



# Leader Training Series

## Officers Make the Meeting

Doug Hovatter, WVU Associate Professor and 4-H Agent

### 4-H Club Officers Make the Meeting

Good officers who know their jobs are the key to a solid, successful 4-H club meeting. Good officers understand and take pride in their jobs. They encourage all members to get involved in the club.

You, as leader, can help club officers and committee chairs to do their jobs successfully.

- Be sure the officers understand their responsibilities.
- Allow them to *do* their jobs with minimal supervision.
- Guide them when necessary to make sure their jobs are completed.

### President

A good president helps everyone in the club work together. The president listens to ideas and judges when the group has agreed on an action, but does not dictate!

The president:

- presides at meetings (refer to *Running a Smooth 4-H Business Meeting*).
- sees that the room is ready and that the meeting starts on time.
- arranges for the vice president to take over if the president can't be there.
- asks for volunteers and/or appoints committees with the help of the leader.
- works with members and the leader to plan a program for the year.
- meets with the leader and the other officers to plan the order of business for each meeting.
- casts the deciding vote in case of a tie.

### Vice President

The Vice President is the president's assistant and:

- presides at meetings when the president is absent.
- handles other jobs in the club, such as serving as chair of the program committee.

### Secretary

The Secretary keeps records of membership, club activities (minutes) and handles club correspondence.

The secretary:

- keeps minutes of all club meetings—what is done, not said. (Refer to *Running a Smooth Business Meeting*.)
- maintains a complete list of all members and calls the roll.
- reads letters to the club at meetings.
- reminds members of special meetings—by phone, postcard, email or personal contact. Makes sure each member knows when and where the next meeting will be held.
- writes the club's correspondence, such as thank you letters and requests for information.
- completes and sends *4-H Club Meeting Report* to the Berkeley County 4-H office
- turns a completed 4-H secretary's book over to the club leader by September 30. Club book is due at the Extension office on/or before October 31.

## Treasurer

The treasurer is responsible for handling the club's money.

- Receives and keeps a record of money in the 4-H Treasurer's Book.
- Deposits the money in a special club bank account.
- Pays out money only when approved by the club.
- \*Turns in completed treasurers book to the club leader by September 30<sup>th</sup>. Treasurer's Book is due to the Extension office on/or before October 31. (Refer to *Best 4-H Money Practices*.)

## Other Officers

It is important to also have game and song leaders, health and head H, and reporter/historian officers when possible,

## Nominating and Electing Officers

Nominations and elections are important club business. Tell the members about the election ahead of time. They can then be thinking about the kinds of officers they want. Make sure everyone knows the duties of each office and encourage them to attend county officer's training.

## Two Ways to Nominate Officers:

### Floor

One is to have members suggest someone for an office during the election meeting. The member says, "I nominate for." A nomination can be made to show support.

### Committee

The other way is for the president to appoint a nominating committee. The committee chooses candidates for each office and asks them to run. The committee chair presents its nominations to the club during a meeting.

**Be sure everyone is aware that other nominations can then be made from the floor.**

When there are no more nominations, a member says, "I move to close the nominations." If the motion is carried, the members then vote on the candidates. Voting for officers is usually by ballot. It takes a majority—one vote over half—to be elected. If you have 17 members a majority is 9.

Sources *Baillere, J. S.. (2000) County 4-H Agent, Gloucester County, Rutgers University Bulletin 609, Washington State University*

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.