



So you are

VICE PRESIDENT

of your club . . .



Tips for Being a Good Leader

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!!!

Congratulations! Now that your club has elected you as vice president, you, and all other officers of your 4-H club are representatives. As a 4-H Club officer, you represent not only your club, but also the 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent Kansas 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at 4-H events.

Vice President Job Description:

- Check with 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.
- 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.
- Work with the club at the beginning of the 4-H year to set goals for the club.

To Introduce a Program/Presenter

You will want to include:

1. The presenter's name
2. A little about his or her background
3. The title or subject matter of the presentation

A good example:

Lynn Oakland is our club's guest speaker this evening. He is one of our city firemen and 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.)

An example of a demonstration introduction is: *Anna is a second-year 4-H'er enrolled in the recreation project. Her demonstration tonight is titled "Take a Walk for Health."*

To Thank 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:

1. Thought
2. Preparation
3. Useful information
4. Special news to the group
5. A long journey to your meeting

A good example:

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.

It is also good practice to thank your fellow club members when they present a talk or demonstration. Doing this represents communication, one of the important life skills we learn in 4-H. It also shows encouragement and support for others.

Helping Your Club Plan Meetings

One of your main roles as the vice president is to help your club plan meetings and goals. If you involve all the members of your club in program planning, you will find that more members will be actively involved in making your programs work. This will help make everyone in your club more enthusiastic about coming to meetings.

To do this, your group must first agree on some things you would like to accomplish. These accomplishments are called goals.

In identifying group goals, you must incorporate individual members' goals. Members, parents and leaders all have ideas about what they would like to accomplish during the year, and they need a chance to express them. Determine the best way to survey your group with help from your fellow officers and leaders.

Setting Club Goals

Begin with the End in Mind

Goals are the end results that individuals, families, or community organizations are willing to work toward. In simple terms, goals are the bottom line. They may be goods, money (relief supplies or cash donations for victims of a storm), activities (a community dinner), or something less material (a better way of life).

Goals develop from values — our ideas about what is important and worthwhile.

Idea-gathering exercises

(choose one to use for your club)

Sharing ideas

Tape a large piece of paper to the wall. As people arrive, ask them to write at least one

thing they would like to do in their 4-H club meetings during the year. Using markers or crayons in many colors can make it a more enjoyable activity.

Fishbowl

Ask for a few club members (about six) to sit in a circle of chairs in the middle of the room and talk about things they would like to do or accomplish in 4-H. Be sure the members in the fish bowl range in age and interests to get a better idea of what the whole club wants. Other club members and parents can stand in a circle around this small group and listen to what is being said. Only the people in the circle talk. Any other member who wants to participate in the conversation must tap one of the people in the circle on the shoulder and take that person's place in the fishbowl. Appoint someone to record what is being said for the planning committee.

Brainstorm

An activity similar to the fishbowl is brainstorming. Let members divide into groups of five or six. Each group has 10 minutes to write down ideas for everybody to see. It is very important that members should not evaluate or criticize the statements of others during the brainstorming. The purpose of this activity is to generate as many ideas as possible. Groups should be creative! List ideas on large sheets of paper. Afterward, discuss the possibilities and eliminate those that do not meet the club's needs. Vote on remaining alternatives and have someone record the list of goals.

Rank order

When possible ideas are recorded from the above activities, look over the list and discuss pros and cons of each one as a club. Each member then privately ranks (numbers in order of choice — 1, 2, 3, 4 ...) his or her top goal choices. Tally the results, discuss goals selected and record them.



"Whatever you are, be a good one."

~Abraham Lincoln



*Leadership is
the art of getting
someone else to
do something you
want done because
he wants to do it.*

*~Dwight D.
Eisenhower*

Planning Activities for Club Meetings

1. Survey the members' interests
2. Select planning committee
3. Plan the program (guest speaker, project talks from members, field trip, club tour, parents' club presentation, etc.)
4. Have the club approve the plan
5. Coordinate responsibilities
6. Evaluate

When your club has agreed on activities for the year, members need to make lists of all the things that must be done to make each activity work.

Assign specific members, leaders or parents to be responsible for each part. Planning alone is not enough to make a successful 4-H program. To accomplish this, check with the people who have specific tasks to see that plans are being carried out. At the end of each meeting allow some time to find out what members thought. At the end of the year ask your club to look at your total program and note ideas for the next year's planning committee.

For example, a club may decide to make valentine cards for elderly residents of a long-term care facility for Valentine's Day.

Their list of tasks might include:

- buy paper, doilies, paste or glue, scissors, markers, etc.
- contact the care facility to get their approval and to obtain a list of residents who would like to have a visitor and a valentine.
- organize enough cars to transport members to the care home.
- find patterns for the valentines and designate someone to give directions during the time they are being made.
- find out how many people will be attending and work with the car organizer to make sure everyone has a ride.

Making Group Action Decisions

In the four steps listed here, a group action decision-making process is described. Use this model to consider how your club can fit its goals and actions into the steps.

Goal: To make it easier to give demonstrations and illustrated talks at club meetings.

1. Identify the goal to be achieved or the problem to be solved.

"The club needs to purchase a new easel for project talks and demonstrations. We have budgeted \$105 to find the best quality and most cost-effective easel to suit our club's needs."

2. Obtain information and examine possible courses of action.

"Locally, easels cost between \$20 and \$125. Out of town, easels cost between \$10 and \$100. Should we give business to local merchants or buy a more cost-effective one from an out-of-town merchant?"

3. Consider the consequences of each alternative.

"Local merchants sponsor our club during our fund drives and always allow us to put up fliers in their windows. Buying from an out-of-town merchant will help us to keep within our budget for the easel while still getting a high-quality one."

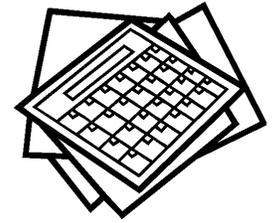
4. Select the best one.

"Because we rely on the generosity of our local merchants, we will purchase the highest quality easel that is within our budget locally."

Note: Be sure to follow parliamentary procedure when making group decisions.

Sample Club Calendar

Note: Each club's activities should support the project(s) taken in the club as well as county and state events. So, a horse club's activities will vary greatly from an environmental club's and both of these will be different than a general club's activities. This calendar is intended to give you some ideas about organizing the year's programs so your members are prepared and ready for upcoming events. **All due dates and examples given are just a sample and do not in any way reflect the actual events/due dates/activities of your club or county/district.** For actual dates, check the monthly tip sheet and calendar on the Kansas 4-H Youth Development homepage at www.4-h.k-state.edu.



*Plans are nothing;
planning is
everything.*

*~Dwight D.
Eisenhower*

| | |
|---|---|
| <p>October Discuss: Make A Difference Day project, Halloween parade DUE: Awards Banquet reservations, Public Speaking Contest entry Program: Installation of new officers. Refreshments: Johnson family</p> | <p>April Discuss: Summer events: camps, fairs, Discovery Days DUE: Camp counselor applications Program: Presentations by members Refreshments: Nelson family</p> |
| <p>November Discuss: Christmas service activity, club Christmas party DUE: — Program: Jane McDonald, Tablesetting Refreshments: Baker family</p> | <p>May Discuss: Summer events, fund-raiser DUE: Camp registration, Discovery Days registration, sheep/swine tagging Program: Packing for a successful camp Refreshments: Miller family</p> |
| <p>December Christmas Party DUE: — Program: Caroling and potluck dinner</p> | <p>June Discuss: Need State Fair helpers DUE: County fair pre-entries Program: Winning Kansas Award Application (KAA) Refreshments: Kent family</p> |
| <p>January Discuss: County judging contests, work on project books DUE: 4-H Day entries Program: Presentations by members Refreshments: Evans family</p> | <p>July Pre-fair pool party at Andersons DUE: Pick up passes and last-minute fair info Refreshments: Everyone bring a snack food</p> |
| <p>February Discuss: County 4-H Day contest, fund-raiser for year-end trip DUE: County 4-H Days entries, beef weigh-in and tagging Program: Club Days practice Refreshments: Bates family</p> | <p>August Discuss: KAA, election of officers, county awards event, enrollment cards DUE: KAA, State fair entries Program: Record book help, County agent Refreshments: Arnold family</p> |
| <p>March Discuss: Fund-raisers DUE: County Junior Leader applications, state scholarship applications due March 1 Program: Clothing project members, "Fashion on a Budget" Refreshments: Richards family</p> | <p>September Discuss: Planning next year, preliminary project selection DUE: Enrollment cards Program: June Smith, Toastmasters Intl. Refreshments: Clark family</p> |



The 4-H Pledge

*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.*

*“If your actions
inspire others to
dream more, learn
more, do more and
become more,
you are a leader.”*

~John Quincy Adams

What Leadership Means to the Vice President

To be a good leader in a group, especially one that is as diverse as a modern 4-H group, here are some more tips*:

1. Club members want:
 - To feel like they belong
 - To help with planning
 - To help make the rules
 - To know what is expected
 - To have responsibilities
 - To see goals being accomplished
 - To trust the leaders, officers and other members of the group
2. To gain your club's trust:
 - Accept others for who they are
 - Only speak for yourself
 - Avoid put-downs at all times
 - Be responsible with all your tasks
 - Expect unfinished business and deal with it
 - Don't judge anyone for what he or she may or may not do
3. Avoid these behaviors that block club development:
 - Not listening
 - Disorganization
 - No goals or objectives
 - Impatience
 - Using words that some group members may not understand
 - No agenda or meeting plan
 - Being pushy
 - Offensive humor

To lead means a variety of things to different people. When you state the 4-H Pledge at the beginning of each meeting, you pledge to help your environment by doing your personal best. When your club chose you to be the vice president, you accepted an important role in helping your fellow club members fulfill their pledge.

As the vice president, you will be required to step in when the president is absent, the younger members of your club will look up to you, and the leaders and parents will expect you to set a good example. Also, your extension agent will soon be seeking out volunteers for county/district committees and council officers. Take this responsibility seriously and use your head, heart, hands and health to lead this generation of 4-H'ers to make the best better.

*Walker, K., Phillips, M., McAdoo, S., et al. (1999). LEADS Curriculum Notebook. Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

Club Program Evaluation Form

Note: At the end of the 4-H year, it is a good idea to evaluate the programs that your planning committee has presented to the club. This will give the next vice president and planning committee some ideas straight from the club before they even get started trying to come up with new activities and programs. It will also make the club members feel like they are being part of the planning process, which will make them more excited about coming to the meetings!

Check what applies to you:

- I am a: _____ 4-H member
 _____ Junior age 7-11
 _____ Intermediate age 12-14
 _____ Senior age 15-19
 _____ 4-H parent or leader

| | <u>Not at All</u> | | <u>Sort-of</u> | | <u>Definitely Yes!</u> |
|---|-------------------|---|----------------|---|------------------------|
| During the idea-gathering activity, my ideas were listened to and taken seriously. | 1 | 2 | 3 | 4 | 5 |
| I learned at least one new thing this year. | 1 | 2 | 3 | 4 | 5 |
| The programs and activities made me want to keep attending the club meetings all year long. | 1 | 2 | 3 | 4 | 5 |
| The programs and activities were about many different topics. | 1 | 2 | 3 | 4 | 5 |
| The programs and activities were a good length for me. | 1 | 2 | 3 | 4 | 5 |
| I am glad that I came to the club meetings. | 1 | 2 | 3 | 4 | 5 |

One thing I would like to see next year: _____

Practice for Vice Presidents

Check your solutions with your club leader or extension agent, or at www.kansas4-h.org

Problem:

The presentations and activities during club meetings that have been planned by the vice president and program-planning committee for this year do not seem interesting to other group members. Some have said they are so bored during the outside presentations that they are going to stop coming to the meetings. What action can and should be taken on this problem?

Solution: _____

Problem:

The Clover Clan 4-H club presented their Share-the-Fun act as part of your program. Six of their members acted out a skit entitled "Excitement at the County Fair." What would you say to introduce them and to thank them?

Introduction: _____

Thanks: _____

This publication has been reviewed to ensure that the contents reflect current research and practice.
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