CHARLES COUNTY 4-H OFFICER’S HANDBOOK

NAME:

CLUB OFFICE HELD:

NAME OF 4-H CLUB:

CLUB LEADER NAME:

4-H CLUB YEAR:

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.
How's Your Club Going?

WHAT ARE YOUR MEETINGS LIKE?

How are the general meetings of your club these days? Are you having fun? What about the other 4-H members? Are they having fun too? Do they look forward to the meetings? Do they get a chance to take an active part?

What do you do at your meetings? Are you getting important things done? Do you have demonstrations, talks, or discussions on members’ projects? Do you ever talk about other things, such as citizenship or health? Or plan a picnic or a tour? Or talk about the club’s fair exhibit or achievement day program?

Do you always learn something new?

WHAT ARE MEETINGS FOR, ANYWAY?

Meetings give people a chance to think and act together, a chance to plan and do things together. They let members learn from each other. You couldn’t very well learn to lead a discussion by yourself. Or work out the ideas for a picnic or party. You need club members thinking and acting together to really get things done.

That's what a club meeting is all about: to learn, to make plans, and to have fun.

HOW CAN YOU HAVE BETTER MEETINGS?

Work with the club leader to make sure that the officers, committee chairpersons, and members all know their jobs.

Plan interesting meetings that start and end on time: opening, business, educational program, recreation.

Plan the program several months ahead.

Let everyone be on the program sometime during the year.
Meeting Checklist

READ EACH QUESTIONS AND CHECK IF IT APPLIES TO YOUR MEETING.

Were your meetings planned ahead of time with club leader? ___
Were the materials and equipment ready for the meeting? ___
Did meetings start on time? ___
Were the officers ready to help make the meeting go smoothly? ___
Did the treasurer submit their reports? ___
Where minutes read and approved? ___
Did you follow the order for a business meeting? ___
Was the meeting place was comfortable? ___
Did the members help set-up and take down chairs? ___
Was the program and recreation interesting and well planned? ___
Did meetings close on time? ___

TIME PERCENTAGE FOR A BALANCED MEETING

[Pie chart showing time percentage for business, program, and recreation]
Do you know parliamentary procedure?

Take this short true (T) or false (F) quiz to test your parliamentary procedure knowledge.

___ The president of a group should be in charge of the meeting.

___ In presenting motions, members should begin by saying, “I make a motion.”

___ You should not second a motion unless you rise, address the “chair,” and are recognized.

___ Nominations made from the floor should always be seconded.

___ The secretary need not stand up when reading the minutes.

___ The secretary need not stand when calling roll.

___ The minutes of a meeting should be approved by a motion and vote.

___ An amendment to a motion does not need to be seconded.

___ If the chair does not like a motion, it can be ignored.

___ Before every meeting, the president should outline a plan or present an agenda

“A leader is one who knows the way, goes the way, and shows the way.”

John C. Maxwell
As a 4-H Officer you are an important part of the 4-H Leadership Team.

**President:** The 4-H President’s job is to help everyone work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and County Extension Staff. Work with the Club Leader to remind 4-H members and officers about your next club meeting. Notify the vice president if you must be absent. Participate in County 4-H Activities and encourage members to do so also!

**Vice President:** The vice president takes the place of the president if not present. Know the duties of the President and chair’s club committees. Encourage members to participate and make a list of those who are participating and give it to your leader. Participate in County 4-H Activities and encourage members to do so also!

**Secretary:** The secretary is one of the most important officers in the club. The secretary is responsible for keeping the record of the 4-H club’s membership, participation, and meetings in the 4-H Secretary’s Book. All correspondence of the Club is the responsibility of the secretary. You should take notes during the meeting and use them to write the minutes, a short report about the meeting. You will read the minutes of the last meeting. Keep and have your Secretary’s book at every meeting and turn it in to the 4-H office at the end of the year. Participate in County 4-H Activities and encourage members to do so also!

**Treasurer:** The treasurer is an extremely important job for the club. Receives all money and keeps a record of the amount received in the 4-H Treasurer’s Book. All funds are deposited in the club’s bank account. The treasurer works with the President and Leader to pay out money only when approved by the club then records the amount paid in the 4-H Treasurer’s Book. Gives a reports at club meetings on money received, money paid out, and the amount of money on hand Works with Leader and President for annual audit to be presented to the County Office on time. Turns over all completed records to the new treasurer when he/she takes office. Participate in County 4-H Activities and encourage members to do so also!

**Reporter:** The reporter has the opportunity and responsibility of telling others about 4-H work. Writing announcements and reports for the local newspaper and county website is an important job of the reporter. Take notes during the club meeting, write a news article each month, and send it to the newspaper. Participate in County 4-H Activities and encourage members to do so also!

**Historian:** The historian collects memorabilia from the members about the events and activities of the club and keeps them in a scrapbook. Take photographs that show what the club members are doing and participating in and gathers newspaper clipping and stories for the scrapbook.
Officers should have personal goals that will help them become good leaders.

Use the following checklist to help evaluate your personal progress as an officer. Place a check by those you feel you can achieve or are achieving.

_____ I understand and willingly accept the duties and responsibilities of my office.

_____ I am willing to improve myself in order to be a better officer.

_____ I am friendly to all members of the club and include everyone in club meetings and activities.

_____ I enjoy doing more than just what is required of me.

_____ I give credit to others for work well done.

_____ I am on time to meetings.

---

How to Plan a 4-H Club Program

1. **SURVEY** – the members interest
2. **PRIORITIZE** – ideas and select one
3. **ESTABLISH** – a planning committee
4. **PLAN** – who, what and when with Leader
5. **COORDINATE** – responsibilities
6. **EVALUATE** – the complete program

REMEMBER A GREAT RESOURCE ARE CLUB PARENTS WHO CAN SHARE THEIR SKILLS WITH THE CLUB.
“4-H is a community of young people across America who are learning leadership, citizenship and life skills”.
## 4-H Club Officers

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sergeant at Arms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 4-H Club Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair Name</th>
<th>Phone/email</th>
<th>Assignment</th>
<th>Members</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>MONTH</th>
<th>MEETING, EVENT OR ACTIVITY</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEBRUARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APRIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4-H Club Recognition System

A Charles County 4-H Club recognition system is to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club member’s work to achieve standards. Charles County 4-H provides four levels of recognition: Standard Seal, Achievement Seal, Honor Seal and the highest is the Banner Seal. Each of the four levels of standards is available for clubs to achieve on a yearly basis. The criteria for Club Performance Standards are listed below.

**CLUB STANDARDS:**

1. 85% OF MEMBERS RE-ENROLLED FOR NEW YEAR
2. Held Election of Officers
3. 90% of 4-H’ers know the 4-H Pledge
4. 90% of members turned in record books
5. Held Club Achievement Program (date:__________) 
6. Held 6 monthly meetings
7. Number of members who attended County Events
8. Number of members who participated in County Fair
9. Number of members who attended County Camps
10. Number of members who participated in District Events
    Example: Spring Shows, Multi County Workshops
    List event:__________________________________________________
11. Number of members who participated in State Fair
12. Handed in news articles for county website and updates
13. Promoted 4-H by Club Booth, Window Displays, Talks
    List promotion:______________________________________________
14. Held a community service event.
15. Club held project workshops to increase project knowledge
4-H Club Recognition System Standards and Measurers

<table>
<thead>
<tr>
<th>Seal</th>
<th>Questions Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD SEAL</td>
<td>8</td>
</tr>
<tr>
<td>ACHIEVEMENT SEAL</td>
<td>10</td>
</tr>
<tr>
<td>HONOR SEAL</td>
<td>12</td>
</tr>
<tr>
<td>BANNER</td>
<td>15</td>
</tr>
</tbody>
</table>

The 4-H Pledge

**HEAD**  
*I pledge…my Head to clearer thinking*

**Heart**  
*my Heart to greater loyalty*

**Hands**  
*my Hands to larger service and*

**Health**  
*my Health to better living for my club.. my community… my country and my world.*

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

The University of Maryland Extension programs are open to any person and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.