



# The 4-H President and Vice President



The president is the chief officer and takes the lead in all club affairs. Directing business meetings and checking on the progress of committee work are presidential responsibilities.

While some clubs reelect a president for a second term, it is not a good practice to keep the same president for more than two years.

## Duties of the President

As president of a club, you will:

1. Direct the club's activities and preside over meetings
2. Arrange for a meeting place and make sure equipment is in order
3. Arrange to have another person (usually the vice president) take over if you cannot attend a club meeting
4. Appoint committees with the help of the club's leader(s)
5. Help plan the yearly program of work
6. Plan the order of business for each meeting
7. Make sure the other officers do their jobs
8. Call the meeting to order and follow the order of procedure recommended for conducting the meeting
9. Call extra meetings when necessary, with the leader's advice
10. Cast the deciding vote in case of ties

## Duties of the Vice President

As vice president of a club, you will:

1. Preside over the meetings when the president is absent or when called to chair by the president
2. Become familiar with the president's duties so you can take over at a moment's notice
3. Assist the president whenever possible
4. Act as chairman of the club program committee (optional)
5. Collect 4-H records at designated meetings, help the leader inspect records, and assist club members with record keeping
6. Determine why members are absent for meetings
7. Look after visitors and special guests

## Suggestions for both the President and Vice President

1. The first job of a newly elected president is to select a program committee. The president may do this

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- before installation, so program planning will begin as early as possible.
2. The president should be fair and courteous and observe the club's rules. In these respects, the president should set examples for all members.
  3. Meetings should start on time and proceed in a businesslike manner. When meetings drag on or are conducted without order and dignity, members lose interest in the organization.
  4. The president should know and follow the simple rules of parliamentary procedure to keep the meeting running smoothly. For information, refer to *Robert's Rules of Order* or *The 4-H Parliamentarian*.
  5. If a meeting is to be held in someone's home, the president should make sure the hostess or host is prepared. If a meeting is to be held in a public building, the president should be certain the building is open, lighted, and heated.
  6. The president should arrive at the meeting place 15 to 20 minutes ahead of the starting time to check on the seating arrangement and discuss the meeting agenda with the club leader, program chairman, committee chairmen, and others.
  7. The president needs to conduct the meeting with tact, firmness, and fairness. The president should remember all members have equal rights on the floor, and the president should politely but firmly declare members out of order when necessary.
  8. The president may not discuss a controversial issue while in the chair. If the president wishes to take part in the discussion of a motion, the vice president or another member should be asked to take the chair. The president then may take part in the discussion.
  9. The president should avoid using the personal pronoun "I." Say "your president," or "the chair," or "the chairman."
  10. The president stands:
    - (a) To open a meeting or call the house to order
    - (b) To put a question and to announce a vote
    - (c) To address the house (club)
  11. The president may vote:
    - (a) When the vote is by ballot
    - (b) When the vote is by roll call
    - (c) To make a tie (thus killing a question)
    - (d) To break a tie
  12. The president is always courteous to and introduces guests.
  13. When introducing speakers at a meeting, the president should make it plain who the speaker is, what group or organization the speaker represents or what the speaker has done, and why the speaker is at the meeting.
  14. When a speaker finishes, the president or program chairman should give a brief word of appreciation.
  15. The president may ask the program committee chairman to take over during the formal program.
  16. The president may ask the recreation leader to take over during the recreation period.
  17. The president may invite the club leader to take over during the instruction period.
  18. The president is responsible for putting the room in order after the meeting.
  19. The president needs to be courteous and attentive to the club leader's suggestions and appreciative of the leader's help. The president also should encourage other club members to do the same at all times.

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