
PRESIDENT/VICE-PRESIDENT Steps to Success

Some General Things to Keep In Mind...

- Work with your fellow officers to learn Parliamentary Procedures. Help your club members to learn and use Parliamentary Procedures too! Your business meeting should follow a specific order, and members should be able to make motions correctly.
- Your attitude affects the meeting and those attending! Go in with a positive attitude!
- You are a role model for other 4-Hers! Always treat others courteously, respectfully, and tactfully.
- Recognize others for what they do!
- Encourage participation!
- Make guests feel welcome by introducing them.
- Make new 4-H members and their families feel welcome and valued.
- Do your best to make the meeting a positive experience for all attending.
- Delegate responsibilities in a tactful manner.
- Cultivate leadership in those around you.
- Remember, as a presiding officer, you are not only representing your club at club meetings, but you are representing Wisconsin 4-H in all that you do. Your skills and abilities, standards and ideals, grooming, speech, and even your SMILES, are 4-H to the public.
- Above all, make your 4-H meetings FUN for ALL! We want members to come back!



Before the Meeting:

1. Plan an Officer Team Meeting with all officers and the club leaders.
2. Go over the agenda at the Officer Team Meeting.
3. Assign all agenda items to specific officers or committee chairs and make sure they know what to discuss at the meeting.
4. Decide who will update and copy the agenda.
5. If you cannot attend the meeting, appoint the Vice-President or another officer to facilitate the meeting.
6. Know what you are talking about on the agenda and know all the details ahead of time!

During the Meeting:

1. Arrive early to assist with meeting set up and to discuss items of business with the leaders and other officers - **Remember, you are part of an officer TEAM—make sure to do your part!**
2. Use Parliamentary Procedure and encourage others to do so.
3. Give others a chance to speak during the meeting; ask for others' comments/opinions.
4. Encourage leaders to help with discipline matters.
5. Encourage all members of the club to participate in meeting, events, and activities.
6. Ask a more outgoing 4-Her to sit with and talk to a more quiet 4-Her.

Parliamentary Procedure: The Six Basic Steps

1	MOTION
2	SECOND
3	ANNOUNCEMENT
4	DISCUSSION
5	VOTE
6	ANNOUNCEMENT

After the Meeting:

1. Work with the Secretary to make sure that they got all the notes from the meeting.
2. Help with clean up after the meeting.
3. Make sure the next Officer Team Meeting is on the schedule and all are informed.
4. Follow-up with any committees that need to meet.

Your club's business meeting should look something like this:

- The call to order
- Pledges
- Roll Call & Introduction of Guests
- Secretary's Report
- Treasurer's Report
- Other Officer & Committee reports
- Leaders' Reports
- Unfinished (Old) Business
- New business
- Announcements
- Adjournment



In addition to **BUSINESS**, your club meeting should also include time for organized **RECREATION/REFRESHMENTS** and an **EDUCATIONAL PROGRAM**. The educational program might be a guest speaker, an activity, a tour, or even talks and demonstrations. Business meetings aren't usually super fun, so be absolutely certain that the other parts of your club meeting are!