



4-H PEI

PRESIDENT | VICE
Handbook

Club Name

Club Executive

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Club Reporter: _____

Important Information

Dates

Club Meetings

September _____
October _____
November _____
December _____
January _____
February _____
March _____
April _____
May _____
June _____

Special Events

Contacts

Provincial 4-H Office	Club Overall Leader	4-H Specialist
Name 4-H PEI Office	Name	Name
Email pei4hoffice@gmail.com	Email	Email
Phone 902-368-4833	Phone	Phone
Website: www.pei4h.ca		
Other	Other	Other

PRESIDENT | VICE

Congratulations!

Your fellow 4-H'ers have elected you as the **President** for your 4-H Club!

The Club President will work closely with the other members on the executive, as well as the Club Volunteer Leaders to plan monthly meetings and other activities. The **Vice President** will be there with you every step of the way and fill in for you when you are unable to be in attendance.

As the President, you will act as the Chairperson of all Club meetings, ensuring that the meetings start and end on time, while running efficiently. You will be responsible for creating (or helping with the creation) the agenda for each meeting.

Maybe most importantly, you are a role model for the younger members, or newest members, in your Club. It is important that you practice the leadership skills that you've learned and witnessed in your 4-H career. Take the lead for club affairs and events... and be sure to make all members feel welcome and included!



MEETINGS

The Duties of The Chair

Preparation

Meetings don't *just* happen. It takes work and preparation before the meeting to ensure your meetings are effective. As President you should work closely with your Executive and Overall Leader to prepare the agenda for each meeting, and possibly an activity to follow the meeting. It is important that you arrive early to help get set up for the meeting and talk to your Leader before the meeting begins. Arriving early will help you feel calm and organized when the meeting is called to order.

Your Duties

- Sit at the front of the room
- Refer to yourself as "The Chair"
- Call the meeting to order on time
- Limit the length of meetings - it might be helpful to set a "time limit" for each item on your agenda to keep the group honest
- Chair the meeting in a fair and unbiased way
- Keep discussions on topic, if someone stays, ask them to "hold that thought" to discuss later or remind them of the agenda item
- Stand when saying something important or when introducing someone
- Follow Parliamentary Procedure and help other members to do so as well
- Vote only when there is a tie
- Give the Floor to one person at a time and encourage all members to participate
- Be enthusiastic!

Basic Meeting Agenda

1. Call to Order
2. Stand & Recite the 4-H Pledge
3. Roll Call
4. Reading of the Minutes from the last meeting
5. Approval of the minutes
6. Correspondence
7. Treasurer's Report & Collection
8. Committee Reports
9. Unfinished (Old) Business
10. New Business
11. Adjournment

Optional:

12. Program

This portion of the meeting is a time for activities to take place. This may include: videos, a guest speaker, project workshop, community or ag. awareness activity, etc

13. Social Time or Recreation

This can be a planned part of the meeting, but it should be carried out after the meeting has been adjourned. This time could include games, food, fun or just a social time between members and leaders.

What Do I Say Now?

Some cues to help you move through the meeting

1. Call to Order

I call this meeting to order

2. 4-H Pledge

You can begin to recite or ask another member to lead, but saying "I call upon..."

I pledge my head to clearer thinking

My heart to greater loyalty

My hands to larger service

And my health to better living

For my Club, my community

My country and my world.

3. Roll Call

At this time the secretary will now do roll call
Encourage the Secretary to try different ways of gathering roll call, i.e. have members respond with their favorite movie, etc. This is a great way to encourage new and younger members to speak at meetings and feel a part of the club.

4. Reading of the Minutes from the last meeting

Option 1: The secretary will read the minutes from the last meeting

Option 2: Please take a minute to read over the minutes from the last meeting

5. Approval of the Minutes

- Are there any additions or corrections to the minutes?

- *If no, the chair asks:* Can someone move the minutes as read.

- Ask for someone to second the motion.

- *If yes, the corrections are made and the Chair asks:* Are there any further corrections to the minutes?

- *Once all corrections are made, the chair asks,* Can someone to approved the minutes as corrected.

- Ask for someone to second the motion.

6. Correspondence

Would the secretary please read the correspondence?

Remind members of the Provincial Newsletter & Website

7. Treasurer's Report

- May we have the Treasurer's Report

- *The Treasurer should motion for the report to be accepted as read.*

- Ask for someone to second the motion.

- Are there any bills to be paid? *If so, motions will be required for authorization.*

8. Committee Reports

Ask if there are any committee reports or if you know of a report call upon the person who will present the information. This may be a time for the Overall Leader to share Provincial news.

A report with only information does not require any action. However, a report that includes a recommendation will need a motion.

9. Unfinished (old) Business

Discuss agenda items that fall under old business. Typically these are discussions that began at a previous meeting and need to be followed up.

If there is none, you say: If not, then we will move onto new business.

10. New Business

Move through the new business items on the agenda or say: Is there any new business?

After discussion, before moving on, ask: Is there anymore new business?

11. Adjournment

Is there a motion for adjournment? *If a member does not volunteer, call upon a member and help them (I make a motion to adjourn the meeting). No seconder required.*

12. Program

If there is a guest speaker be sure to stand up to introduce this individual. It might also be a good idea to give members a few minutes to stretch their legs before the speaker begins if the meeting has run longer then expected.



Making & Guiding a Motion

Parliamentary Procedure is an organized method for a group to accomplish goals in an effective, fair and efficient manner. It keeps the meeting orderly. It is a democratic process to make a decision. It keeps the group focused; one item of business is focused on before moving to another.

Become familiar with parliamentary procedure, as written below:

1. Member A raises hand or otherwise gets the chair's attention.
2. Chair recognizes Member A
i.e. The chair recognizes Tina. In less formal clubs, the chair may say, Yes, Tina - go ahead.
3. Member A rises and states, *I move/make a motion that...*
4. Chair asks, *is there a seconder?*
5. Member B raises hand or rises.
6. Chair recognizes Member B.
7. Member B states, *I second the motion.*
8. Chair asks, *Is there any discussion?*
9. As members are recognized by chair, they add their comments, questions, etc.
10. When the chair feels that everyone who wants to has added their comments, chair asks Member A, *Are you ready for the motion?*
11. Member A says, *Motion please*
12. Chair says, *Will the secretary please read the motion?*, or states, *A motion has been made to ... All in favour, please raise your hand/say 'yes'.* (pause a moment to count the vote). *Any opposed, please raise your hand/say 'no'.*
13. Chair announces the result of the vote. *The motion is carried/defeated.*

It is a good idea to repeat the motion to the club after you have written it down, and before they vote, to ensure you have recorded it properly, and also that everyone knows what they are voting on. It is uber-important to make sure to record who made the motion and seconded it, and whether or not it was carried.

Meeting Agenda

Location: _____

Date: _____

Time: _____

1. Welcome and Call to Order

2. 4-H Pledge

3. Roll Call

4. Minutes of the Last Meeting

5. Correspondence _____

6. Treasurer's Report (Collection can be take at this time if your club collects dues)

7. Committee Reports (if any) _____

8. Old Business _____

9. New Business _____

10. Adjournment

11. Program / Social _____

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