



**Ohio 4-H**  
*Vice*  
*President's*  
*Resource*  
*Guide*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

Club Name \_\_\_\_\_

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



# Author

**Bonnie Malone**, Extension Educator, 4-H Youth Development, Ohio State University Extension

We are indebted to the co-author of the previous version of this publication, **Janice Hanna**.

# Reviewers

**Audrey Dimmerling**, Extension Educator, 4-H Youth Development, Ohio State University Extension

**Connie Veach**, Program Assistant, 4-H Youth Development, Ohio State University Extension

# References

Adapted from *So you are Vice President of your club...* (2005). Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

*Ohio 4-H Club Officer's Guide—Vice President's Manual*. (1991). Ohio State University Extension.

*Working with Officers and Committees—Ohio 4-H Club Advisor's Guide*. (1986). Ohio State University Extension.

*Ohio 4-H Clubs Advisors Handbook—Club Management*. (2006). Ohio State University Extension, 4-H Youth Development.

*Ohio 4-H Club Officer's Guide—President's Manual*. (1999). Ohio State University Extension.

*The ABC's of Planning Your 4-H Club Programs*. (1984). Pennsylvania State University,

*The Meeting Will Come to Order*. (1993). North Central Regional Extension Publication #228.

*Effective 4-H Club Meetings*. (1999). Ohio State University, Fact Sheet 4H-006.

*Georgia 4-H Vice President Officer Guide*. (2000). University of Georgia.

*Working with Committees—Planning Guide for 4-H Clubs*. University of Illinois Extension.

*Duties of the Vice President*. Adams County Extension, Colorado State University.

*Vice President Record Book*. Sarasota County Extension, University of Florida.

Copyright © 2020, The Ohio State University

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit [caesdiversity.osu.edu](http://caesdiversity.osu.edu). For an accessible format of this publication, visit [caes.osu.edu/accessibility](http://caes.osu.edu/accessibility).

# Vice President

## You are a Leader

Your new position as Vice President enables you to connect with your friends, fellow members, advisors, parents, and your community. You function as the oversight and support person for committees within your club and you have the job of ensuring tasks are getting accomplished at the committee level. You also have the admiration of club members who elected you to guide their club through meetings in the absence of the president.

## Program/Education Committee

As chair of the Program/Education Committee, you are responsible to help your club set goals and plan a program that will meet those goals and fulfill the obligations of a 4-H club.

## Setting Club Goals

Your club will have yearly goals. They may be goods (new club T-shirts), money (donations to a worthy cause), activities (an educational club outing), or community service (through community improvement).

Consider your club program last year and identify areas that could be improved. Also think about new things your club might want to try this year. Use these ideas to help your club set one or two goals for the year. Goals should be specific and measurable. Goals should also encourage participation while meeting the needs and interests of club members.

Examples of club goals:

- Club members will plan and conduct two community service activities.
- The club will get new club T-shirts for all members and advisors.
- All members will complete every project they take.
- Every member will have a parent/guardian participate in at least one club activity.

## Planning Activities for Meetings

1. Survey the members' interests.
2. Select planning committee.
3. Plan the program.
4. Have club approve the plan.
5. Coordinate responsibilities.
6. Evaluate.

# Surveying Members Interests

Try these methods to help your club generate ideas.

**Brainstorming:** Give members a topic, such as community service. Allow members to offer ideas and suggestions. Record ideas generated on a chalkboard or large piece of paper. No evaluation of ideas takes place until the brainstorming is completed. After brainstorming, discuss the ideas and decide which ones the club wants to pursue.

**Survey:** Ask members to answer written, open-ended survey questions. Questions can be placed around the room on posters for members to add

their suggestions or on paper for them to work on individually or in small groups. Examples of survey statements include: “We could help our community by...” and “Just for fun we could...”

**Roll Call:** Ask members to answer roll call with an idea or suggestion for an activity, such as something new you would like to try in the club this year or ideas for a family activity. Encourage creative ideas by stating that no response may be repeated.

## Planning the Program

Yearly club programs should include:

**Balance of activities:** Community service, education, social/recreation, business, and member recognition.

**Who, what, when, and where:** Include date, time, location, what is planned, and who is responsible.

**Member assignments:** Meeting host, demonstrations, refreshments, program responsibilities, etc.

**County-wide activities:** Camp dates, judging dates, quality assurance training dates, fair dates, etc.

**Contact information:** Advisors, officers, other members, and the county Extension office.

The Program/Education Committee needs to present the proposed program to the club for approval. The committee should present their proposal and be willing to make changes based on membership input. Seek club adoption and then develop a club calendar or program booklet to share with families.

## The Club Calendar or Program

Informed 4-H members and families will participate, miss fewer meetings, deadlines and programs, and be a happier 4-H participant. Members with a club program or calendar will be more likely to have a positive 4-H experience.

## Your Final Program

Use this checklist as you finalize your club program for the year.

- Dates, times, and locations of all club meetings, events, and activities.
- Who is responsible for refreshments?
- Member(s) giving demonstrations.
- Dates, times, and locations of important county programs.
- Educational program for meeting or club events and who is responsible for arranging/ conducting.
- Contact information for club advisors, officers, other members, and the county Extension office.

# Working with Other Committees

According to Webster's Dictionary a committee is ... "a group of people chosen to consider, investigate, and report or act on some matter or cause." As vice president, you work with all standing and special committees. This is a very important role. You will keep track of what each committee is planning, to make sure there is no duplication of programs or overlap of dates and times. You will also monitor committee discussions to assure that the plans being made support the club goals for the year and are not in conflict with the approved club program.

Standing committees are committees that the club has every year. Standing committees should be listed in the club's bylaws. Standing committees may include fundraising, program/education, educational outing, etc.

Special committees are committees which are formed to perform a specific task, plan a specific program, or handle a specific problem. Rules for how special committees are set up may be in the club's bylaws.

## The Value of Committees

Committees can help the 4-H club function effectively and they let everyone get involved. Committee membership need not be limited to club members. Parents and club advisors may also be appointed to help plan and supervise various club activities. Adults on committees need to understand that their role is as an advisor to the group. The committee makes recommendations and plans.

Some individuals who will not accept responsibility alone may be willing to work with others on a committee. Serving on a committee can give members a chance to "grow into" responsibility, which will help them develop leadership skills.

## Committee Membership

Committees may be appointed by the president or may be named from volunteers. Committee chairs may be named by the president or by the committee. As vice president, you will coordinate the work of all committees, but you should not serve as the chairman of every committee.

The number of members needed on a committee depends on the tasks assigned to the committee. Too few members and the workload may be too great. Too many members make it difficult to get anything accomplished.

## Other Duties

### *Introducing a Program or Presenter*

One of the duties of the vice president is to introduce programs and presenters. Introductions should include the program or presenter's name, a little background about the program or presenter, and the title or subject matter of the presentation. Members giving demonstrations should also be introduced before their presentation.

## Sample Introductions

“Lynn Oakland is our club’s guest speaker this evening. He is president of the county Audubon Society. Tonight, he will speak to us about purple martins. Please join me in welcoming Mr. Oakland to our club.” (Start applause—it fills the time while the speaker comes forward.)

“Anna Green is a second-year 4-H member. She is enrolled in the breeding rabbit project. Her demonstration will teach us how to properly show a rabbit.”

## *Thanking a Presenter*

Thank-you speeches should be 30 seconds to 1 minute in length. Listen to the speech for worthwhile qualities and express thanks for one or two of the following: the speaker’s thought, preparation, useful information, special news to the group, or time taken for a long journey to your meeting.

### Thank-you Sample

“We would like to thank Mr. Oakland for the interesting program about purple martins. It has been especially intriguing to learn about the community these birds develop. We are glad that you could take the time out of your busy schedule to come to our meeting.” (The vice president should shake hands with the presenter as part of the thank you.)

It is also a good practice to follow up a verbal thank you with a written one. The club secretary (or corresponding secretary) should be given the contact information and instructed to send a thank-you note.

## Finishing Up the Year

- Evaluate the effectiveness of club programs.
- Make a list of suggestions for next year’s vice president.
- Suggest programs for next year.
- Place your completed *Vice President’s Record Book* in the club permanent records.

# Filling in for the President

The vice president must be prepared to fill in for the president on short notice. A working knowledge of how a meeting should be conducted is vital to the success of a chairperson. Work with the president and advisor throughout the year to assure that you are ready to assume the duties of the president.

## Order of Business for a 4-H Club Meeting

1. Call to order
2. Pledge of Allegiance and 4-H Pledge
3. Roll call and introduction of visitors
4. Minutes of the previous meeting
5. Reading of communications
6. Treasurer's report
7. Other officer's reports
8. Reports of standing committees
9. Reports of special committees
10. Unfinished business
11. New business
12. Advisor's report and announcements
13. Adjourn the business meeting
14. Program (speaker, demonstrations)—may be placed after roll call
15. Recreation and/or refreshments

## Basic Parliamentary Procedure

Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. The four main objectives of parliamentary procedure are to discuss only one item at a time, show courtesy to everyone, abide by the rule of the majority, and respect the rights of the minority.

### *Main Motion*

Used to get group approval for an action item.

1. A member wanting the club to make a decision raises their hand.
2. The chair calls on the member.
3. The member presents the motion by saying, "I move ..." (NOTE: It is improper to present a motion by saying, "I make a motion...")
4. Another member seconds the motion. (A second is required to assure that more than one person is interested in the motion.)
5. The chair restates the motion and calls for discussion. (Discussion allows members to express their opinions and helps members consider all aspects of the motion.)
6. Following discussion, the chair calls for a vote. (Voting assures that over half the members voting want a motion approved.)

## Example of a Main Motion

1. The chair says, "Is there any further new business?"
2. Sydney has an item she wants to discuss, so she raises her hand and sits quietly until the chair calls on her.
3. Sydney then says, "I move that the club donate 5 dollars per member to the Extension office from the club treasury."
4. Ethan says, "I second the motion." (The person seconding the motion may do so without being called on by the chair.)
5. The chair says, "It has been moved and seconded that the club donate 5 dollars per member to the Extension office from the club treasury. Is there any discussion?"
6. Members raise their hands and wait to be called on by the chair to discuss the motion.
7. Following discussion, the chair repeats the motion and calls for a vote, "We shall now vote on the motion that the club donates 5 dollars per member to the Extension office from the club treasury. All those in favor say, 'aye.' All those opposed say, 'nay.'" Motion passes (fails).

If the chair is unsure of the voting results, he/she may call for another vote with a show of hands or by having the members rise to vote.

## *Amendment*

Used to change the wording of a main motion. The wording may be changed by inserting words, striking out words, striking out and inserting words, or by adding words.

1. During discussion of a main motion, a member who thinks the wording of the motion needs changed raises his/her hand.
2. The chair calls on the member.
3. The member presents the amendment by saying, "I move we amend the motion by inserting the words ..." or "I move we amend the motion by striking out the words ...", etc.
4. Another member seconds the amendment.
5. The president restates the amendment and calls for discussion.
6. Following discussion, the chair calls for a vote.
7. If the amendment passes, the chair calls for discussion on the motion as amended.
8. If the amendment fails, the chair calls for further discussion on the original motion.
9. The chair then calls for a vote on the motion as amended or the original motion (if the amendment failed).

## Amendment Example

1. During discussion on the main motion to donate 5 dollars to the Extension office from the club treasury, Aubrey raises her hand and is called on by the chair.
2. Aubrey says, "I move to amend the motion by striking out the words, 'from the club treasury' and adding the words, 'with profits from the bulb sale.'"
3. Alex says, "I second the amendment."
4. The chair says, "It has been moved and seconded that we amend the motion by striking out 'from the club treasury' and adding 'with profits from the bulb sale.' Is there any discussion on the amendment?"
5. Following discussion on the amendment, the chair repeats the amendment and calls for a vote, "We shall now vote on the amendment to strike out 'from the club treasury' and add 'with profits from the bulb sale.' All in favor say 'aye.' All opposed say 'nay.'" Amendment passes (fails).
6. If the amendment passes, the chair says, "Is there any discussion on the motion as amended that the club donates 5 dollars per member to the Extension Office with profits from the bulb sale?" The motion as amended would be voted on after discussion.
7. If the amendment fails, the chair says, "The amendment fails. Is there any further discussion on the motion that the club donates 5 dollars per member to the Extension Office from the club treasury?" The original motion would be voted on after discussion.

## Referring to a Committee

Referring a motion to a committee is used to give an item of business to a smaller group from the club to find out more information or to work out details. The motion should include how many members should be on the committee, how the members are selected, when they report back, and if they have the power to act or if the club must vote on their recommendations.

### Example of Referring to a Committee

1. During discussion on a motion to go to Cedar Point, Jayden raises his hand and the chair calls on him.
2. Jayden says, "I move to refer the motion to go to Cedar Point to a committee of five volunteers to report back at the next meeting."
3. Emma says, "I second the motion."
4. The chair says, "It has been moved and seconded that the motion to go to Cedar Point be referred to a committee of five volunteers to report back at the next meeting. Is there any discussion on referring the motion to a committee?"
5. Following discussion on referring the motion to a committee (NOT on the main motion), the chair repeats the motion and calls for a vote, "We shall now vote on referring the motion to go to Cedar Point to a committee of five volunteers to report back at the next meeting. All those in favor say 'aye.' All those opposed say 'nay.' Motion passes. Are there any volunteers to serve on the Cedar Point committee?"
6. The chair picks five volunteers and instructs them to gather information and report to the club at the next meeting.
7. If the motion to refer to a committee failed, the chair would say, "Motion to refer to a committee fails. Is there any further discussion on the motion to go to Cedar Point?" The motion would be voted on after discussion.

## Adjournment

Adjournment is the process used to end a meeting.

If no motion is on the floor, a member may be recognized and say, “I move we adjourn the meeting.” A second is required. The chair repeats the motion and then takes the vote.

If a motion is on the floor and a member moves to adjourn, the motion still requires a second, but whether or not to adjourn must be discussed before the vote.

The vice president needs to be prepared to take over as chair of a meeting at any time. If the president is absent or wants to vigorously discuss a motion, the vice president will serve as chair.

## Planning a 4-H Club Yearly Program

All 4-H clubs should prepare a program of activities for the year. The club program should include the following components:

- All business meetings scheduled for the year.
- The location and time for each meeting.
- At least one community service project, where the club does something without expecting anything in return. A club’s community service program should involve more than just giving money.
- Demonstrations presented by every member, including Cloverbuds. Cloverbuds may present to the entire club or to their group only.

## Additional Requirements for Clubs

4-H clubs should also have:

- Accurate secretary and treasurer’s reports given at every meeting.
- Annual evaluation of the club constitution and bylaws. If your club does not have a constitution or bylaws, contact the Extension office for materials on developing a constitution.
- Members are encouraged to complete all projects.
- Maintain club permanent records, including the completed secretary’s book, treasurer’s book, news reporter’s notebook, a copy of the club program, and other items of interest. Items should be maintained for at least three years.
- An educational program planned and directed by the vice president and committees assigned to assist.

## Components of a 4-H Meeting

Most 4-H club meetings consist of three parts:

**Business.** In the business meeting, members share ideas, plan activities, and make decisions together. Members learn how to use basic principles of parliamentary procedures. Most of the meeting agenda is dedicated to the business meeting. (15-20 minutes)

**Educational Program.** The second part of the meeting is the educational program. It may be a speaker, a film, a field trip or tour, demonstrations, or a project work session. This is an important component of a club meeting. This portion of the meeting is the responsibility of the vice president and committees assigned to help. (40-60 minutes)

**Recreation and/or Refreshments.** Recreation and social time provide members an opportunity to talk, catch up on personal happenings, and to have fun. (15–20 minutes)

# Running an Effective Meeting

Review these suggestions for facilitating an effective meeting.

- Prepare an agenda prior to the meeting.
- Start on time. Tap the gavel to begin the meeting on time, whether or not everyone is there. If the president is late, the vice president should start the meeting.
- End on time. If your meeting has a specific ending time, make sure you adjourn the business meeting in time for the program and recreation/refreshment components.
- Make sure the meeting room is ready.
- Display the American and the 4-H flag.
- Conduct meetings in an orderly and business-like manner.
- Vary the response to roll call.
- Make sure officers and committees are doing their jobs.
- Make the business meeting short and to the point.
- Do not allow discussions to drag on too long. Call for the vote if this is the case.
- Have as many members as possible participate.
- Use a gavel and good parliamentary procedure.
- Members may not speak unless called on.
- Arrange chairs in a circle. Avoid back rows whenever possible.
- When your meeting ends, straighten up the room. The meeting room should be as neat and clean as it was when your club arrived.
- Always be courteous.
- Communicate upcoming events, dates, and responsibilities.
- Set behavior standards early in the year.
- Set goals with the club and work diligently to reach them.
- Don't be afraid to try something new or vary your club's traditional activities.
- Work closely with your club advisors.
- Encourage family participation.
- Make sure members, not adults, are running the club. Always seek advice from adults.

## Reminders for Chairs

- Always remember to restate the motion clearly before discussion and before voting.
- Make sure all motions have a second. If a motion does not receive a second, it dies.
- Entertain only one main motion at a time.
- The member who presents the motion should be allowed to discuss first.
- A member should not be allowed to discuss a motion twice until everyone has had the chance to discuss once.
- When voting, the chair only votes in case of a tie. (If the chair chooses not to vote in a tie, the tied motion fails.) When the chair votes, it may be by secret ballot.
- If the president wants to support or oppose a motion vigorously, he/she should turn the meeting over to the vice president or another member until the vote is taken.
- Members do not have to vote if they choose not to. Nor do they have to serve as an officer or committee member. Members have the right to decline all nominations.
- Making or seconding a motion does not necessarily mean the member favors the motion, but only that they want the motion on the floor for discussion.

## Recommended Resources

Consider purchasing the booklet, *384R Parliamentary Procedure Pocket Guide*, from your local Extension office or [extensionpubs.osu.edu](http://extensionpubs.osu.edu).



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.

**ohio4h.org**

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.