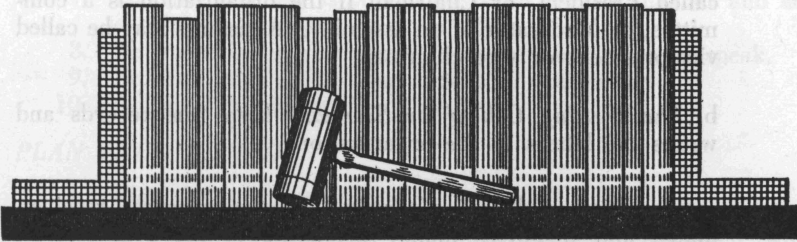


On Being An Officer



TEXAS AGRICULTURAL EXTENSION SERVICE

G. G. GIBSON, DIRECTOR, COLLEGE STATION, TEXAS

ON BEING AN OFFICER

BONNIE COX
Extension Organization Specialist
Texas A&M College System

DID YOU KNOW . . .

1. There are only three offices in any organization. There may be any number of people holding these offices.
 - a. *Executive or Administrative . . .* the chief officer may be called President, or Chairman if the organization is a committee, or Moderator of an assembly. Assistants may be called vice-president or vice chairman.
 - b. *The Writing Officer or Secretary* keeps the records and writes the letters of the organization.
 - c. *Financial or Money Keeping . . .* the treasurer receives, holds, and disburses money belonging to the organization. There may be an auditor.
2. Other officials of an organization have the rank of CHAIRMAN. They are usually appointed but some of them may be elected.
3. Officers should always be elected. The constitution should state the time, method of election and term of office.
 - a. A presiding officer "pro-tem" is elected if the president and vice-president are absent. The secretary may call the meeting to order for this election but does not act as presiding officer.
 - b. The president may ask someone to take the minutes if the secretary is absent.
4. You joined the club because you wanted to share the benefits and the good times it offers. It is only fair that you should share also the responsibilities. So unless you have a very special reason for being unable to serve, you should accept whatever office the club offers you.

IF YOU ARE PRESIDENT

You will need to be gracious and tactful . . . to know the purposes of the organization . . . to get as many people as possible to work to achieve these purposes.

You will do most of your work OUTSIDE of meetings over which you preside . . . and you will need to

1. Plan the meeting carefully.
2. Call the meeting to order on time.
3. Follow the adopted order of business.
4. Put motions and announce results of the vote.
5. Conduct elections and announce results.
6. Appoint committees.
7. See that business is conducted in an orderly manner and according to proper parliamentary procedure.
8. Be impartial in recognizing members who wish to speak.
9. Enforce rules as to time limits for speakers.
10. Adjourn the meeting on time.

PLAN THE MEETING

1. Plan the business session or "agenda."
 - a. Committee Reports. Remind committee chairmen who should report, and assist in holding committee meetings and preparing reports if needed.
 - b. Old Business. All items can be listed. If more information is needed on any item before the club can act, and no committee has the responsibility of obtaining it, some member may be asked to do so.
 - c. New Business. The president looks ahead for new business which should be presented. This may be discussed with some member who is asked to bring it up for discussion. The president should lead the group to its own decisions.
2. Plan the program.

A program leader or committee plans the information part of the program, and the entertainment. The president checks plans before the meeting.
3. Plan the meeting place.

If held in a public place, a committee makes arrangements for a clean, ventilated, lighted, and decorated room. Seats should be arranged for comfort of audience. Fresh drinking water should be handy.

If in a home, the hostess may appreciate assistance in preparing and putting things back in place. She may like help in receiving guests.

CALL THE MEETING TO ORDER

Use a business-like manner to call the meeting to order. Stand, and when the group becomes quiet, say "The meeting will please come to order." This is more suitable for small groups than the "House will come to order" which books on parliamentary procedure recommended for legislative bodies.

If the group does not become quiet, tap on the table and stand quietly until members finish their conversations.

FOLLOW THE ORDER OF BUSINESS

The president always follows the adopted order of business:

1. Roll call—if answers form a part of the program, this may come later in the meeting.
2. Reading of the minutes.
3. Reading of communications not requiring action. Others will be read during committee reports, old or new business.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Old business.
7. New business.

PUT THE MOTION

The president knows the 8 steps of making and carrying the motion. Be sure to call for discussion. When announcing the results you may say "The motion carried and we will . . ." or, "The motion lost and we will not . . .".

The president may vote when the voting is done by ballot, or roll call, or when the vote will change the result by making or breaking a tie. The vice president or mover of the motion or secretary may put any motion that involves the president . . . except for motions that provide for the president's serving on a committee or . . . when elected to represent the organization in a meeting with other groups.

CONDUCT ELECTIONS

The president conducts elections properly. In large organizations an election committee may be appointed. In small groups tellers may be appointed to count votes. The tellers report the number of votes cast for each candidate and the president announces the result of the election . . . "Mary Smith, having received a majority of the votes, will be your next president," or, "John Jones is elected treasurer."

APPOINT COMMITTEES

1. Every member should be given a chance to serve on a committee if possible.
2. Standing committees are appointed at the beginning of the term of office. They continue to serve with as few changes as possible as long as the president remains in office. The chairman is best selected from the members of the committees for the previous year.
3. The president appoints special committees when the club thinks advisable. Special committees serve until their work is completed. A member may move that certain people be put on a committee, or that a committee be elected.
4. The president may name the chairman, the committee may elect its own chairman, or the first person named may act as chairman.
5. Definite instructions should be given the committees for the work they are to do. Remember that they may obtain information, make recommendations, and carry out the instructions of the club.

KEEP ORDER

The president conducts the meeting in an orderly and democratic manner. He makes the spirit of correct parliamentary procedure more important than the exact following of rules.

TO ASSIGN THE FLOOR

The president recognizes a member who wishes to speak by calling his name. The president is fair in seeing that all sides of a question are discussed. The slower or more timid members may be asked to give their opinions.

TO ENFORCE RULES

The president will see that any rules made by the body are followed. For instance, he may say to a speaker exceeding the time limit agreed on, "Your time is up. Can you finish in one minute?" If the speaker does not finish in that time, the president stands and remains standing until the speaker stops.

ADJOURN ON TIME

The president should end the meeting at the agreed time by saying "I am sorry we will not have time to finish this discussion. We will continue it at our next meeting. The meeting is adjourned due to limitation of time."

If the business planned for the meeting has been finished, the president may say "Is there any other business?" If no one speaks he says, "If not, the meeting stands adjourned."

The motion to adjourn is not debatable. When made, the president calls for the affirmative and negative vote, announces the results and adjourns the meeting.

IF YOU ARE VICE-PRESIDENT

You will take over the duties of the president in case of absence. You will preside when the president requests you to do so. You automatically succeed the president in case he resigns or dies. If the vacancy occurs early in the term, another vice-president may be elected.

Unless the constitution provides that the vice-president act as chairman of some important standing committee, it is better for the president or vice-president to decide on what committee he will serve.

IF YOU ARE SECRETARY

You will keep the records and write the letters for the organization. These duties may be divided between two secretaries . . . recording and corresponding.

The organization should provide the secretary with record books, stationery and postage. The record book should be large enough to carry standard sized paper. A zipper binding with pockets for letters and other loose papers is convenient.

1. *The Roll:* The names of the members are written on the left hand side of the page with the officers' names first, and the active members, in alphabetical order. A separate list of members with addresses and telephone numbers may be kept.

The page opposite the names is ruled into columns, for each meeting. When the president says "The secretary will call the roll," the secretary remains seated, calls the names clearly and correctly, and marks them present. A blank is left for absent members.

2. *The Minutes:* When the president calls for the reading of the minutes, the secretary stands, faces the group, and reads the minutes clearly and distinctly. She takes her seat and the president says "You have heard the reading of the minutes. Are there any corrections or additions?" A pause, then the president says "If not, they stand approved as read." Members are responsible for correct records, and should offer any corrections or additions to the minutes when the president gives the opportunity. The secretary makes the corrections and the president says "The minutes stand approved as corrected." The president signs his name and title after the secretary's to show the minutes are an official record of the organization.

Minutes of conventions or groups meeting irregularly may be approved by special committees.

Minutes include the following items:

- a. Kind of meeting . . . regular, called, adjourned.
- b. Name of the organization.
- c. Date and place.
- d. Who presided and who was secretary.
- e. Whether minutes of previous meeting were approved as corrected.
- f. Name of person who made each motion.
- g. What disposition was made of the motion. (If vote is taken by ballot, number of votes on each side should be included).
- h. Signature of the secretary.
- i. Signature of the president after minutes are approved.

Here is a sample of minutes for a 4-H meeting:

The regular meeting of the Smithville 4-H Club was held in the school music room on October 10. The President called the meeting to order at 2:00 o'clock. The secretary called the roll and each member answered with an item in the life of Christopher Columbus.

Twelve members of the club, the two Extension agents, the adult leaders, and Mrs. Ruth Rogers were present.

The minutes of the last meeting were read and approved as corrected. The treasurer reported that the club had a balance of \$16.75.

Sue Small, Chairman of the Recreation Committee, reported that the committee recommended that the 4-H club give a Halloween Party. The P.T.A. had offered to pay \$10.00 toward the expenses and the Home Demonstration Club would make gingerbread for refreshments. The committee further recommended that the president appoint special committees on invitations, decoration, program and refreshments. She moved the adoption of her report. The motion was seconded, discussed and carried.

Martha Mitchell moved that the club pay for the supplies to be used by the adult leaders in the demonstration on the care of leather articles. The motion carried.

Howard Hampton moved that the club adjourn. Motion carried. The president declared the club adjourned at 4:00 o'clock.

Agnes Adams, Secretary

John Lewis, President

IF YOU ARE THE TREASURER

1. You will receive all money paid to the organization, arrange for its safe keeping, and pay all bills.
2. You can get good advice about financial problems from the bank where you keep your organization accounts.
3. Pay all bills with checks counter-signed by the president. Unless the constitution provides a certain amount spent in an emergency, the treasurer should pay out money only on instructions of the organization. The treasurer's record will then check with the secretary's minutes.
4. You should be ready to make a report at every regular meeting, at the annual meeting and at other times when requested by the president.
5. Complete records should show about each transaction:
 - a. The date
 - b. To whom paid or from whom received
 - c. For what
 - d. How much.
6. Here's a simple form for keeping your records:

DATE	ITEM	INCOME		OUTGO		BALANCE	
Jan. 1	Balance					24	65
Jan. 5	John Smith Sale of Nuts	3	60			28	25
Jan. 6	Eagle Printshop Yearbook			20	00	8	25

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