



4-H Ontario

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## 4-H ONTARIO PROJECT



**Vice President**

**EXECUTIVE HANDBOOK**

## The 4-H Pledge

I pledge my Head to clearer thinking,  
my Heart to greater loyalty,  
my Hands to larger service,  
my Health to better living,  
for my club, my community and my country.



## The 4-H Motto

Learn To Do By Doing

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## Handbook Resource Information:

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All information presented in this handbook was accurate at the time of printing.

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# 4-H CLUB VICE PRESIDENT

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## Welcome!

Congratulations on your new role as your 4-H club's vice president! Your fellow club members have elected you to be the vice president of the club. As the Vice President within your club, you join a group of 4-H officers (President, Secretary, Treasurer and Press Reporter) and become a representative of your club. This guide will help you to understand what your role is as the vice president and how to carry out your many official duties.

## An Officer's Role in the Club

Serving as a club officer means you are part of a team. The team's responsibility is to hold a club meeting that is fun but is also well run to inform others what your club does within your community. Make sure you come to the meeting prepared and ready to go!

## Your Role as the Vice President

Winning the nomination to be your club's vice president is an honour and a responsibility. As the vice president, you are being given the opportunity to raise awareness about the 4-H program in your area. Your skills and abilities, standards and ideals, grooming, speech and even your smile all portray what 4-H represents. Representing others is one of your most important duties because you perform it at all times – not just while you are at 4-H events. As the vice president, your responsibilities include:

- Understanding how to use Parliamentary Procedure with the help of your leaders.
- Knowing the duties of the President.
- Conducting the 4-H meeting in the absence of the President.
- Taking over as President if the current President resigns or leaves the club.
- Encouraging everyone to participate in the meeting.
- Attending as many 4-H meetings and activities as possible.
- Working with other club officers as a team.
- Working closely with your club leaders and seeking their advice.
- Working alongside the President and offering to help the President with their duties.
- Depending on the wishes of the club leaders, introduce and thank guest speakers.
- Being prompt and enthusiastic!
- Turning in your completed Vice President's Record Book at the end of the club.

*If you have to fill in for the President in their absence, your responsibilities include:*

- Conducting the 4-H club meeting using Parliamentary Procedure with the help of your leaders.
- Opening each meeting using the 4-H Pledge.
- Guiding the meeting in a tactful, courteous way. Avoid talking too much or voicing personal opinions on motions under discussion. The President is the "guide" for the meeting.

- Providing opportunities for all members to speak at the meeting.
- Being courteous to guests and introducing them to the club.
- Casting the deciding vote in the case of a tie.
- Setting goals with the club and working diligently to reach them.
- Asking members for ideas to make your club's meetings and activities more fun.
- Closing the meeting using the 4-H Motto

*Learning how to be an effective Vice President of your 4-H club is an important skill to learn both now and for future organizations you might be a part of such as Minor Sports Associations, Junior Farmers, Agricultural Societies and community organizations such as Rotary, Kinsmen, Lions, etc.*

## Components of a 4-H Meeting

***There are three main components of a 4-H meeting:***

***Business:*** This is the part that you as the Vice President will preside over if the President is not able to attend the meeting.. In the business part of the meeting, members will recite the 4-H Pledge, answer the Roll Call question, share ideas, plan activities and make decisions together. Members will learn how to use basic principles of parliamentary procedure to make decisions as a group and to ensure a smooth and effective meeting.

***Educational Program:*** The second part of the meeting is the educational program. This is where you will work alongside your club leaders. The educational program may be a speaker, video, field trip, clinic, tour, demonstration or project work session. Your club leaders may ask you to introduce and/or thank guest speakers and demonstrators. This important component of the meeting must be well planned and organized. An educational program makes learning fun.

***Recreation and/or Refreshments:*** Recreation and social time provides members an opportunity to talk, get to know other members, catch up on personal happenings and to have fun. It is usually held at the end of the meeting and can be organized by the club leaders, you as president or one of the other club officers, a youth leader or any of the members of the club.

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

1. Call to Order
2. The 4-H Pledge
3. Introduction of Visitors
4. Roll Call
5. Minutes of the previous meeting
6. Correspondence

7. Treasurer's report
8. Other officer's reports (e.g. press reporter)
9. Unfinished business from previous meetings
10. New business
11. Announcements
12. Educational Program
13. Recreation and/or refreshments
14. Adjournment with the 4-H Motto

### **Tips for Running an Effective Meeting**

- Prepare ahead of the meeting. Have an agenda written out for yourself so the business part of the meeting will go smoothly and quickly.
- Arrive early before the start time of the meeting. Help your club leaders to set up anything required for the meeting.
- Start on time. If you have a gavel, tap it twice to begin the meeting, whether or not everyone is present. If you as Vice President are going to be late for the meeting (and the President is not going to be there), one of your fellow executive members should start the meeting.
- End the meeting on time. If your meeting has a specific ending time, make sure you adjourn the meeting in time for recreation and refreshments at the end.
- Conduct the meetings in an orderly and business-like manner.
- Keep the business part of the meeting short and to the point.
- Do not allow discussions to drag on too long. If they do, call for a vote.
- Encourage as many members as possible to participate. Do not be afraid to call on quieter members and make an effort to include everyone.
- Make sure everyone can hear what is being said at the meeting. Use a microphone if necessary.
- Use a gavel if you have one and use good parliamentary procedure.
- Let members know that they may not speak until acknowledged or called on.

### **Volunteer Leaders and Officers Lists**

Keep a list of all club volunteer leaders and officers including their phone numbers and e-mail addresses.

Having all of this information together in one place will help you to be able to quickly contact the leaders and officers of the club.

## Guest Speakers

### Tips for Introducing Guest Speakers

Whether it is you or your club leaders that have arranged to have a guest speaker attend your meeting, there are steps to follow to make sure that involving guest speakers in your meeting is a successful venture. Work closely with your club leaders to decide who will do the following:

- Invite the guest speaker at least one month in advance so the person will have time to prepare.
- Find out speaker's topics and the amount of time needed for the presentation.
- Ask the guest speaker for the title of his/her presentation.
- Give the speaker some information about the audience (the number expected, background, ages and other facts that will help the person fit their remarks to the club members).
- Give the speaker the date, time, place and location of the meeting. Also, provide the name of the individual who will meet and introduce the speaker as well as directions if needed.
- Tell the speaker about the meeting room and available facilities.
- At least one week before the meeting, talk with the speaker again to confirm plans for the presentation. Relay any additional information you may have and see if the speaker has any questions.
- You, or an appointed club member or volunteer, should host the speaker before, during and after the meeting.
- Either you, the club president or a club member should introduce the speaker for each meeting. Introduce the person in a simple, direct way and give information that will excite the audience about the talk. This same person, or someone else who has been assigned ahead of time, should be prepared to thank the speaker..
- Before the meeting, prepare a thank you card to be given to the speaker when the speaker is finished his/her talk.

### How to Introduce a Guest Speaker

Typically, one of the duties of the vice president is to introduce guest speakers. But, depending on the wishes of the club leaders, this duty can be assigned to any club officer or club member.

Introductions should include the following:

- Guest speaker's name
- Background about the guest speaker
- Title or subject matter of the presentation

Club members giving demonstrations should also be introduced before their presentation.

### ***Sample Introductions***

“Angela Smith is our club’s guest speaker this evening. She is the president of the local Environmental Society. Tonight she will speak to us about Dutch Elm tree disease and how it is affecting the forests and wildlife in our area. Please join me in welcoming Mrs. Smith to our club.” (Start applause – it fills the time while the speaker comes forward).

“Jimmy Brown is a second year 4-H member. He is enrolled in the Animal Friends project. His demonstration will teach us how to properly put a harness on a dog.”

### **How to Thank a Guest Speaker**

Thank you speeches should be 30 seconds to one minute in length. Listen to the speech for worthwhile and interesting information and express thanks for one or two of the following:

- The speaker’s thoughts
- Preparation required for the speech
- Useful information presented
- Special news given to the group
- The time taken out of their schedule for them to travel to your club meeting

### ***Sample Thank you’s***

“We would like to thank Mrs. Smith for the interesting program about Dutch Elm tree disease. It has been very interesting to learn that this disease has been around for many years and that it affects so many different animals. We are glad that you could take the time out of your busy schedule to come to our meeting. Our club would like to show our appreciation for you sharing your knowledge with us tonight” The person thanking the speaker should then shake hands with the speaker and hand them a thank you card as part of the thank you.

### **Other Responsibilities**

Even though you hold the office of vice president, you may introduce motions, discuss them and vote on all business.

## Parliamentary Procedure

In order to effectively conduct the meeting, you should have a basic understanding of Parliamentary Procedure.

The person conducting the meeting is typically called the 'chairperson.' This is usually the president of the club but could also be the vice president, in the absence of the president.

Parliamentary decision making is governed by a set of rules and procedures called Robert's Rules of Order. These rules provide for courtesy and respect for each member and bring order to the meeting.

### Motions

Business is conducted at meetings by voting on proposals put forward by members. These proposals are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then discussed and voted upon.

The motion is a very important key to having good meetings. Motions are a way of introducing topics for discussion and allowing each member to speak and vote.

#### **Steps in Making a Motion:**

1. Address the chairperson (i.e. raise your hand).
2. Wait for the chairperson to acknowledge you.
3. Make the motion: "I move that..."
4. Another person seconds the motion: "I second the motion."
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson restates the motion.
8. Chairperson calls the vote: "All in favour? Opposed?"
9. Chairperson announces the result of the vote: "Motion carried" or "Motion defeated."

A motion cannot be discussed or voted upon until someone seconds the motion. If a motion is not seconded, it is declared by the Chairperson to be lost without a vote.

*The secretary can record a motion in a variety of ways:*

- *John Jones moved, seconded by Mary Smith, that.....*
- *Bill Hart seconded Betty Green's motion that.....*
- *It was resolved on the motion of Helen Cross, seconded by Harry Cooper, that....*
- *On a motion by Art Ross, seconded by Doreen Russell, it was agreed that.....*



A motion may be amended by a subsequent motion if someone thinks there should be a slight change to the original motion. There must be a motion made to amend the original motion, the amendment must be seconded by another person and then the amendment can be debated and voted on.

If the original motion was as follows:

- **John Jones moved, seconded by Mary Smith, that a donation of \$50 be made to the local hospital fundraising drive.**

Then the amendment might look like:

- **Sally Brown moved, seconded by Bill Johnson, that an amendment be made that the donation be \$100.**

If the amendment passes, then the 'amended motion' will be on the floor to be discussed and voted on.

To restate the amended motion it would read:

- **The amended motion on the floor is that a donation of \$100 be made to the local hospital fundraising drive.**

If the amendment does not pass, then the original motion is back on the floor for discussion and voting.

To restate the original motion it would read:

- **The motion on the floor is that a donation of \$50 be made to the local hospital fundraising drive.**

*REMEMBER! The Chairperson cannot make or second a motion. The Chairperson also does not vote unless there is a tie vote. In the case of a tie, the Chairperson casts the deciding vote.*

### ***Voting***

Voting on motions normally requires a simple majority. There are a number of ways voting can take place:

**Voice Vote:** the chairperson says "All in favour of the motion say 'aye'."

**Standing Vote:** members stand so their votes can be counted.

**Show of Hands:** members raise their hands so the chairperson can count their votes

**Ballot:** the chairperson has one or more helpers hand out blank slips of paper so members can write their vote

**Roll Call:** members vote as their name is called

**Honour System:** members close their eyes and vote by raising their hands

Anyone eligible to vote has the right to demand a vote by roll call and can ask for a recorded vote.

Voting by secret ballot normally occurs when there is an election to fill a club executive position but voting does not have to occur this way.

***Parliamentary Procedure Rules to Keep in Mind!***

1. Only one member speaks at a time after being recognized by the Chairperson.
2. There can only be one motion before the group at a time.
3. If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.
4. A motion to adjourn is a “privileged motion” which means that it cannot be discussed. It requires a majority vote to pass.

**Elections**

Elections are generally chaired by a ‘scrutineer.’ This person is someone who is not a club member and in most cases, is a club volunteer leader.

***Procedure:***

1. All positions are declared vacant by the scrutineer, who indicates this by saying “I’d like to declare all positions vacant.”
2. The group decides on the method of voting (i.e. show of hands, ballot, standing).
3. The scrutineer accepts nominations from members for each position being filled. Nominations do not require a seconder. Nominations are closed by motion or declaration by the scrutineer after asking 3 times if there are any more nominations.
4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e. member with most votes).
6. Announce the name of the successful member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

## Presidential Phrases

Use the following phrases to help conduct the business component of the meeting:

<b><u>Agenda Item</u></b>	<b><u>Phrase</u></b>
<b>Call to Order</b>	“The meeting will come to order”
<b>4-H Pledge</b>	“We will now all stand and recite the 4-H Pledge.”
<b>Introduction of Visitors</b>	“We would like to welcome _____ to our meeting.”
<b>Roll Call</b>	“Please answer the roll call question of _____ when the secretary calls your name.”
<b>Reading of the Minutes</b>	“The secretary will read the minutes of the last meeting.”
<b>Approval of the Minutes</b>	<p>“Are there any additions or corrections to the minutes?”</p> <p>If not, “Can I have a motion to adopt the minutes as read? Can I have a seconder? Is there any further discussion? Seeing none, I call this to a vote. All in favour? Any opposed? Carried (or defeated depending on the vote).</p> <p>If there were additions or corrections, the motion changes to “Can I have a motion to adopt the minutes as corrected? Then continue on with the above steps for approving the minutes.</p>
<b>Correspondence</b>	Ask the secretary, “Is there any correspondence?”
<b>Treasurer’s Report</b>	“The treasurer will present the treasurer’s report now.”
<b>Other officer’s reports</b>	“Are there any other officers who would like to report?”
<b>Unfinished (Old) business</b>	Present any old business. You should get this information from the secretary and your club leaders. Then ask “Is there any more old business?”

- New Business** Present any new business you know about. Then ask, "Is there any more new business?"
- Adjournment** "Do I have a motion to adjourn the meeting?" A seconder is not needed for this motion and the motion is not up for debate. Once you have someone who has made this motion, then ask "All in favour?" All opposed Carried. Meeting adjourned." The motion to adjourn a meeting is called a privileged motion and is treated different than a regular motion.
- To vote** Repeat the motion and call for a vote.  
 "It has been moved and seconded to \_\_\_\_\_. All those in favour say 'aye.' All those opposed say 'nay.'"  
 Then declare the motion – "The motion passed (carried)." OR "The motion did not pass (is defeated)."  
 If the verbal outcome is not clear, take a counted vote.
- 4-H Motto** "We will now all stand and end the meeting by reciting the 4-H Motto".

## References

4-H Ontario Youth Director Manual  
 Ohio 4-H President's Handbook, Ohio State University Extension  
 4-H Club Officer Handbook, Oregon State University Extension Service  
 The 4-H Club Officer Handbook, AgriLife Extension, Texas A&M System  
 Florida 4-H Officer's Handbook, University of Florida IFAS Extension

## Evaluating Your Leadership

Name: \_\_\_\_\_

Club: \_\_\_\_\_

At the completion of this project, rank yourself on each of the following to determine which skills you improved upon and which skills you need to keep working on.

As vice president:

	Great	OK	Not so good
1. I made everyone feel welcome at every meeting.			
2. I learned about the duties of the president.			
3. I learned how to properly use Parliamentary Procedure at meetings.			
4. I remained objective during discussions and did not give my personal opinion.			
5. I learned the proper method for introducing and thanking guest speakers.			
6. I worked closely with the leaders of my club.			
7. I was enthusiastic about being the vice president of my club.			
8. I turned in my vice president's book to my leaders at the end of the club.			
9. I improved my listen skills to make sure all members' opinions were heard at meetings.			
10. I gained confidence in my abilities to speak in front of a group.			
11. I improved my overall leadership skills.			

***In the event that the president was absent and you presided over a meeting:***

1. I prepared an agenda ahead of the meeting.			
2. I arrived at the meeting a few minutes before the meeting was scheduled to start.			
3. I started the meeting on time.			
4. I did not vote on motions unless there was a tie.			
5. I did not make any motions.			
6. I used a microphone if it was hard for members to hear at the meetings.			
7. I ended the meeting on time.			

Rate as great, OK and not so good.

What can I do next time to improve?

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### Club Leaders

<i>Club Leaders' Name</i>	<i>Phone Number</i>	<i>E-mail Address</i>

### Club Officers

<i>Position</i>	<i>Name</i>	<i>Phone Number</i>	<i>E-mail Address</i>
President			
Vice President			
Secretary			
Treasurer			
Press Reporter			

*Note: extra lines have been added in case your club has any added club officer positions*



## Planning the Meeting Agenda

Agenda for: \_\_\_\_\_ 4-H Meeting

Location: \_\_\_\_\_ Date and Time: \_\_\_\_\_

### Meeting

### Person in Charge

Call to order President: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Introduction of Guests Led by: \_\_\_\_\_

Roll Call Led by: \_\_\_\_\_

Roll Call question: \_\_\_\_\_

Correspondence Secretary: \_\_\_\_\_

Minutes of Previous Meeting Secretary: \_\_\_\_\_

Treasurer's Report Treasurer: \_\_\_\_\_

Other Officer's Reports \_\_\_\_\_

Unfinished (Old) Business President: \_\_\_\_\_

New Business President: \_\_\_\_\_

Announcements Led by: \_\_\_\_\_

Educational Program: Club Leaders: \_\_\_\_\_

Recreation: Led by: \_\_\_\_\_

Refreshments: Provided by: \_\_\_\_\_

Adjournment with the 4-H Motto Led by: \_\_\_\_\_