



PRESIDENT

Being elected president of your 4-H Club is indeed an honor. In addition to being an honor, it is also a responsibility - one that requires much time and effort.

Upon being elected, one of the first things to do is check with leaders, agents and former officers to learn what your authority, duties and responsibilities are.



One of the main responsibilities of the president is to be the leader of the officers and the committees. The president should be an executive - organize the work, assign tasks, then check to see that the tasks are successfully completed. The progress of an organization is usually directly related to the efficiency of its officers and committees.

An organization is very much like a baseball team. The president is the coach, directing the action. Officers and committee chairmen are the pitchers and the catchers. The other members have their assigned committee tasks, just as each player is assigned the job of infielder or outfielder on the baseball team. The more people you get to play, the better your organization will be.

Your Opportunities

Club Program:

1. Meet with other officers and leaders to plan club objectives and the program for the year and to divide the work and responsibilities.
2. Plan the club program for the year with other officers and leaders to fit the parish program.
3. Help officers and members plan worthwhile programs to reach the objectives.
4. Allow time for officers and members to report or complete their jobs.
5. Work closely with adult leaders, junior leaders, and extension agents.
6. Learn abilities and capabilities of individual members and then utilize this information in making committee assignments or planning demonstrations.



7. Let program participants know before the meeting that you are going to call on them.
8. Ask for reports from officers and committees.
9. Represent your club at parish meetings and events or designate someone to do it.
10. Have an agenda for each meeting. This should be planned ahead of time with the help of the other officers and leaders.
11. Set a good example of sportsmanship, leadership, citizenship and cooperation.
12. Arrange to have the vice president take over in your absence.
13. Make contacts with other youth groups, such as F.F.A., Scouts, church groups and others.
14. Make contacts with other 4-H Clubs.
15. Make contacts with community civic, social, and spiritual groups.

At the Meeting:

1. Arrange the American flag to be at your right and the 4-H flag to your left.
2. Preside at all meetings. Use a gavel as a symbol of your office.
3. Rise when opening the meeting, calling for a vote, announcing a decision or making a speech. At other times you may remain seated.
4. Start and stop on time and keep the program moving.
5. Follow the prepared agenda which lists things that should be done.
6. Conduct meetings according to approved procedure. Know how to handle emotions.
7. Announce the results of all votes.
8. Try to have as many members participate as possible.
9. Keep order. Be courteous but firm.
10. Greet and introduce guests, visitors and speakers or assign someone this responsibility.
11. Check with participants prior to the meeting. Be sure to thank them afterwards.
12. Conduct the election of officers.
13. Encourage younger members to take part.
14. See that committees act and report.
15. Obey the will of the majority.
16. Remember, club meetings are to help members have a good time and, at the same time, learn something worthwhile.
17. Vote in the case of a tie.
18. Approve payment of accounts, on action by the club.

President reminders

- You are in charge during the 4-H Meeting. You must keep order. Make sure you are prepared and have a copy of the “4-H Meeting Guide” to serve as your guide. Keep a copy of the 4-H meeting guide in a sheet protector in your folder.
- Stand each time you speak. By standing, you command the group’s attention.
- Always start the meeting on time and check the clock or your watch to be sure it ends on time also.
- President makes sure that non-officer members have been selected for the following items BEFORE the meeting begins:
 - Pledge of Allegiance
 - 4-H Pledge
 - Motion to approve minutes
 - Second to minutes motion
 - Old business – any 4-H school event from the past month counts
 - New business – any 4-H or school event upcoming counts (birthdays could be added here each month)
 - Motion to adjourn meeting
 - Second to adjourn meeting
 - (if you have too many meeting parts and run out of non-members to read them, the officers can be included.)



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LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES

One entry per club for each officer position

President's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is complete.

Vice-President's Notebook

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day. The record book must include community service and/or service-learning activities for this school year, listed by month, including a summary of activities.
3. Include service activities of the club, give details of each activity using the forms in the Vice-President's Booklet.

Secretary's Minutes

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Treasurer's Report

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Reporter

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

Program Leader's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

TIPS FOR 4-H PRESIDENT

- Be aggressive, ask questions and find out as soon as possible what your specific responsibilities as Club President will be.
- Meet with the other officers and your leader a day or so before the regular 4-H Meeting to plan the meeting program and to get all reports and other business in order.
- It is wise to arrange who will lead the pledges, who will make and second motions, and who will be called upon for old and new business before the meeting begins.
- You are in charge during the 4-H Meeting. You must keep order. Make sure you are prepared and have a copy of the “4-H Meeting Guide” to serve as your guide.
- Stand each time you speak. By standing, you command the group’s attention.
- Always start the meeting on time and check the clock or your watch to be sure it ends on time also.
- Complete the Annual 4-H President’s Report form and enter it at Achievement Day.
- A good reminder is to give a copy of your meeting plans to your leader and the Vice-President a few days before your meeting. If for some reason, you are absent the day of your 4-H meeting, someone else can take over.