop leadership skills.

## Committee Membership

Committees may be appointed by the president or may be named from volunteers. Committee chairs may be named by the president or by the committee. As vice president, you coordinate the work of all committees, but you should not serve as the chairman of every committee.

The number of members needed on a committee depends on the tasks assigned to the committee. Too few members and the workload may be too great. Too many members make it difficult to get anything accomplished.

# Other Duties

## Introducing a Program or Presenter

One of the duties of the vice president is to introduce programs and presenters. Introductions should include the program or presenter's name, a little background about the program or presenter, and the title or subject matter of the presentation. Members giving demonstrations should also be introduced before their presentation.

### Sample Introductions

"Lynn Oakland is our club's guest speaker this evening. He is president of the county Audubon Society. Tonight he will speak to us about purple martins. Please join me in welcoming Mr. Oakland to our club." (Start applause—it fills the time while the speaker comes forward.)

"Anna Green is a second-year 4-H member. She is enrolled in the breeding rabbit project. Her demonstration will teach us how to properly show a rabbit."

## Thanking a Presenter

Thank-you speeches should be 30 seconds to one minute in length. Listen to the speech for worthwhile qualities and express thanks for one or two of the following: the speaker's thought, preparation, useful information, special news to the group, or time taken for a long journey to your meeting.

### Thank-you Sample

"We would like to thank Mr. Oakland for the interesting program about purple martins. It has been especially intriguing to learn about the community these birds develop. We are glad that you could take the time out of your busy schedule to come to our meeting." The vice president should shake hands with the presenter as part of the thank-you.

It is also a good practice to follow up a verbal thank-you with a written one. The club secretary (or corresponding secretary) should be given the contact information and instructed to send a thank-you note.

# Finishing Up the Year

- Evaluate the effectiveness of club programs.
- Make a list of suggestions for next year's vice president.
- Suggest programs for next year.
- Place your completed Vice President's Record Book in the club permanent records.

# Filling In for the President

The vice president must be prepared to fill in for the president on short notice. A working knowledge of how a meeting should be conducted is vital to the success of a chairperson. Work with the president and advisor throughout the year to assure that you are ready to assume the duties of the president.

## Order of Business for a 4-H Club Meeting

1. Call to Order
2. Pledge of Allegiance and 4-H Pledge
3. Roll Call and Introduction of visitors
4. Minutes of the previous meeting
5. Reading of Communications
6. Treasurer's Report
7. Other Officer's Reports
8. Reports of Standing Committees
9. Reports of Special Committees
10. Unfinished Business
11. New Business
12. Advisor's Report and Announcements
13. Adjourn the Business Meeting
14. Program (speaker, demonstrations)—may be placed after roll call
15. Recreation and/or Refreshments

## Basic Parliamentary Procedure

Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. The four main objectives of parliamentary procedure are to discuss only one item at a time, show courtesy to everyone, abide by the rule of the majority, and respect the rights of the minority.

**1. Main Motion**—used to get group approval for an action item.

1. A member wanting the club to make a decision raises his/her hand.
2. The chair calls on the member.
3. The member presents the motion by saying, "I move ..." (NOTE: It is improper to present a motion by saying, "I make a motion...")
4. Another member seconds the motion. (A second is required to assure that more than one person is interested in the motion.)
5. The chair restates the motion and calls for discussion. (Discussion allows members to express their opinions and helps members consider all aspects of the motion.)

6. Following discussion, the chair calls for a vote. (Voting assures that over half the members voting want a motion approved.)

### Example of a Main Motion

1. The chair says, "Is there any further new business?"
2. Susan has an item she wants to discuss, so she raises her hand and sits quietly until the chair calls on her.
3. Susan then says, "I move that the club donate \$5 per member to the Extension office from the club treasury."
4. Bill says, "I second the motion." (The person seconding the motion may do so without being called on by the chair.)
5. The chair says, "It has been moved and seconded that the club donate \$5 per member to the Extension office from the club treasury. Is there any discussion?"
6. Members raise their hands and wait to be called on by the chair to discuss the motion.
7. Following discussion, the chair repeats the motion and calls for a vote, "We shall now vote on the motion that the club donates \$5 per member to the Extension office from the club treasury. All those in favor say, 'aye.' All those opposed say, 'nay.'" Motion passes (fails).

If the chair is unsure of the voting results, he/she may call for another vote with a show of hands or by having the members rise to vote.

**2. Amendment**—used to change the wording of a main motion. The wording may be changed by inserting words, striking out words, striking out and inserting words, or by adding words.

1. During discussion of a main motion, a member who thinks the wording of the motion needs changed raises his/her hand.
2. The chair calls on the member.
3. The member presents the amendment by saying, "I move we amend the motion by inserting the words ..." or "I move we amend the motion by striking out the words ..." etc.
4. Another member seconds the amendment.
5. The president restates the amendment and calls for discussion.
6. Following discussion, the chair calls for a vote.
7. If the amendment passes, the chair calls for discussion on the motion as amended.
8. If the amendment fails, the chair calls for further discussion on the original motion.
9. The chair then calls for a vote on the motion as amended or the original motion (if the amendment failed).

### Amendment Example

1. During discussion on the main motion to donate \$5 to the Extension office from the club treasury, Kathy raises her hand and is called on by the chair.
2. Kathy says, "I move to amend the motion by striking out the words, 'from the club treasury' and adding the words, 'with profits from the bulb sale.'"



3. Ted says, "I second the amendment."
4. The chair says, "It has been moved and seconded that we amend the motion by striking out 'from the club treasury' and adding 'with profits from the bulb sale.' Is there any discussion on the amendment?"
5. Following discussion on the amendment, the chair repeats the amendment and calls for a vote, "We shall now vote on the amendment to strike out 'from the club treasury' and add 'with profits from the bulb sale.' All in favor say 'aye.' All opposed say 'nay.'" Amendment passes (fails).
6. If the amendment passes, the chair says, "Is there any discussion on the motion as amended that the club donates \$5 per member to the Extension office with profits from the bulb sale?" The motion as amended would be voted on after discussion.
7. If the amendment fails, the chair says, "The amendment fails. Is there any further discussion on the motion that the club donates \$5 per member to the Extension office from the club treasury?" The original motion would be voted on after discussion.

**3. Referring to a Committee**—used to give an item of business to a smaller group from the club to find out more information or to work out details. The motion should include how many members should be on the committee, how the members are selected, when they report back, and if they have the power to act or if the club must vote on their recommendations.

#### **Example of Referring to a Committee**

1. During discussion on a motion to go to Cedar Point, Jim raises his hand and the chair calls on him.
2. Jim says, "I move to refer the motion to go to Cedar Point to a committee of five volunteers to report back at the next meeting."
3. Amy says, "I second the motion."
4. The chair says, "It has been moved and seconded that the motion to go to Cedar Point be referred to a committee of five volunteers to report back at the next meeting. Is there any discussion on referring the motion to a committee?"
5. Following discussion on referring the motion to a committee (NOT on the main motion), the chair repeats the motion and calls for a vote, "We shall now vote on referring the motion to go to Cedar Point to a committee of five volunteers to report back at the next meeting. All those in favor say 'aye.' All those opposed say 'nay.' Motion passes. Are there any volunteers to serve on the Cedar Point committee?"
6. The chair picks five volunteers and instructs them to gather information and report to the club at the next meeting.
7. If the motion to refer to a committee failed, the chair would say, "Motion to refer to a committee fails. Is there any further discussion on the motion to go to Cedar Point?" The motion would be voted on after discussion.

#### 4. Adjournment—used to end a meeting.

- If no motion is on the floor, a member may be recognized and say, “I move we adjourn the meeting.” A second is required. The chair repeats the motion and then takes the vote.
- If a motion is on the floor and a member moves to adjourn, the motion still requires a second, but whether or not to adjourn must be discussed before the vote.

The vice president needs to be prepared to take over as chair of a meeting at any time. If the president is absent or wants to vigorously discuss a motion, the vice president will serve as chair.

## Planning a 4-H Club Yearly Program

All 4-H clubs should prepare a program of activities for the year. (Use may want to use the Club Yearly Calendar from the Club Officer Resources web site.) The club program should include the following components:

- All business meetings scheduled for the year.
- The location and time for each meeting.
- At least one community service project, where the club does something without expecting anything in return. A club’s community service program should involve more than just giving money.
- Demonstrations presented by every member, including Cloverbuds. Cloverbuds may present to the entire club or to their group only.

## Additional Requirements for Clubs

4-H clubs also should have these:

- Accurate secretary and treasurer’s reports given at every meeting.
- Annual evaluation of the club constitution and by-laws. If your club does not have a constitution or by-laws, contact the Extension office for materials on developing a constitution.
- Members are encouraged to complete all projects.
- Maintain club permanent records, including the completed secretary’s book, treasurer’s book, news reporter’s notebook, a copy of the club program, and other items of interest. Items should be maintained for at least three years.
- An educational program planned and directed by the vice president and committees assigned to assist.

## Components of a 4-H Meeting

Most 4-H club meetings consist of three parts:

1. **Business.** In the business meeting, members share ideas, plan activities, and make decisions together. Members learn how to use basic principles of parliamentary procedures. Most of the



meeting agenda is dedicated to the business meeting. (20–30 minutes)

2. **Educational Program.** The second part of the meeting is the educational program. It may be a speaker, a film, a field trip or tour, demonstrations, or a project work session. This is an important component of a club meeting. This portion of the meeting is the responsibility of the vice president and committees assigned to help. (30–45 minutes)
3. **Recreation and/or Refreshments.** Recreation and social time provides members an opportunity to talk, catch up on personal happenings, and to have fun. (15–25 minutes)

## Running an Effective Meeting

Review these suggestions for facilitating an effective meeting.

- Prepare an agenda prior to the meeting.
- Start on time. Tap the gavel to begin the meeting on time, whether or not everyone is there. If the president is late, the vice president should start the meeting.
- End on time. If your meeting has a specific ending time, make sure you adjourn the business meeting in time for the program and recreation/refreshment components.
- Make sure the meeting room is ready.
- Display the American and the 4-H flag.
- Conduct meetings in an orderly and business-like manner.
- Vary the response to roll call.
- Make sure officers and committees are doing their jobs.
- Make the business meeting short and to the point.
- Do not allow discussions to drag on too long. Call for the vote if this is the case.
- Have as many members as possible participate.
- Use a gavel and good parliamentary procedure.
- Members may not speak unless called on.
- Arrange chairs in a circle. Avoid back rows whenever possible.
- When your meeting ends, straighten up the room. The meeting room should be as neat and clean as it was when your club arrived.
- Always be courteous.
- Communicate upcoming events, dates, and responsibilities.
- Set behavior standards early in the year.
- Set goals with the club and work diligently to reach them.
- Don't be afraid to try something new or vary your club's traditional activities.
- Work closely with your club advisors.
- Encourage family participation.
- Make sure members, not adults, are running the club. Always seek advice from adults.

# Reminders for Chairs

- Always remember to restate the motion clearly before discussion and before voting.
- Make sure all motions have a second. If a motion does not receive a second, it dies.
- Entertain only one main motion at a time.
- The member who presents the motion should be allowed to discuss first.
- A member should not be allowed to discuss a motion twice until everyone has had the chance to discuss once.
- When voting, the chair only votes in case of a tie. (If the chair chooses not to vote in a tie, the tied motion fails.) When the chair votes, it may be by secret ballot.
- If the president wants to support or oppose a motion vigorously, he/she should turn the meeting over to the vice president or another member until the vote is taken.
- Members do not have to vote if they choose not to. Nor do they have to serve as an officer or committee member. Members have the right to decline all nominations.
- Making or seconding a motion does not necessarily mean the member favors the motion, but only that they want the motion on the floor for discussion.

## Being a Leader

“If your actions inspire others to dream more, learn more, and become more—you are a leader.”

—John Quincy Adams

## My Objectives or Goals

List what you want to do and achieve as vice president (why you took this office):

---

---

---

---

---

Did you achieve your goals? How?

---

---

---

---

---

# Planning the Meeting Agenda



Use this guide to plan your 4-H meetings. Fill one out before each meeting and make copies as needed.

Agenda for \_\_\_\_\_ 4-H Meeting.

Location: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Pre-meeting Activities: \_\_\_\_\_

<u>Meeting</u>	<u>Person in Charge</u>
Call to Order	President _____
Pledge of Allegiance	Led by _____
4-H Pledge	Led by _____
Roll Call	Secretary _____
Answer with	_____
Introduction of Visitors	Various
Minutes of Previous Meeting	Secretary _____
Treasurer's Report	Treasurer _____
Leader and Other Officer Reports	Various
Committee Reports	Vice President _____
_____	_____
_____	_____
Unfinished Business Item(s) for Discussion	_____
New Business Item(s) for Discussion	_____
Announcements	_____
Adjournment	_____
Program	_____
Recreation/Refreshments	_____



## List of Experiences and Accomplishments

List your citizenship and community service experiences as vice president:

Date	Event/Activity

List awards, trips, medals, and other recognition received as vice president:

Date	Recognition

List workshops or training sessions you attended or helped to arrange as vice president:

Date	Event/Activity

Number of business meetings your club held during this year \_\_\_\_\_

Number of meetings you were present for \_\_\_\_\_

## Recommended Resources

Consider purchasing the booklet “Parliamentary Procedure for Common Use,” Bulletin 579, from the Extension office.

Visit the Club Officer Resources web site at [www.ohio4h.org/members/officers](http://www.ohio4h.org/members/officers) for these helpful forms:

- Club Member List
- Club Yearly Calendar
- Committee Planning Sheet
- Committee Summary Sheet
- Guest Speaker Guidelines
- Planning the Meeting Agenda

### Make it a Project (optional activity)

Your efforts in this officer position can be turned into a project by completing the requirements for a self-determined project. Every self-determined project requires the 4-H member to identify and complete areas of interest and related activities, learning experiences, leadership/citizenship activities, and a brief report. Just like other projects, self-determined projects can be reviewed and are eligible for fair participation. Learn more about self-determined projects and download the 4-H 365 Self-Determined Project Guide at [www.ohio4h.org/publications](http://www.ohio4h.org/publications).

**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 country, and my world.**