



MP-249

4-H CLUB OFFICERS

TEXAS A&M UNIVERSITY / TEXAS AGRICULTURAL EXTENSION SERVICE

J. E. HUTCHISON, DIRECTOR, COLLEGE STATION, TEXAS

[Blank Page in Original Bulletin]

4-H Club Officers

BONNIE COX, *Former Extension Organization Specialist*
Texas A&M University

AS A 4-H CLUB OFFICER, you'll find that a knowledge of your office helps you serve efficiently and conduct meetings properly. This leaflet explains duties of officers, the proper way to write minutes and to handle a club's money. It gives the simple parliamentary procedure that 4-H Club members need to use.

The President

1. Sees that there is a meeting place that is in order.
2. Reminds members of the time and place of meetings.
3. Plans the club meeting (your adult leader will help you learn to plan your meetings). Uses an accepted order of business which is as follows:
 - Call to order
 - Opening exercises
 - Roll call
 - Reading of minutes
 - Reports of standing committees
 - Reports of special committees
 - Old business
 - New business
 - Demonstration or program
 - Announcements
 - Adjourn
4. Asks each person who is to be on the program to take his part and to be prepared.
5. Begins meetings on time.
6. Conducts meetings in an orderly manner.
7. Appoints committees.
8. Conducts elections.
9. Adjourns on time.

The Vice President

1. Takes the place of the president when he is absent or when the president asks him to do so.
2. Becomes president if the president resigns.
3. Helps the president.

The Secretary-treasurer

1. Keeps the record book which contains:
 - a. The roll and attendance record
 - b. The minutes
 - c. A record of the club's money
2. Calls the roll and checks the attendance.
3. Reads the minutes of the last meeting.
4. Takes notes for writing minutes of the meeting being held.
5. Reads letters or information to the club.
6. Reports money received and spent and the balance in the treasury.
7. Writes letters for the club.
8. Arranges for money to be kept safely.
9. Pays bills as voted by the club.
10. Keeps a record of the club's money.

All officers encourage club members to take an active part in:

1. The opening exercises with their responses and by leading some parts of them
2. Roll call with answer requested
3. Committee work
4. The business
5. The program
6. Recreation

Sample Minutes

The regular meeting of the Lone Oak 4-H Club was held at the Community Center on September 23. The president called the meeting to order at 7:30 p.m.

The recreation leader, Ruth Smith, led the members as they repeated the motto, prayer and pledge and sang the Plowing Song.

The secretary called the roll and each member answered by giving a safety practice.

Twelve members and the leaders were present. County Extension Agents Wayne Shelton and Sue Johnson, and Mr. and Mrs. Carl Rogers were visitors.

The secretary read the minutes of the September 9 meeting. They were approved as read.

The treasurer reported that the club had a balance of \$16.75.

Ruth Smith, chairman of the recreation committee, reported that the committee recommended that the club have a Halloween party and that \$5 be allowed for expenses. The committee recommended that the president appoint special committees on decorations and refreshments. The recreation committee will plan the games. She moved the adoption of her report. Motion was seconded, discussed and carried. The president appointed Mary Walker, chairman, James Rogers and Ralph Stephens on the decoration committee and Agnes Adams, chairman, Sue Smith and Robert Walker on the refreshment committee.

Agnes Adams, secretary, reported that she had found a binder and paper at Stephen's Store for \$2 that could be used for the secretary's records. Robert Walker moved that the club buy the book and that the treasurer be authorized to pay for it. Motion seconded, discussed and carried.

Martha Mitchell moved that the club change its meeting hour to 7:00 p.m. Motion carried.

Robert and Mary Walker gave a demonstration on "Making and Using a Study Lamp."

The president announced that the next club meeting would be on October 7.

The clothing leader, Mrs. Walker, announced an all-day clothing workshop at her home, October 1.

Ralph Stephens moved to adjourn. Motion carried. The meeting adjourned for a recreation period.

Agnes Adams, Secretary
John Lewis, President

You might ask your adult leader to help you with your minutes of the first few meetings.

The treasurer's records may be kept in this form:

DATE	ITEM	INCOME		OUTGO		BALANCE
Jan. 1	Balance					24 65
Jan. 5	John Smith, sale of nuts.....	3	60			28 25
Jan. 6	Eagle Print Shop, yearbooks			20	00	8 25

A 4-H Meeting

A 4-H Club meeting may be conducted this way:

President: (rises and waits for attention) The meeting will please come to order. Ruth, will you please lead us in our opening exercises?

(Opening exercises)

President: The secretary will please call the roll. Will each of you please answer by giving a safety rule to observe?

(Roll call)

President: The secretary will please read the minutes of our last meeting.

(The secretary rises and reads the minutes)

President: Are there any corrections? (Pause.) If not, the minutes stand approved as read. (If corrections are made, the President would say, "The minutes stand approved as corrected.")

President: We will now have a report from the treasurer.

Treasurer: At the last meeting we had a balance of \$18.25. I paid \$4 for yearbooks which leaves a balance of \$14.25.

President: We will now have a report from the recreation committee by Ruth Smith, the chairman.

Recreation Chairman: The recreation committee was asked at our last meeting to consider whether or not the club should have a Halloween party. The committee met and discussed the party and has these recommendations to make:

1. That the club have the party here on the night of October 31.
2. That the club allow \$5 for expenses.
3. That the president appoint a committee of three members to plan the decorations and the refreshments.
4. The recreation committee will plan the games.

I move the adoption of this report.

Member: I second the motion.

President: It has been moved and seconded to adopt the report of the recreation committee. Is there any discussion?

(Discussion)

President: All in favor of the motion say *aye* (pronounced "I"). All opposed say *no*. The ayes have it and the motion is carried.

President: Will Mary Walker, James Rogers and Ralph Stephens please be on the decorations committee with Mary as chairman?

Will Agnes Adams be chairman of the refreshment committee and Sue Smith and Robert Walker serve with her?

President: At our last meeting we discussed buying a book for the secretary's records and I asked the secretary to find out how much such a book would cost. Are you now ready to report?

Secretary: I found a binder and paper at Stephen's Store that would be very good and would last for several years. The cost is \$2.

Member: I move that the club buy the book and the treasurer be authorized to pay for it.

Member: I second the motion.
(Dispose of this motion the same way as the above one.)

President: Is there any new business?
(Give members a chance to present any business they wish.)

President: Last Saturday, our agents, Miss Johnson and Mr. Shelton, and Miss Parker from the power company, gave training to 4-H Club leaders on lamps. Robert and Mary Walker took this training and will now show us how to make and use a study lamp.

(Demonstration)

President: Thank you, Mary and Robert.

President: Are there any announcements?

(Announcements)

Member: I move to adjourn for our recreation.

Member: I second the motion.

President: It has been moved and seconded to adjourn. All in favor say *aye*. All opposed say *no*. The ayes have it, the motion is carried and the meeting is adjourned for the recreation period.

You will find helps in these publications which you can get from your county Extension agents:

MP-213 ON BEING AN OFFICER

L-278 EIGHT STEPS IN MAKING A MOTION

MP-136 SIMPLE PARLIAMENTARY PROCEDURE

The adult leader will find help in the Organization Leader's Kit.