IDEAS FOR TRAINING CLUB OFFICERS

OFFICER PUZZLE - Use a separate sheet of poster board for each officer (one for president, one for vice-president, one for secretary, etc.). Section each sheet into jigsaw puzzle pieces. On each puzzle piece, write a different responsibility of that office. All posters should be the same color.

Cut the posters apart, and mix together all puzzle pieces of all officers in a box or sack. Empty out on to a table or floor—and have officers find all the pieces and put “their puzzle together.

Example for President

AGENDA PARADE

This can be used with any size group to help new officers learn to correctly prepare an agenda for their meetings.

Write each part of the agenda on a separate sheet of paper—call to order on one sheet, reading of minutes on another, roll call on another, new business on another, etc. Mix them up and distribute the sheets to members. Members can hold their sheet and stand in line to make a correct agenda, or tape them on the wall so they can all be seen by the group.

If you are working with a large group, prepare two or three sets of “agenda sheets”. Divide the group and let them compete to see who can be first to put the agenda together correctly.

Involve the group in discussion. Ask members why they put one item before the other on their agenda. Discuss the importance of preparing the following agenda.
SUGGESTED OUTLINE FOR 4-H OFFICER TRAINING

1. Opening———present an opening that will be a good example of “how it can be done” in the local club
   A. Get acquainted (recreation or ice breaker)
   B. Pledge of American flag
   C. 4-H Motto and Pledge
   D. Inspiration/4-H Prayer

2. Why we have officers in clubs———what are their responsibilities to club, leaders, parents, and other members

3. Officer puzzle

4. Review duties of officers———-distribute copies of 4-H Club Officer Handbook.

5. Agenda Parade ————(Each part of 4-H meeting agenda is put on Construction paper. Give each person one part of the meeting. Have them try to put the parts of the meeting in order——by discussion, debate, etc. Each person can hold up their paper and stand in order or place the meeting parts in order or place the meeting parts in order on board, easel or wall.)

6. Review sample agenda in Officer Handbook or Club Program Planning Handbook

OPTIONAL——-(You may need a separate session for this):

7. Planning the Yearly 4-H Program———use 4-H Club Program Planning Handbook, yearly planning worksheets from club managers guide.

8. Planning Monthly 4-H meeting

9. Challenge/Summary
TEN GUIDELINE IDEAS FOR WORKING WITH 4-H CLUB OFFICERS

1. Get Basic Information
   * Officer’s name, address, telephone number, e-mail address, and other information that is related to their work with 4-H clubs. Also give the officers the name, address, and telephone numbers of the leaders.

2. See that Officer orientation is provided
   * If 4-H were a company and the officers were the new employees in that company, it would be important for them to understand how the company operates, what its objectives are, what the policies are, and something about the product or service. It is just as important for newly elected 4-H officers to understand some of the same kinds of things about their local 4-H club, the relationships of the club to the county, and 4-H work in general.

3. See that Officer Training is provided
   * Each officer should be entitled to training in their respective office. They should also know something about what the other officers do.

4. Provide Parent Orientation
   * The parents of elected 4-H club officers need to know what their 4-H child is expected to do in the office and what they as a parent can do to help their child. Parent assistance can greatly improve the performance of the 4-H member in his office.

5. Plan with Officers as an Executive Committee
   * It is tempting for 4-H leaders to go ahead and plan things for the 4-H club without including or involving the elected 4-H officers. Planning should be a joint venture between the leaders and the officers, with each having equal opportunity to make suggestions. The ideal situation is to have 1 or 2 planning meetings before the 4-H year begins and then one each month to plan the agenda for the monthly meetings.

6. Keep in Touch
   * It is very discouraging to be elected to an office and then never hear anything about it or know what to do. This does not mean telephone calls or meetings every two or three days. But it does mean periodic communication with all of the officers. (The executive committee meeting helps with communication). Share information. Ask for ideas. Check with them on their assignments.

7. Share the Club
   * Since the club manager is in a position to direct and control the club, it is easy to make decisions without officer’s consent. As far as possible the managers should use ideas approved by the officers and give the officers a chance to voice their opinions and to take responsibilities for various tasks that need to be done in managing the 4-H club.
8. Help Officers Share Opportunities
   * Often officers will appoint their friends or perhaps the older 4-H members to committees or other responsibilities within the 4-H club. Every 4-H member in the club should have an opportunity to do the various things in the 4-H club such as, leading pledges, serving on committees, representing the club, being eligible to run for office, etc. Be sure each member of the club is on a committee and has a part on the program at least once during the year.

9. Develop Skills and Help Officers Learn
   * One of the greatest contributions that the 4-H club can make to its officers is to help them develop the various skills related to their office such as presiding, handling parliamentary procedure, keeping accurate records of the club’s transactions, handling the club’s money, reporting the news of the 4-H club, and representing the club.

10. Strive for Excellence
    * A 4-H club should be well run. Things should happen on time and be done in an excellent manner. This does not mean that a club has to be stiff or cold or rigid. But it does mean that things can be done with skill and efficiency. Excellence should add to the interest and vitality of the 4-H club.