



4-H Officer Training

*A two-part webinar series to refresh and update
your local 4-H officer trainings
February 7, 2019 - Part I*

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Amy

4-H Officer Training

February 7- Why Officer Training is Important, Elections, Roles of Officers, Officer Installation, Officer Publication

February 21- Officer Training, Empowering the Officer Team, Parliamentary Procedure, Parts of a Meeting

****Webinars will be recorded and posted for viewing at a later date****

<https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html>

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Officer Training Philosophy

- ☘ Officer trainings are encouraged and are typically held in the fall (Oct-Nov)
- ☘ Officer trainings may be presented in a variety of ways
- ☘ Face-to-face training provides a major advantage over other delivery methods.



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- ☘ Should local Extension offices offer annual officer trainings for 4-H club/council officers? This has been debated hotly through the years. Some offices do annually, while others have eliminated officer trainings.
- ☘ It is our thinking that officer trainings are positive in nature providing many benefits, and are worth the time, work and resources needed to present them annually to county/district officers.

Importance of Officer Training

- ✿ To teach officers their specific officer responsibilities.
- ✿ To reinforce concepts for members who have been officers previously.
- ✿ To build teamwork and trust in the club officer team, which leads to a more effective and successful year.
- ✿ To demonstrate a successful club meeting.
- ✿ To give officers a chance to learn from each other through asking questions and discussing the characteristics of their club's meetings, activities and members.
- ✿ To allow members to get to know 4-H'ers from across the county/district.

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Successful Officer Training

- ✿ Preparation is key: Facilitators must be competent in leadership and specific officer skills.
- ✿ Enthusiasm is contagious and starts with the agents/volunteers.
- ✿ Take advantage of parent/volunteers in attendance by offering a hands-on session based on their needs.
- ✿ Use several types of teaching methods, such as hands-on activities, visual aids, handouts, etc.
- ✿ The goal is for officers to understand their roles in the club and how the officer team needs to work together to accomplish the club's/council's goals.

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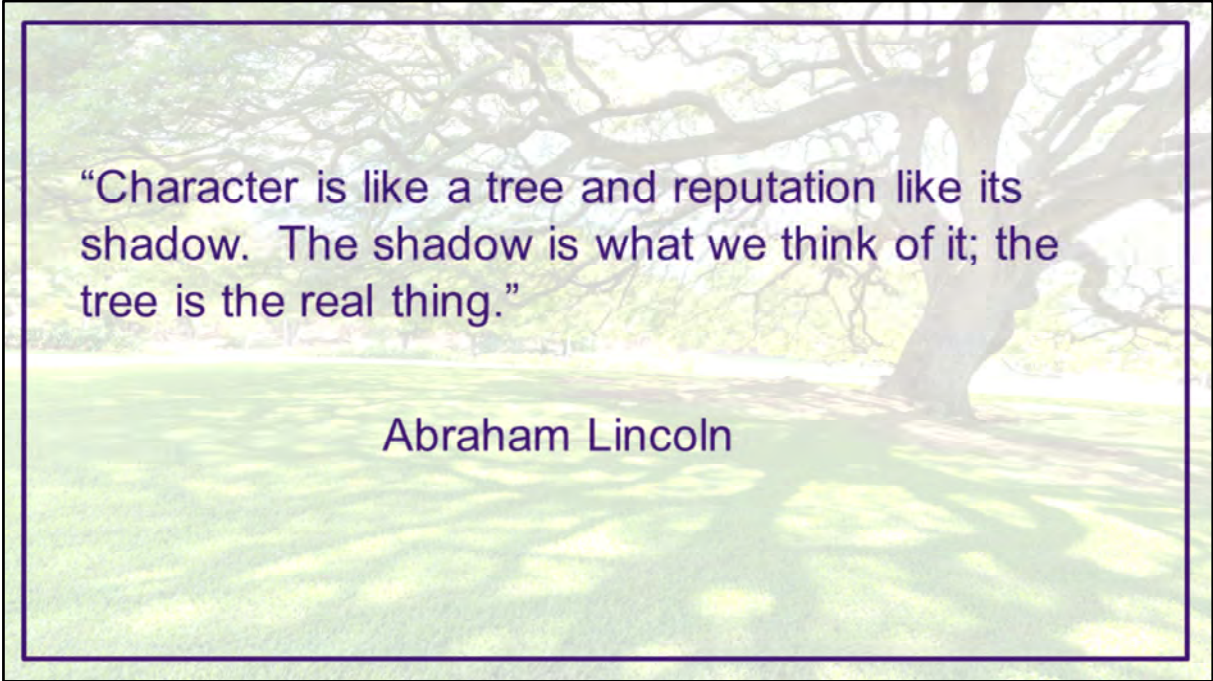
Officer Elections

Elections that are fair and that offer an opportunity for all members to have an equal chance to run for an office and to be elected must be a cornerstone of any 4-H club. Care must be taken to make sure that a process is in place and followed to ensure that club elections are inclusive and trustworthy.

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“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”

Abraham Lincoln

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Running for Office



- ✿ Elections are not a popularity contest
- ✿ Offices require commitment of time and leadership
- ✿ Consideration should be given prior to running for office

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Running for a club/council office is not a popularity contest. It involves a considerable commitment of time, energy and resources to be an effective officer. Those youth running for office should take the responsibility seriously, giving it thought prior to running for office.

Nominations of Office

1. Nominations from the floor
 - Often used by smaller clubs at the time of the election
2. Nominations by nominating committee
 - Often used by larger clubs, done ahead of time and presented at the election
3. Nominations by written application (must be filled out ahead of time)
 - Often used by larger clubs, done ahead of time, completed by the nominee(s) before the time of the election

Clubs that use #1 or #2 generally allow members to self-nominate or be nominated by other members at the time of the election.

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Nominations of Office

- ✿ Nominations may be closed by a motion requiring a two-thirds vote, or if there are no further nominations, the president may declare them closed after a reasonable time or pause.
- ✿ The president might ask, "Are there any more nominations? Are there any more nominations? Are there any more nominations? Being none, the nominations are closed." By asking three times, it gives a reasonable time for the membership to consider if there are additional nominations.

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Nominations of Office

- ✿ Nominations do not need to be seconded.
- ✿ Nominations do need to be accepted by the member nominated.
- ✿ It is encouraged for nominees to give a short speech on qualifications and desire to run for each office.
- ✿ A motion to close nominations (if used) requires a second, cannot be debated and requires a two-thirds vote, because it deprives members of one of their rights.

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Elections and Voting

- ☘ Officers should be elected by written ballot. Elections should NOT be conducted by having the members close their eyes and raise their hand with someone else counting the votes.
- ☘ If using a nominating committee, the "officer slate" should permit/include a voting member to "write in" the name of a new candidate if he or she does not approve of the selected nominees.



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- ☘ Officers should always be chosen by written ballot, even if the constitution/bylaws do not so state. Such voting makes for independence of choice, as well as secrecy of choice. That is the cornerstone of fair elections that are inclusive and trustworthy.
- ☘ Elections should never be conducted by having the members close their eyes and raise their hand with someone else counting the votes.
- ☘ Generally, the "officer slate" should permit a voter to write in the name of a new candidate if he or she does not approve of the selected nominees. This prevents a nominating committee from having restrictive control of candidates.

Elections and Voting

- ✿ Voting should continue until a majority vote (50%, plus one more vote) has been received by one candidate. No name should be removed from the list – even though one or two should obviously be out of the running – unless the nominee chooses to withdraw.
- ✿ This could mean that voting may take more than one ballot for each office.



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Elections and Voting

- ✿ Officers may be elected one at a time or all at one time. Follow your bylaws.
- ✿ Electing officers all at one time saves time, but prevents opportunities for members to run for other offices.
- ✿ The president announces each office and nomination(s), with the vote then taken by written ballot. Those not elected could be nominated for a later office, if the bylaws allow for this.

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Elections and Voting

- ✿ Elections should be conducted with the highest office first, e.g., president, vice president, secretary, treasurer, parliamentarian, reporter, historian, song leader, recreation leader, etc.
- ✿ The president appoints members/leaders to collect the ballots and always asks if all members have voted before directing the count to be made. Adults never vote in an officer election.
- ✿ Even if there is only one nominee for each office and none is added from the floor, the vote is taken separately on each office.

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Elections and Voting

- ✿ The president always has the privilege to vote by ballot and should vote at the same time as other members, but cannot vote a second time to break a tie.
- ✿ While it is the duty of every member to vote, he or she cannot be compelled to do so unless the bylaws so state.

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Questions

Time should be given to answer specific questions that participants may have during nomination, election and voting process.



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Roles of Officers

Each individual 4-H Club Officer has responsibilities detailed in their specific officer handbook, by club constitution and bylaws and/or by club tradition.

Some of the major officer responsibilities are seen on the following slides:



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Beth

This slides do not contain an exhaustive list but the most common understanding of officer responsibilities.

President's Responsibilities

- ✿ Talk with the leaders and other officers to prepare for each meeting.
- ✿ Tell the leader and vice president well in advance if you are not going to be at a meeting.
- ✿ Conduct the business meeting according to parliamentary procedure and in a considerate and fair manner.
- ✿ Encourage everyone to participate in the meeting.



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The President sets the tone for your meetings and the entire 4-H Year!

President's Responsibilities Cont.

- ✿ Make sure everyone gets the chance to serve on a committee at some point during the year.
- ✿ Delegate responsibilities rather than try to do it all yourself, so members feel more a part of the club.
- ✿ Attend as many 4-H meetings and activities as possible and be prompt and enthusiastic.
- ✿ Represent your club at other meetings and events.

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Vice President Responsibilities

- ✿ Assist the president on plans or special work to be done.
- ✿ Preside at the meeting or represent your group at other events in the president's absence.
- ✿ Work with the leaders and other officers on committees and other group activities.
- ✿ Serve as chair of the program committee to help plan club meetings and activities.

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Vice President Responsibilities Cont.

- ☘ Check with those putting on the program to see if they are ready or need any help.
- ☘ Introduce program participants, thank program participants following the program and ask the secretary to send the presenter a thank-you note.

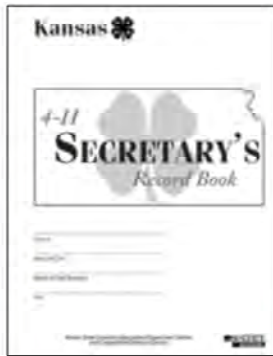
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Secretary's Responsibilities



- Discuss items of business with the leaders and the president.
- Inform the president of unfinished business.
- Sit next to the president during the business meeting.
- Inform the president and leader if you are going to be absent.
- Work cooperatively with all other officers.
- Call roll and keep an accurate record of attendance.

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Secretary's Responsibilities Cont'd

- ✿ Read minutes of the previous meeting and make any necessary corrections.
- ✿ Take accurate notes of the events of each meeting.
- ✿ Assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- ✿ Read correspondence directed to your group and write letters for the club.



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Secretary's Responsibilities Cont'd

- ✿ Maintain a record of all officers and committees in the secretary's record book.
- ✿ Cooperate with the reporter by providing information needed to prepare articles for the newspaper.
- ✿ Use the notes you take at each meeting to write minutes of meetings for the secretary's book.

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Treasurer's Responsibilities

- ✿ Go to the bank with the Club Leader to update the signature card.
- ✿ Don't spend any money without club approval. A motion to pay a bill should be passed and recorded in the minutes.
- ✿ Write checks for all expenditures. Do not pay bills with cash. Do not do business by online or internet banking. Have a bill and get a receipt.
- ✿ Deposit all money in the bank as soon as possible.
- ✿ Keep club money and your own money separate. Don't use club money for yourself. There may be legal consequences.



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While internet banking is very popular, at this point Kansas 4-H is not to be involved in banking in this way.

Treasurer's Responsibilities Cont.

- ✿ Use the 4-H Treasurer's Record Book to keep your records.
- ✿ Keep all bills and receipts, and all other information.
- ✿ Prepare a budget to guide the club. Communicate to the club its financial position.
- ✿ Provide the following information for the 4-H club "financial review" committee:

Club Budget	Treasurer's ledger report (check register)
Financial Institution Statements (bank statements)	Bills for all expenses
Cancelled checks and deposit slips	Receipts of all income
- ✿ Have club "financial review" committee send "Financial Review Report" to the county/district K-State Research and Extension office by November 1.

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Recreation Leader Responsibilities



- ✿ Make recreation an important part of your club's meetings.
- ✿ Prepare a variety of games/activities for each meeting and lead them.
- ✿ Teach your fellow club members how to learn from teamwork activities.
- ✿ Encourage everyone to participate.
- ✿ Be sure all members have FUN!

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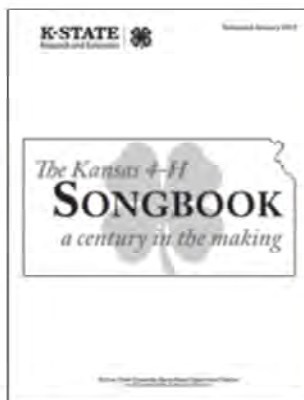


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The Recreation Leader is charged with infusing spirit and fun in the 4-H Club

Song Leader Responsibilities

- ✿ Lead the group in singing at each meeting and, when requested, at special events.
- ✿ Teach the club new songs.
- ✿ Create a feeling of friendship, teamwork and 4-H spirit at club meetings through the use of music.
- ✿ Help club members to show their enthusiasm, use their energy for fun and enjoy the group meetings by singing together.

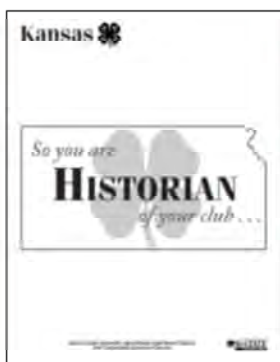


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Historian Responsibilities



- Keep a record of the club's accomplishments and activities for the year.
- Collect items such as pictures and news clippings about the club and its members.
- Organize a scrapbook to tell the club's story for the year. Make the scrapbook meaningful and permanent to members and future members.

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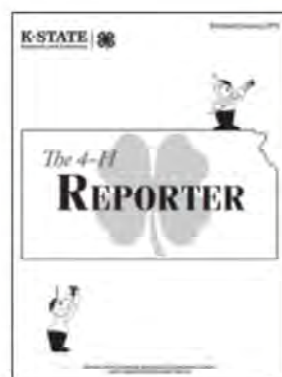


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Many digital resources are available on the market that allow for designing a scrapbook online and having it professionally printed.

Reporter Responsibilities

- ✿ Visit local newspapers, and radio and television stations to learn about their requirements for submitting news.
- ✿ Become familiar with the "how to's" of news writing.
- ✿ Submit interesting reports and pictures of club activities, members and leaders to local newspapers, and radio and television stations.
- ✿ Report club news to the local Extension office for the local 4-H newsletter or for the local 4-H website.



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Both the reporter and the historian will want to work with the secretary to insure accuracy of what they are reporting or archiving. Reporters and Historians and others taking photos for the club need to be sure there is a photo release for those in the photos. This officer may also want to take advantage of social media and the benefits of reporting on such platforms.

Additional Officer Roles and Responsibilities

In addition to those specific responsibilities, officers have other leadership responsibilities to strengthen their 4-H Club meetings, activities and educational environment.



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Responsibilities for all 4-H Club Officers

- ✿ Work with the club members and other officers at the beginning of the 4-H year to set goals for the club.
- ✿ Get to know ALL of the members in your club.
- ✿ Arrive EARLY to meetings to assist with chairs, unloading, set-up...
- ✿ INVITE friends and acquaintances to join your club.
- ✿ Help potential members/visitors feel WELCOME.



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Responsibilities for all 4-H Club Officers Cont.

- ✿ WELCOME new members to the club and introduce them to others in the club.
- ✿ Attend your meetings and activities regularly.
- ✿ Let your fellow officers and club leaders know if you will miss a meeting.
- ✿ Follow up with other officers after if you miss a meeting or activity.

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Officer Installation

- ✿ [Kansas 4-H Ceremonies](#)
- ✿ [Nebraska installation ceremony examples](#)
- ✿ [Texas 4-H Officer Installation \(pdf\)](#)
- ✿ [Illinois 4-H Club Resources & Ceremonies](#)



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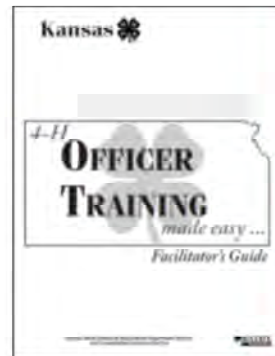
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Officer Publications

- ☘ Kansas publications:
<https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html>
- ☘ [4-H Officer's Handbook](#)
available from National 4-H



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Diane

Thank You

Next webinar:

February 21- Officer Training, Empowering the Officer Team,
Parliamentary Procedure, Parts of a Meeting

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Diane