

4-H CLUB OFFICER HANDBOOK

CLUB COMMITTEES



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Congratulations! You have been appointed to a 4-H Club Committee. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!

FUNCTIONS OF CLUB COMMITTEES

- Provide members with extra involvement and leadership opportunities.
- Make business meetings go more smoothly, since the detailed planning and/or fact finding can be done outside the regular club meeting.
- Incorporate several people's ideas because this is usually more effective than using only one person's opinion.

IMPORTANT COMMITTEE TIPS

- Any 4-H club member can be a committee member.
- Committees should be appointed only when necessary. Otherwise, committee work will lose its importance.
- A club officer should be appointed to each committee to keep communication open with the Executive Committee.
- To involve adults, appoint a parent or leader to each committee as an advisor.
- Plan time for committees to meet, work and report at regular club meetings.

4-H CLUB COMMITTEE MEMBER DUTIES

- Attend all committee meetings. If you cannot attend, notify the Committee Chairman before the meeting. After the meeting, check with the Chairman to find out what you missed and if you were given any assignments.
- Participate in the discussion, carefully staying on the subject.
- Help the committee reach a group decision and then support that decision.
- Take specific assignments to carry out committee plans.
- Help the Chairman prepare a report.
- Complete all assigned tasks before and after the committee meeting.
- Add items to the agenda when necessary.
- Try to express yourself calmly and clearly.
- Take time to listen objectively and consider others' opinions.
- Be flexible and open-minded when considering ideas.
- Ask questions if you do not understand something.

4-H CLUB COMMITTEE CHAIRMAN DUTIES

- Meet and coordinate plans with the adult advisor assigned to the committee.
 - Keep a list of committee members, phone numbers and e-mail addresses.
 - Schedule, plan and conduct committee meetings.
 - Develop an agenda for each committee meeting.
 - Notify committee members about scheduled meetings.
 - Develop and give a committee report to club.
 - Follow specific club recommendations to carry out committee responsibilities.
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EXECUTIVE COMMITTEE DUTIES

- Effectively relate club information to all 4-H members and families. (Most 4-H clubs have an Executive Committee, which consists of the club officers.)
 - Communicate with the club manager(s), who acts as the committee's advisor, between meetings to follow up from the last meeting and make plans for the next meeting. (The President should contact the other officers by phone or e-mail and tell them about the plans and assignments for the next meeting. Club members also need to be reminded of assignments they may have for the upcoming meeting.)
 - Meet one week before the meeting to complete the agenda and make any other final plans or assignments. (However, that is not always possible, so you could consider meeting 15-30 minutes before the club meeting is scheduled to start.)
 - Serve as the Program Committee, planning the educational program for each club meeting. (If this is true for your club, use the *4-H Club Program Planning Worksheet* to guide you on making the plans. Even if the Executive Committee does not plan the program, the planning process should still be carried out for each meeting.)
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OTHER COMMITTEES

These may include the following:

Membership
Finance
Recreation
Program Planning

Some examples of temporary committees are:

Christmas party
Display
Parade
Nominating

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Revision