

1st Vice President

- **Running Meetings in the President's Absence**

- Understand Parliamentary Procedure
- Communicate with your Club Manager

- **Programs**

Part 1: Types of Programs

- Special Guests / Speeches
- Project Presentations / Demonstrations
- Community Service Activities
- Games / Activities



Which of these programs would NOT be interesting and engaging?

A lecture on how to solve math problems

A demonstration on how to make a short movie

A presentation on how to floss your teeth

A demonstration on outdoor survival skills

Making tie-blankets for senior citizens

Part 2: Planning Programs before the Meeting

Inviting a speaker/guest

- 1. DISCUSS:** discuss with other officers and your club manager who you will invite and what they could speak about.
- 2. CONTACT:** Email or call the speaker at least 2 months in advance of the meeting you are inviting them to speak at. Make sure to include the date, time, and place of the meeting. Discuss with him what he will talk about, and how much time he has to talk. Give him some information about your club- how many people will be present, their ages, interests, etc, so he will be able to communicate better with his audience.
- 3. CONFIRM:** Confirm with him all details, and of course, if he will be able to come.

Planning an activity or game

- 1. DISCUSS:** talk with other officers and your club manager to choose what activities or games you will have as your program.
- 2. CONTACT:** If you will be doing a community service activity for an organization (Like VISTO), email the organization in advance and ask what your club could do to help, when you can help, and if you make something, where to drop it off, etc.
- 3. CONFIRM:** Communicate and confirm with your club manager to make sure you have the materials for your activity or game. If doing a community service activity, confirm the details with the organization you are serving.

What's wrong with this email? What's good about it?

hi! my name is lily brown. so, i'm the 1st vice president of the cooke county 4-h poultry club, and we were wondering if you would like to speak at our business meeting on November 6, 2018 at first christian church in gainesville, tx. it starts at 6pm and goes until 8pm, but you can leave after you're done speaking because the meeting gets super boring. I think you will have about 10-30 minutes to speak. please let me know if you can make it!

-lily



Part 3: Running Programs at the Meeting

- **Guest Introduction/Thank you:** If you invited a speaker or guest, introduce them before they speak, and thank them after they speak.
- **Activity Preparation/ Explanation:** If you're going to play a game or do an activity, make sure all your materials and preparations are ready, and explain to the club members what you'll be doing.

What's wrong with this introduction?
What's good about it?

“So, we’re going to have this lady named Melissa Reed speak for us tonight. She is the head of a foundation called the Night Light Foundation, which is somewhere outside of Cooke County, and she wants to tell us how some kids don’t have things that we have, like, pillows.”