



MAKE 4-H MEETINGS FUN 

# 4-H OFFICERS Handbook



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# Acknowledgements

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# 4-H OFFICERS Handbook

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# SERVE as a Club Officer or in a Leadership Role

Congratulations on being elected as an officer for your 4-H club. Being chosen as an officer is an honor for you and allows you to grow as a leader. But being a club officer also comes with responsibilities. As a 4-H club officer, you are a member of the leadership team for the club. The officer team is responsible for planning club meetings, activities, and events with help from your club leader and committees. The *4-H Officers Handbook* will help you learn those responsibilities, prepare for your officer role, and make your club meetings fun and interesting for all the members.

Some clubs do not elect officers and instead provide opportunities for all members to serve in a leadership role. This could include helping other members with their project work, serving as a committee chair, organizing a service project, or planning an event to show others what club members have achieved. The *4-H Officers Handbook* will also help you with those responsibilities.

Let's get started on helping you be the best 4-H officer or leader you can be. Stop and think about the questions listed on page 3.

Do you share the same thoughts as most club members? Club members like to come to 4-H meetings to have FUN, spend time with friends, meet new people, and do hands-on activities. Long, boring business meetings usually don't make the list.

Fun, hands-on, interesting meetings and activities require planning — they don't just happen. A major part of your role as an officer or leader means committing the time to plan and prepare for meetings and activities. Successful meetings follow a plan, give all members the opportunity to participate, include time to build friendships, and help members learn.

## *In this Handbook You Will Learn to*

- ✓ Keep club meetings interesting
- ✓ Develop a plan (agenda) for club meetings
- ✓ Practice the role and responsibilities of a 4-H club officer or leader
- ✓ Conduct a business meeting
- ✓ Use committees effectively
- ✓ Plan hands-on learning activities
- ✓ Include social time in club meetings
- ✓ Involve all club members in club activities
- ✓ Delegate responsibility to others and committees



# Record Your Thoughts

What do you like best about your 4-H club meetings and activities?

What would you like to do differently in your club?

How can you make club meetings more interesting and fun?



# Make Meetings FUN and Interesting — 10 Helpful Hints

Making meetings fun and interesting starts with planning. If officers show up without a plan in place, meetings quickly become disorganized and not much gets accomplished. That's not fun for anyone. But some simple steps

can make a huge difference in the meeting. Listed here are 10 helpful hints to keep you on track and plan for success. You will learn more about each one of the hints later in this handbook.

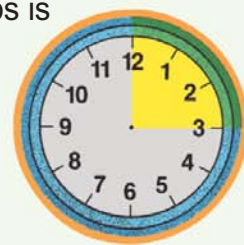


## 10 Helpful Hints

1. Officers know their responsibilities and come prepared to contribute their part.
2. Officers meet before the meeting and develop an agenda — a step-by-step plan for the meeting. This is the most important step officers can take to make a meeting successful.
3. Keep business meetings short and organized — no more than 20 minutes.
4. Appoint committees to discuss and plan club activities and events. Keep committees small. It takes more time for large groups to make decisions.



5. Include social time in each meeting. One of the biggest reasons young people join 4-H clubs is to spend time with friends. Plan for about 15 minutes of social time in every meeting.
6. Start the meeting on time and end on time. Don't wait on others to show up or you may lose the interest of the members who showed up on time.
7. Plan an easy, hands-on activity for members to do as they arrive to get them quickly engaged in the meeting. That encourages members to show up on time so they don't miss out on the fun.



# Start with a PLAN



At the beginning of the 4-H program year, club officers and leaders should meet to discuss club goals and plan club activities and events for the year.

On the next page is an example of a **4-H Club Program Plan**.

8. Plan hands-on learning activities as part of each meeting. In 4-H, we believe in learning by doing. Make time for that in your meetings.
9. Include all members in the meeting. Ask for their ideas or opinions. Recruit them to join a committee. Invite them to help with an activity. Ask them to bring snacks.
10. Introduce new club members, but you may not want to ask them to talk in front of the group. That may be scary for new members who may not know anyone in the group. Assign them a 4-H buddy to help them get to know people and learn about the club.



## *Starting with a Plan*

- ✓ Helps officers more quickly plan regular club meetings.
- ✓ Allows guests and presenters to be scheduled in advance so they are available to lead or assist with a club activity.
- ✓ Gives the budget committee time to raise funds, if needed.
- ✓ Prompts officers to appoint committees so they have time to carefully plan and prepare for club activities and events.
- ✓ Creates a club calendar for members and their families that shares important dates, events, and meetings.
- ✓ Encourages members to be prepared with projects, presentations, and reports when needed.



## 4-H Club Program Plan

Month	Program, Event, or Activity	Committee or Person Responsible
<b>September</b>	Club meeting — September 10 @ 7 pm	Club officers
	Enroll new members	Club leader
	Elect new officers	Current club officers
	Appoint committees to plan	
	Fall Harvest party	Alisha, Joshua, Reagan, Gabe
	National 4-H Week activity	Alex, Brandon, Olivia, Emily
	Recognition Night	Mason, Abigail, Aiden, Harper
<b>October</b>	Officers and leader meet to plan meeting agenda	Club officers and club leader
	Club meeting — October 11 @ 7 pm	Club officers
	Installation of new officers	Current club officers
	Fall Harvest party	Alisha, committee chair
	National 4-H Week	Alex, committee chair
	Appoint committee to plan holiday party	Jayden, Ben, Aubrey, Addison
	4-H club program planning meeting — October 15 @ 3 pm	New club officers and club leader
<b>November</b>	Officers and leader meet to plan meeting agenda	Club officers and club leader
	Club meeting — November 11 @ 7 pm	Club officers
	Recognition — November 29 @ 6 pm	Planning committee



# 4-H Club Program Plan

Club Goal 1 —

Club Goal 2 —

Club Goal 3 —

Club Goal 4 —

Month	Program, Event, or Activity	Committee or Person Responsible
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		