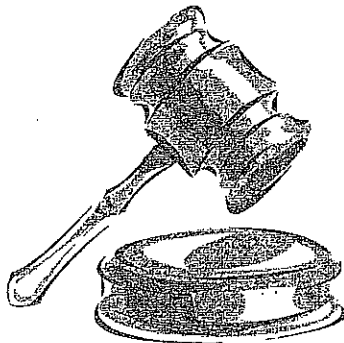
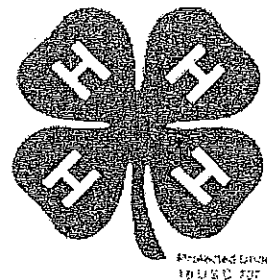


# Vice President



Developed by: Southern District Leadership Team  
Updated: 4/03/02



## Vice President Goals

My goals for being vice president are:

1.

2.

3.

4.

5.

## **Duties of the President**

You have an important job. Your fellow 4-H'ers have shown their faith in your leadership by electing you to the highest position in your 4-H club. The harmonious working of the club depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club "click."

- ... Work with the other officers as a club leader.
- ... Plan the business part of meetings before meetings are held.
- ... Know parliamentary procedure so that you can conduct an orderly meeting.
- ... Prepare a meeting agenda in advance of each meeting.
- ... Preside and direct the business meeting.
- ... Start and stop the meeting on time.
- ... Appoint a temporary secretary if the secretary is absent.
- ... Keep talking to a minimum.
- ... Keep order. Be courteous but firm.
- ... Provide opportunities for all club members to be heard. Get everyone to participate, if possible.
- ... Keep the meeting moving. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motion under discussion.
- ... Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- ... Arrange to have another person preside in your absence.
- ... Keep in close touch with the local leaders.
- ... Speak Up!

## **Duties of the Vice-President**

The vice-president is next in rank to the president. You take the president's place in the event he/she resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

- ... Know parliamentary procedure so that you can conduct an orderly meeting.
- ... Preside at meetings in absence of the president.
- ... Know the duties of the President.
- ... Serve as a chairman of the program committee. You may help prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program.
- ... Work with the other officers as a club leader.
- ... Work closely with the president, leaders and other officers on plans or special activities.
- ... Check before each meeting to see if the president will be there.

*From "The 4-H Club Officer" Cooperative Extension Programs,  
University of Wisconsin-Extension.*

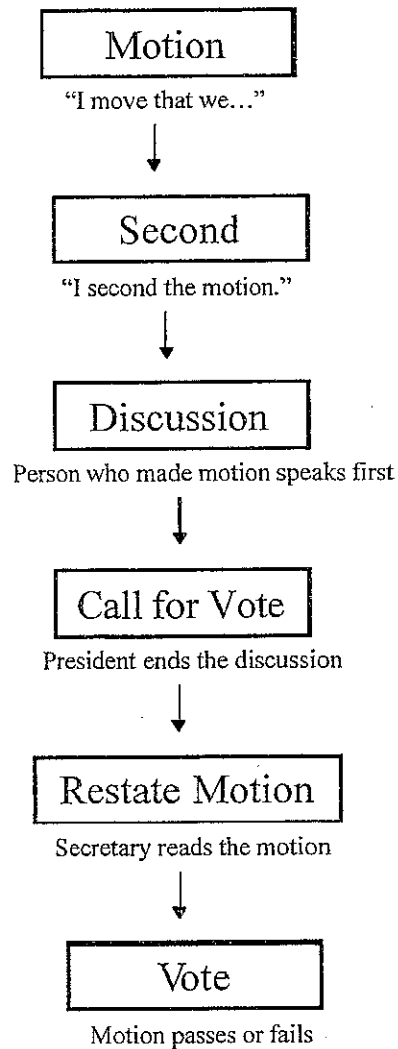
## Checklist for the Vice President

- \_\_\_\_\_ I consult with the president on plans or special work to be done.
- \_\_\_\_\_ I confidently preside at the meeting in the absence of the president.
- \_\_\_\_\_ I work with the leaders and other officers on committees and other group activities.
- \_\_\_\_\_ I introduce the program participants.
- \_\_\_\_\_ I remember to thank the people who are on the program.

# AGENDA FOR A 4-H MEETING

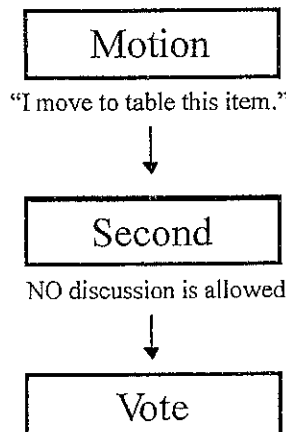
1. Call to Order
2. Flag Pledges
3. Roll Call & Introduction of Visitors
4. Secretary's Report
5. Treasurer's Report
6. Committee Reports
7. Unfinished/Old Business
8. New Business
9. Leader Reports & Announcements
10. Adjournment
11. Follow-up Games & Refreshments

# Basic Parliamentary Procedure



An agenda item can be *tabled* if there is not enough information to make a decision. If a motion is tabled, it should be placed on the agenda for the next meeting.

## To Table an Item:



**Phrases Commonly Used by  
Presidents and Vice Presidents  
When Leading a Business Meeting**

**When calling the meeting to order:**

Tap the gavel three times

*"I'd like to call this meeting of the \_\_\_\_\_ 4-H Club to Order."*

**When asking for the pledges:**

*"Please rise as we have the pledge of allegiance to the American Flag led by \_\_\_\_\_ and the 4-H pledge led by \_\_\_\_\_."*

**When asking for the secretary's minutes:**

*"Our club secretary \_\_\_\_\_, will read the minutes of the last meeting."*

**When approving the minutes:**

*"Are there any additions or corrections to the secretary's minutes?"*

If there are no corrections:

*"Seeing none, the minutes will stand approved as read." (a vote is not necessary)*

If there are corrections:

\*Note the changes in the minutes.

*"The corrections made by \_\_\_\_\_ will be made and the minutes will stand approved as amended."*

**When asking for the treasurer's report:**

*"We will hear the treasurer's report from \_\_\_\_\_ at this time."*

**When approving the treasurer's report:**

*"Are there any additions or corrections?"*

If there are not any changes:

*"Seeing none, the treasurer's report will be accepted as read." (a vote is not necessary)*

If there are changes to the report:

*"The change made by \_\_\_\_\_ will be noted and the treasurer's report will be accepted as amended."*

**When asking for committee reports:**

*"The following committee(s) will present reports..."*

**Old and New Business:**

*"The first (second, third, etc.) order of old (new) business is (see agenda)..."*

**When a motion is needed:**

*"Would someone like to move (not make!) to \_\_\_\_\_."*

It is best to acknowledge the person, once they stand, and have them state the motion clearly. The secretary should be writing the motion made as it is stated by the person moving the motion.

**After a motion has been made:** (Be sure all details are stated, i.e. time, date, place, number, price, who is involved, etc.)

*"Is there a second to this motion?"*

*"It has been moved and seconded to (reread the exact motion as stated earlier)..."*

*"Is there any discussion on this motion?"*

After the call for discussion, acknowledge those who would like to speak on the motion.

It is best to acknowledge the person who presented the motion first. You may limit discussion if you feel the need, as long as both sides have had a chance to speak.

**After all discussion on the motion is finished:**

*"Seeing no more discussion, we will proceed to vote. All in favor of the motion to \_\_\_\_\_ (reread the motion as present and/or amended earlier) \_\_\_\_\_ signify by saying 'aye'."*

*"All opposed signify by saying 'nay'."*

It is best to have members say different signs for easier distinction between votes.

*"Motion (fails or passes)." Tap gavel once.*

**Next item of business...** (repeat)

**To adjourn the meeting:**

*"Is there a motion to adjourn the meeting?"*

*"Is there a second?"*

*"It has been moved and seconded to adjourn this meeting. All in favor, signify by saying 'aye'."*

*"All opposed, say 'no'."*

*"Meeting adjourned." Tap gavel once.*