

The President



- **General Duties:**

- Plan and lead club meetings
- Assist the Club Manager
- Communicate with other club officers

- **Planning and Leading Club Meetings**

Preparation for the meetings/4-H year:

- Work with other officers to develop a yearly plan of club meetings and programs.
- With assistance from the 4-H club manager, arrange for a meeting time and place.
- Work with the club manager and officers to develop an agenda for each meeting.
- Communicate with officers, members and leaders about assignments and duties for meetings.

Executing Meetings:

- Follow the planned meeting agenda
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings.
- Be impartial when recognizing members who want to speak (don't choose your friends over others)
- Exhibit good leadership qualities and serve as a role model to the members of the club.

Who should prepare officer reports, select members to say the pledges, and plan the agenda?

The Club Manager

The Club Officers

- **Tips for Presiding Effectively:**

- Arrive at least 30 minutes early to set up for each meeting
- Begin the meeting on time
- Speak with enthusiasm and sincerity
- Talk loud enough and enunciate so that people can hear you clearly
- Understand parliamentary procedure thoroughly
- Attend Cooke County 4-H Council Meetings



Why is it important to responsibly manage meetings and not horse around? (Circle all that apply)

- a) Business meetings can never be fun
- b) Horsing around as the President reduces your credibility
- c) Horsing around reduces your authority when running meetings
- d) It's okay to horse around- business meetings are for the adults
- e) Goofing off makes business meetings longer and less productive

• **Using the Gavel:**

As President, you will use the gavel to run orderly meetings. How and when you tap the gavel mean different things:

Two taps- This calls the meeting to order.

One tap- Follows the announcement of adjournment or after you have voted on a business item. The tap also tells the members to be seated after the pledges.

Three taps- This signals all members to stand in unison.

Series of taps- These restore order to the meeting. For example, if members are having side conversations and business cannot be conducted due to the noise level, the President should rap the gavel multiple times to get their attention.

Your club is discussing what to do at their annual Christmas party at a business meeting. During the discussion, everyone starts to talk about what they want at the same time, and it's impossible to hear anyone's opinion. What should you do?

- a. "If you can hear me, clap twice!"
- b. Shout over the club to get their attention
- c. Wait for the noise to stop
- d. Tap your gavel until the noise stops and you have their attention