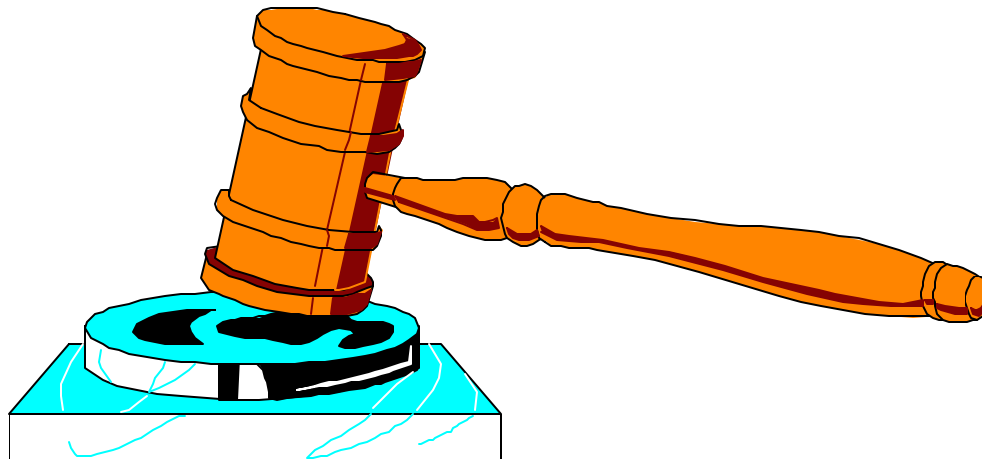


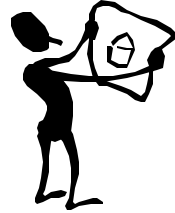
# Vice President



Developed by: Wisconsin 4-H Southern District Leadership Team Members  
Sponsored in part by the Wisconsin 4-H Foundation  
Revised: 4/3/02

# TEACHING PLAN

## *Topic: President and Vice President*



Date of presentation: \_\_\_\_\_ Location: \_\_\_\_\_

Audience description: \_\_\_\_\_ Age range: \_\_\_\_\_ Group size: \_\_\_\_\_ Length of lesson: 40 minutes

Visual aids needed: overhead projector; overhead transparency of meeting agenda Equipment/supplies needed: bag of M & M's ; agenda game slips of paper; newsprint pad, easel, and markers Handouts needed: agenda worksheet, suggested outline worksheet

Optional Handouts: **So you are the president of your club** and **So you are the vice president of your club** (Michigan State University), Qualifications/Duties of presidents and vice presidents of 4-H clubs, “I move that ...” poster, Basic Parliamentary Procedure, Phrases Commonly Used by Presidents and Vice Presidents when Leading a Business Meeting Other resources: Utilize the information from the Parliamentary Procedure Handbook developed by the Southern District Leadership Team.

When the lesson is completed, learners will be able to:

1. Identify the necessary parts of a club meeting.
2. Identify the components of a successful meeting agenda.
3. Identify strategies to consider for meeting organization and productivity.

How will you be able to know the learners are able to do that?

Participants will be able to write down on paper the parts of a club meeting, participants will be able to demonstrate knowledge of the components of a successful meeting agenda by arranging the components in a logical sequence of paper slips, participants will be able to verbally state potential meeting strategies to the trainers.

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><b><i>Setting the scene: introducing the topic</i></b></p> <p>In this introductory part of the presentation, you will be explaining the basic fundamentals of being a club president or vice-president, having an icebreaker, and playing the “Agenda Game.”</p> <p>Say “Today we will be preparing you to be a good president or vice president for your club. You have an important leadership role to play for your group.</p> <p>Let’s begin with an icebreaker. Here are some M &amp; M’s. Each of you are asked to come up and get some M &amp; M’s. Do not eat any until everyone has gotten their candy. (Pause while they get their candy)</p> <p>Now, we would like a volunteer to start the game. The rules are to give one good explanation of yourself for each piece of candy that you took. An example is – My name is Terry. That is one explanation for one piece of candy. I am 15 years old. That is another example, good for one more piece of candy. Make sure you tell us at least one reason why you are excited about being president or vice-president of your club.</p> <p>Ask participants what they think their responsibilities are as a president or vice-president of their club. Ask if they have any questions or comments about meetings that have been held in their club since they started.</p> <p>One of the important duties you have as president or vice-president is to put together and run an agenda for each of your club’s meeting. Let’s do another activity to help you think about the parts of an agenda. Get into small groups of 3 – 4 people, and we’ll give you the supplies you need for the activity. Have fun with it!</p>	<p>Play the M &amp; M icebreaker as explained in “What You Say”. Keep the explanations going – make sure everyone gets a chance to play the game.</p> <p>Write on an overhead, flip chart or board, the officer responsibilities, questions or concerns they have. Try to cover them during the session. You could ask other participants for their ideas too. Optional handout.</p> <p>Have people get into small groups of 3 – 4 people each. Hand out the slips with the parts of the agenda to each group. Ask them to arrange the slips of paper in order of the way they think the agenda should flow.</p>	<p>Participants take part in the icebreaker activity. They each take 2 – 3 M &amp; M’s.</p> <p>They eat 1 M &amp; M at a time and listen to others as they give their personal explanations.</p> <p>They participate in the discussion.</p> <p>Participants divide up into small groups. They participate in the game and listen to other group members in the discussion as they put together the parts of an agenda.</p>

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><b><i>An emotion-producing experience: why the topic is important!</i></b></p> <p>Say “The topic is important because you need to know how to be a good president and run a successful meeting. You need to remember that if you do not know what you are doing, your club will not be able to function. You need to be organized and well prepared.</p>		<p>In this section the learners will listen attentively while the trainers talk.</p>
<p>Let’s list what you have experience in a meeting when the person in charge did not know what he or she was doing. What happened in the situation? How did the group function? Did you enjoy it?</p> <p>Keep in mind the #1 reason kids join 4-H is to HAVE FUN! If your meetings are not organized and efficient, your club’s members will not “HAVE FUN!”</p>	<p>Write on a newsprint pad the results of poorly organized meetings as they are shared – make sure you ask for clarification on what type of meeting it was. You may need to start off with an experience of your own where a club meeting fell apart because of poor leadership. This will help them reflect on their own experiences and realize how important their job is too!</p>	<p>Participants verbally list negative experiences while trainers write on the newsprint pad.</p>
<p><b><i>Explaining what is to be learned: providing information about the topic</i></b></p> <p>Tell the learners how to run a 4-H business meeting. Go over the agenda step by step of how the business meeting should be set up – Using the overhead as your guide.</p>	<p>Present an overhead of a meeting agenda, and refer to it as you present a lecturette. Distribute the <b>Agenda for a 4-H Meeting</b> handout.</p>	<p>Participants discuss the agenda from the overhead. Field their questions on the main topics.</p>

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><b><i>Learning activities: exercises to teach the information to be learned</i></b></p> <p>Say “For this next part, you will be in small groups again. Your job is to make a complete outline of a 4-H club meeting. Make sure everyone understands what to do. You will have a handout to complete through the process.</p> <p>Talk to other members of your group to figure this out. Good Luck!”</p>	<p>Place the participants into small groups again. Explain how to complete the Outline for 4-H Meetings handout as you give it to each small group. You may need to use examples for each part of the outline before you let the learners proceed with the activity. For example, tell about a roll call game your club did once to introduce members and take attendance, or describe a guest speaker your club had as a program once. Tell them that everyone has to participate in this activity and be part of the group discussion.</p>	<p>Participants break into small groups to fill out the suggested outline for their 4-H meeting. They work together to complete this activity!</p>

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><b><i>Applying the information: providing opportunities to practice the skills or roles involved</i></b></p> <p>Say “In this section, it’s important to think about what members in your club are doing while you run the meeting. Primarily, they make motions, discuss old and new business, and give reports. It’s your job to help them do these things correctly and efficiently.</p> <p>To make a motion, the proper phrase to use is “I MOVE to...” Lots of people say “I make a motion to...” but that isn’t quite correct. Let’s have everyone give it a try.</p> <p>Let’s also practice discussing business. For example, “At our last meeting, we decided to wait until this month to decide what type of guest speaker to invite to our club in April. Any ideas on what topic you want to learn about and why that information is important to you?”</p> <p>Think about reports that are given at your club’s meetings. Any volunteers to demonstrate to us a sample report that might be given at a meeting?</p> <p>Good job! It’s important to make your members feel encouraged and comfortable while they talk in meetings...while they make motions, discuss business, and give reports.”</p>	<p>Facilitate the group members as they offer practice motions.</p> <p>Guide discussion of OLD BUSINESS as participants offer topics to be presented by guest speakers. If you have time, also offer a NEW BUSINESS agenda item for the group to discuss</p> <p>Call on volunteers or encourage people to tell the group about sample reports they might give at their club meetings.</p>	<p>Participants give their thoughts on sample motions, guest speaker topics, and reports given at club meetings.</p>
<p><b><i>Processing the practice opportunities: reinforcing what was good and relating the actions to their 4-H club</i></b></p> <p>Say “We’ve covered the importance of being an organized president as you prepare for and run your meetings. Is it easy or hard to be organized?</p> <p>What might you do before each meeting to organize yourself for the job just ahead? Examples might include meet with officers before each meeting, meet with leaders before meeting</p>	<p>Solicit easy and hard responses from the group.</p> <p>Mention examples and strategies here to keep the brainstorming discussion rich, flowing and productive. Make sure you point out the positives and negatives you have noticed.</p>	<p>Participants respond to questions from the trainers and discuss with other members of the group strategies mentioned.</p>

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p>Say “We have also discussed meeting agendas. It is your responsibility to take the lead in developing the agenda for each meeting and in seeing that it is carried out properly.</p> <p>What might be reasons you do not take the lead in developing the agenda? Examples might include the leader does it, I don’t know how, I don’t want to do it, etc. Let’s list some tips to think about how to deal with these reasons too. Ask the group for suggestions of ways to deal with these barriers. Be prepared to discuss how to approach leaders about the agenda development process.</p> <p>You also need to facilitate the agenda during the meeting. What might be things that can happen in the meeting to make this hard? Examples might include poor attendance, dominating parents or leaders, loud or rude club members, you’re having a bad day, etc. Once again, how can we deal with these situations? Ask for strategies that work to deal with these obstacles. Be prepared to offer some of your own too.</p> <p>Ask “ How might you take some of these good ideas back to your own club and give them a try? Who might you turn to for help as you work on these ideas?</p>	<p>Their responses from their mock situations.</p>	
<p><b><i>Optional: Parliamentary Procedure – Using it with your club</i></b></p> <p>A poster has been provided for you to use at club meeting to remind members of the proper wording for motions. Additional handouts: some of the basics of parliamentary procedure</p>	<p>Give participants handouts and respond to questions.</p>	<p>Participants ask questions</p>

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><b><i>Summarizing and concluding: responding to questions and reviewing the information learned</i></b></p> <p>Say “As we end the session today, you have done an excellent job of discussing the important roles of the president and vice president offices. We have discussed the parts of a meeting, outlined how to develop an effective meeting agenda, and shared tips on staying focused and organized in front of your club.</p> <p>Does anyone have additional questions about something we have said or something we did not cover today?</p> <p>Thanks for participating in the session, and good luck with your office this year.”</p>	<p>You will have the question and answer session.</p>	<p>Participants ask questions.</p>
<p><b><i>Notes and reminders: did you forget anything?</i></b></p>		

"I move that..."



# AGENDA FOR A 4-H MEETING

## Rules for the game:

1. Each group is given slips of paper with the different parts of the club meeting on them.
2. Groups are then asked to arrange the slips in the correct order for a meeting agenda.
3. The group done first with the correct order receives a 4-H related prize!

..... Cut Here .....

## **Call to Order**

..... Cut Here .....

## **Flag Pledges**

..... Cut Here .....

## **Roll Call & Introduction of Visitors**

..... Cut Here .....

## **Secretary's Report**

..... Cut Here .....

## **Treasurer's Report**

..... Cut Here .....

## **Committee Reports**

..... Cut Here .....

..... Cut Here .....

## **Unfinished/Old Business**

..... Cut Here .....

## **New Business**

..... Cut Here .....

## **Leaders Report & Announcements**

..... Cut Here .....

## **Adjournment**

..... Cut Here .....

## **Follow-up Games & Refreshments**

..... Cut Here .....

# **AGENDA FOR A 4-H MEETING**

1. Call to Order
2. Flag Pledges
3. Roll Call & Introduction of Visitors
4. Secretary's Report
5. Treasurer's Report
6. Committee Reports
7. Unfinished/Old Business
8. New Business
9. Leader Reports & Announcements
10. Adjournment
11. Follow-up Games & Refreshments

# **AGENDA FOR A 4-H MEETING**

## ***Overhead Transparency***

1. Call to Order
2. Flag Pledges
3. Roll Call & Introduction of Visitors
4. Secretary's Report
5. Treasurer's Report
6. Committee Reports
7. Unfinished/Old Business
8. New Business
9. Leader Reports & Announcements
10. Adjournment
11. Follow-up Games & Refreshments

# OUTLINE FOR 4-H MEETINGS

I. A. \_\_\_\_\_, B. \_\_\_\_\_

II. C. \_\_\_\_\_, D. \_\_\_\_\_

E. \_\_\_\_\_

F. \_\_\_\_\_

G. \_\_\_\_\_

H. \_\_\_\_\_

I. \_\_\_\_\_

III. J. \_\_\_\_\_, K. \_\_\_\_\_

IV. L. \_\_\_\_\_, M. \_\_\_\_\_

V. N. \_\_\_\_\_

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***Write your answers from the list below on the right blank!***

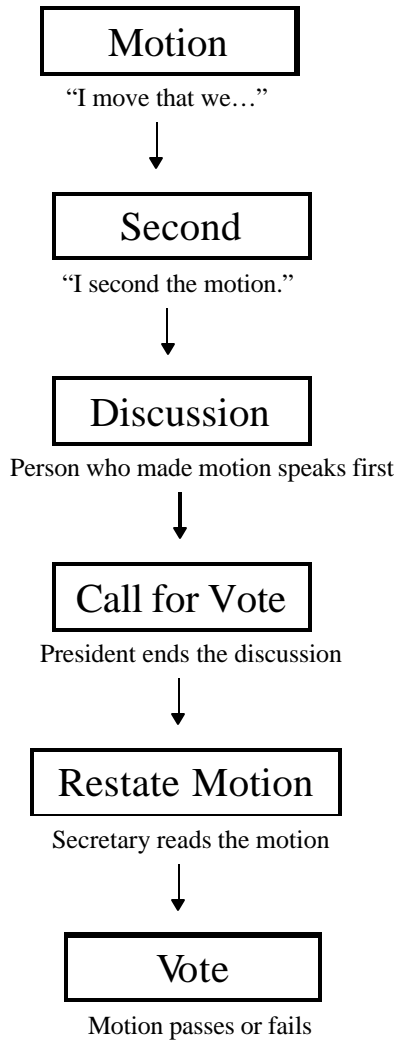
Refreshments & Social Time	5-10 Minutes	Business Session
Opening	Adjournment	Recreation
15-20 Minutes	New Business	Program
Committee Reports	15-20 Minutes	40 Minutes Minimum
Unfinished/Old Business	Minutes from the Last Meeting	

# OUTLINE FOR 4-H MEETINGS

## *Answer Key*

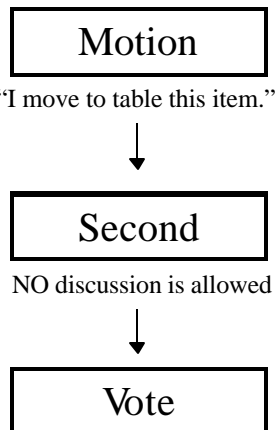
- I. A. Opening, B. 5-10 Minutes
- II. C. Business Session, D. 15-20 Minutes
  - E. Minutes from the Last Meeting
  - F. Committee Reports
  - G. Unfinished/Old Business
  - H. New Business
  - I. Adjournment
- III. J. Program, K. 40 Minutes Minimum
- IV. L. Recreation, M. 15-20 Minutes
- V. N. Refreshments & Social Time

# Basic Parliamentary Procedure



An agenda item can be *tabled* if there is not enough information to make a decision. If a motion is tabled, it should be placed on the agenda for the next meeting.

## To Table an Item:



## **Duties of the President**

You have an important job. Your fellow 4-H'ers have shown their faith in your leadership by electing you to the highest position in your 4-H club. The harmonious working of the club depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club "click."

- ... Work with the other officers as a club leader.
- ... Plan the business part of meetings before meetings are held.
- ... Know parliamentary procedure so that you can conduct an orderly meeting.
- ... Prepare a meeting agenda in advance of each meeting.
- ... Preside and direct the business meeting.
- ... Start and stop the meeting on time.
- ... Appoint a temporary secretary if the secretary is absent.
- ... Keep talking to a minimum.
- ... Keep order. Be courteous but firm.
- ... Provide opportunities for all club members to be heard. Get everyone to participate, if possible.
- ... Keep the meeting moving. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motion under discussion.
- ... Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- ... Arrange to have another person preside in your absence.
- ... Keep in close touch with the local leaders.
- ... Speak Up!

## **Duties of the Vice-President**

The vice-president is next in rank to the president. You take the president's place in the event he/she resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

- ... Know parliamentary procedure so that you can conduct an orderly meeting.
- ... Preside at meetings in absence of the president.
- ... Know the duties of the President.
- ... Serve as a chairman of the program committee. You may help prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program.
- ... Work with the other officers as a club leader.
- ... Work closely with the president, leaders and other officers on plans or special activities.
- ... Check before each meeting to see if the president will be there.

*From "The 4-H Club Officer" Cooperative Extension Programs,  
University of Wisconsin-Extension.*

**Phrases Commonly Used by  
Presidents and Vice Presidents  
When Leading a Business Meeting**

**When calling the meeting to order:**

Tap the gavel three times

*"I'd like to call this meeting of the \_\_\_\_\_ 4-H Club to Order."*

**When asking for the pledges:**

*"Please rise as we have the pledge of allegiance to the American Flag led by \_\_\_\_\_ and the 4-H pledge led by \_\_\_\_\_."*

**When asking for the secretary's minutes:**

*"Our club secretary \_\_\_\_\_, will read the minutes of the last meeting."*

**When approving the minutes:**

*"Are there any additions or corrections to the secretary's minutes?"*

If there are no corrections:

*"Seeing none, the minutes will stand approved as read." (a vote is not necessary)*

If there are corrections:

\*Note the changes in the minutes.

*"The corrections made by \_\_\_\_\_ will be made and the minutes will stand approved as amended."*

**When asking for the treasurer's report:**

*"We will hear the treasurer's report from \_\_\_\_\_ at this time."*

**When approving the treasurer's report:**

*"Are there any additions or corrections?"*

If there are not any changes:

*"Seeing none, the treasurer's report will be accepted as read." (a vote is not necessary)*

If there are changes to the report:

*"The change made by \_\_\_\_\_ will be noted and the treasurer's report will be accepted as amended."*

**When asking for committee reports:**

*"The following committee(s) will present reports..."*

**Old and New Business:**

*"The first (second, third, etc.) order of old (new) business is (see agenda)..."*

**When a motion is needed:**

*“Would someone like to move (not make!) to \_\_\_\_\_.”*

It is best to acknowledge the person, once they stand, and have them state the motion clearly. The secretary should be writing the motion made as it is stated by the person moving the motion.

**After a motion has been made:** (Be sure all details are stated, i.e. time, date, place, number, price, who is involved, etc.)

*“Is there a second to this motion?”*

*“It has been moved and seconded to (reread the exact motion as stated earlier)...”*

*“Is there any discussion on this motion?”*

After the call for discussion, acknowledge those who would like to speak on the motion. It is best to acknowledge the person who presented the motion first. You may limit discussion if you feel the need, as long as both sides have had a chance to speak.

**After all discussion on the motion is finished:**

*“Seeing no more discussion, we will proceed to vote. All in favor of the motion to \_\_\_\_\_(reread the motion as present and/or amended earlier) \_\_\_\_\_signify by saying ‘aye’.”*

*“All opposed signify by saying ‘nay’.”*

It is best to have members say different signs for easier distinction between votes.

*“Motion (fails or passes).”* Tap gavel once.

**Next item of business...** (repeat)

**To adjourn the meeting:**

*“Is there a motion to adjourn the meeting?”*

*“Is there a second?”*

*“It has been moved and seconded to adjourn this meeting. All in favor, signify by saying ‘aye’.”*

*“All opposed, say ‘no’.”*

*“Meeting adjourned.”* Tap gavel once.