Working With 4-H Club Officers

Needs of Officers

Officers need training and help to be "good." Encourage new officers to participate in any training offered by the County 4-H Council. Then meet with them to review the following questions about their new roles.

1. What am I supposed to do?
2. How do we work as a team?
3. What do I do at club meetings?
4. How can we involve other members of the club?
5. How do we prepare for meetings?

Helping Officers

Ask parents to help their child perform the duties of the office. For example, ask the secretary's mother to help prepare the minutes. The goal of the officer should be to improve with each meeting.

The organizational leader works with the officer team. The officers work as a team to provide overall leadership for the club. This means:

- setting goals they hope to achieve as officers.
- setting an example for other club members.
- being informed about County 4-H Council events.

Before each meeting, the organizational leader and officer team need to plan for the following:

- an agenda.
- business to be handled.
- ways to involve all members in discussing items of business.
- parliamentary procedure that may be necessary for each item of business.

After each meeting have a brief critique. Tell officers what they did right and what they need to improve next time.

Electing Officers

The North Carolina 4-H Officer's Guide (4H 0-1-3) gives details on how to elect officers. Basically there are two methods:

1. Using a nominating committee (has the advantage of control).
2. Getting nominations from the floor (requires no prior planning even though anyone who is nominated should agree to serve if elected).

Voting can be done by show of hands or by secret ballot.

Installing Officers

An installation ceremony formalizes the responsibility of the new group of officers. A candlelighting ceremony is provided in the North Carolina 4-H Officer's Guide.

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