**Garfield County**

**President Book**

**(To be used in conjunction with the Ohio 4-H President’s Handbook)**



|  |  |  |
| --- | --- | --- |
| Club Name: | | Year |
| County: | | |
| President | Vice President | |
| Secretary | Treasurer | |
| Reporter | Historian/Scrapbook | |

**What is 4-H?**

4-H Colorado, part of CSU Cooperative Extension4-H is a community of young people, across America, learning leadership, citizenship, and life skills.

**THE 4- 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, my country, and my world.

**THE 4-H CLUB MOTTO**

To Make the Best Better

**THE 4-H CLUB EMBLEM**

The 4-H emblem is a four-leaf clover with the letter "H" on each leaf.

The four "H's" stand for Head, Heart, Hands, and Health.

**THE 4-H CLUB COLORS**

GREEN: Nature's most common color is emblematic of springtime, life, and youth.

WHITE: Symbolizes purity and high ideals.

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**Congratulations!** Serving as your club’s President is certainly an honor, but it also includes many duties and responsibilities. You should become familiar with these so you can serve your county well throughout the year.

**Duties of the President**

• Arrive at the meeting ahead of time to preside over and call each meeting to order

• Preside at all meetings, help your leader enforce the bylaws, exercise supervision over the affairs of your club

• Hear all motions and seconds, and conduct the vote for all club decisions

• Work with your leader to prepare the agenda for each meeting

• Work with other officers and club members as a team

• Use Parliamentary Procedure to run the meeting

• Cast the deciding vote in case of a tie.

**President Guidelines**

**Before the Meeting...**

Check the minutes of the last meeting and use these to write this meeting’s agenda with your leader.

Gather and arrange your notes, agenda, and other materials.

If other officers let you know that they will not make the meeting, decide who will fill their role.

If you can’t attend the meeting, tell your leader in advance. Pass any relevant materials along for the Vice President to use during the meeting in your place.

**After the Meeting...**

Ask the secretary to send you their minutes or arrange to get them from your leader.

**Running a Meeting (See the President’s Handbook for more)**

As the presiding officer at club meetings, it is your job to get the meeting started and guide us through the agenda.

*I call this meeting to order at 00:00pm on January 5th.*

You should ask members to lead the pledges before starting the meeting so that when the time comes, they are ready.

*We will start with the Pledge of Allegiance led by Sam, and then have the 4-H Pledge led by Louise.*

After the pledges, you may ask the secretary to take role. If they take role before the meeting begins, ask if everyone is in attendance.

Next, you will ask for Officer Reports. After the Secretary’s minutes and Treasurer’s report, you must ask for a movement to approve them. This gives your club a chance to discuss any edits or questions that come up, and then approve the result.

*Madam secretary, please read last meeting’s minutes.*

*Do I have a movement to approve the minutes?*

A secretary’s report may also include the attendance for any recent club activities.

*Mister Treasurer, please give your report.*

*Do I have a motion to approve the Treasurer’s Report?*

Next you can move on to Old Business. Be sure to give each point some discussion time and ask for any other old business from the floor. Follow the same pattern for New Business.

If you have no announcements, you may ask if anyone else has one for the club, and then the meeting can be adjourned.

*I adjourn this meeting at 00:00pm.*

**A President’s Gavel**

At each meeting, you will have a wooden gavel. This is *never* to be treated as a toy. Your gavel is the punctuation at the end of each decision you and your council make.

When to use the gavel:

* When the meeting is called to order
* After a motion passes
* After a motion dies
* When the meeting is adjourned

**Sample Agenda**

Boot Scootin’ 4-H Club Meeting

January 7th, 2022

7:00pm

Silt Branch Library

1. Call meeting to order
2. Pledges
   1. American
   2. 4-H
3. Officer Reports
   1. Secretary (reading and approval of the minutes)
   2. Treasurer (reading and approval of the treasurer’s report)
   3. Reporter
4. Old Business
   1. Chritmas Community Service
   2. Beef Weigh-in
   3. Other
5. New Business
   1. Officer Elections
   2. MQA classes
   3. Other
6. Announcements
   1. Upcoming Events
   2. Next club meeting- February 8th at 7pm
   3. Other
7. Adjurn Meeting
8. Recreation/ Demonstrations

**Your Experience**

For the beginning of your term…

What are you excited about for this year?

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What do you think might be a challenge for you as club President?

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Do you have any specific plans or goals for your term as President? Please Elaborate.

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**Show Your Work**

Please attach all agendas you wrote or helped with and any other written documentation of your work as club president.

**Your Impact**

For the end of your term…

What went well this year as President?

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What challenges did you face as club President? How did you solve them?

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Do you have any advice for the next club President?

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**Photos**

Please include any photos you took that exemplify your experience as Club President.

**Bylaws**

Please include a signed copy of your club bylaws here.