So you are **Vice President** of your club . . .
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 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.

**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!!!
What Makes a Meeting a Meeting?

Below are the general parts of a 4-H club meeting. Not every meeting has to include all five parts or follow this order. Do what is best for your club, and meetings will run smoothly. Plan the agenda ahead of time with your club leader. Know what business you need to discuss, etc. so you do not have to rely on the leader to make explanations during the meeting.

Opening (5-10 minutes)
This is a good time to learn about your fellow club members, and it will set the mood for the rest of the meeting. Depending on the amount of time you have, it could include a get-acquainted activity for a large club, or the traditional opening of the Pledge of Allegiance, the 4-H Pledge, a song and roll call. Roll call can be answered in many ways to better get to know the members, such as favorite color, birthday month, favorite teacher or subject, or middle name.

Business session (15-25 minutes)
Be sure to use proper parliamentary procedure during all business sessions. Business sessions should be held only when there is specific business to transact. This allows more time for the program part of the meeting. A good idea for a meeting where there isn’t any specific business is to have the leaders and parents take the roles of the club officers to demonstrate parliamentary procedure in a fun manner.

When having a business session, it should include:
- Minutes of the last meeting
- Officer/Leader reports
- Committee reports
- Unfinished business
- New business
- Adjournment

Program (15-20 minutes)
This is the heart of most 4-H meetings and often includes project talks or demonstrations by club members. It is important that your program be educational because 4-H is all about learning leadership, citizenship and life skills. This is also a good time to have a goal setting session or team-building activity.

Other ideas include:
- Guest speaker
- Community service activities
- Project tour
- Supervised work on projects or record books

Recreation (10-15 minutes)
Through recreation at club meetings, members learn to create their own fun, cooperate, give as well as follow directions, and better understand themselves and others. Some clubs schedule recreational activities while waiting for all members to arrive; others prefer having this at the end of the meeting. Simple games/activities use up excess energy and can teach information or skills by using the experiential learning model to process the activity.

Refreshments
This is another area that is going to depend heavily on your club. If your club meets after school, it may be better to begin with a snack. If your club meets on Saturday afternoon, it may be best to end with a snack following recreation. Some meetings may include a potluck meal and others may not require any sort of refreshments. Be sure to assign refreshments evenly through the club and do not depend exclusively on your club leader to provide refreshments.

“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”
~Abraham Lincoln
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.