



**Ohio 4-H**  
*President's  
Record Book*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

Club Name \_\_\_\_\_

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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# References

- So you are vice president of your club . . .* (2005). Kansas State University Agricultural Experiment Station and Cooperative Extension Service.
- Ohio 4-H Club Officer's Guide—President's Manual.* (1999). Ohio State University Extension.
- Working With Officers and Committees—Ohio 4-H Club Advisor's Guide.* (1986). Ohio State University Extension.
- Ohio 4-H Clubs Advisors Handbook—Club Management.* (2006). Ohio State University Extension, 4-H Youth Development.
- The ABC's of Planning Your 4-H Club Programs.* (1984). Pennsylvania State University.
- The Meeting Will Come to Order.* (1993). North Central Regional Extension Publication #228.
- Effective 4-H Club Meetings.* (1999). Ohio State University Extension, Fact Sheet 4H-006-99.
- Georgia 4-H Vice President Officer Guide.* (2000). University of Georgia.
- Working with Committees—Planning Guide for 4-H Clubs.* University of Illinois Extension.
- 4-H Parliamentary Procedures.* University of Minnesota Extension.
- Huron County 4-H President's Manual.* Ohio State University Extension.
- 4-H Club Officer's Handbook.* Cooperative Extension System, College of Agriculture and Natural Resources. University of Connecticut, Storrs.

Is this your first year serving as president? More information is in the *President's Resource Guide* available at **[ohio4h.org/officerresources](http://ohio4h.org/officerresources)**.

# President

## Welcome

Congratulations on your new role as your 4-H club's president. Your club members have bestowed upon you both an honor and a responsibility. You represent not only your club, but the 4-H program in your county. Your skills and abilities, standards and ideals, speech, even your smile represents Ohio 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events. Good luck!

## Duties of the President

- Meet with advisors prior to the meeting to plan the agenda for the business meeting.
- Conduct the 4-H club meeting using parliamentary procedure.
- Maintain order and control during meetings. Be courteous, but firm.
- Guide the meeting in a tactful, courteous way. Avoid talking too much or voicing personal opinions on motions under discussion. The president is the “guide” or “pilot” for the meeting.
- Encourage everyone to participate in the meeting and provide opportunities for all members to be heard.
- Decide points of order fairly.
- Work with other club officers as a team to plan and follow through with programs and events.
- Appoint committees as needed by the club and define the responsibilities of the committees.
- Delegate responsibilities and make sure that everyone gets to serve on a committee or have a job in the club at some time during the year.
- Be courteous to guests and introduce them to the club.
- Cast the deciding vote in case of a tie.
- Attend as many 4-H meetings and activities as possible, and be prompt and enthusiastic.
- Let the advisor know well in advance if you cannot attend a meeting so that the vice president will have time to prepare to take over the role of the president and preside over the meeting.

# My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as president this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

After Being Elected	Plan to Do (✓)	Plan to Complete By	Date Completed
Obtain a list of advisors, officers, and committees for your records.			
Make a list of items of business that were not completed in the previous year.			
Become familiar with parliamentary procedure.			

Before Club Meetings	Plan to Do (✓)	Plan to Complete By	Date Completed
Meet with officer team and advisors to develop the agenda.			
Provide input to the club program planning process.			
Assist the treasurer in completing the Yearly Financial Summary.			

Things to Do on Your Own	Plan to Do (✓)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest.			

# President Script for 4-H Meeting

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name) \_\_\_\_\_ meeting of (date) \_\_\_\_\_ .

Pre-meeting Activities \_\_\_\_\_

<b>Meeting</b>	<b>Person In Charge</b>
Call to order . . . . .	President _____

**“This meeting will now come to order.”**

Pledge of Allegiance . . . . . led by \_\_\_\_\_

**“Please stand for the Pledge of Allegiance led by \_\_\_\_\_.”**

4-H Pledge . . . . . led by \_\_\_\_\_

**“\_\_\_\_\_ will now lead us in the 4-H Pledge.”**

Roll Call . . . . . Secretary \_\_\_\_\_

**“The secretary will now call the roll.”**

Introduction of Visitors . . . . . Various members \_\_\_\_\_

**“At this time would members please introduce their guests.”**

Minutes from Previous Meeting . . . . . Secretary \_\_\_\_\_

**“The secretary will now read the minutes of the previous meeting.”**

Approval of Minutes . . . . . President \_\_\_\_\_

**“Are there any additions or corrections to these minutes?”**

(Wait a moment.) **If not they stand approved as read.** If there are corrections, they are made and the president says, **“Are there any further corrections to the minutes? (Wait a moment.)**

**There being no further corrections, the minutes stand approved as corrected.”**

Treasurer Report . . . . . Treasurer \_\_\_\_\_

**“May we have the treasurer’s report.”** This report and other officer reports do not require further action.

Committee Reports . . . . . Various members \_\_\_\_\_

**“Will the chair of the \_\_\_\_\_ committee please report?”**

Following the report, the President says. **“Does any member wish to present a motion to accept this report?”** See below for proper method for making a motion.

Old/Unfinished Business \_\_\_\_\_

**“Is there any old/unfinished business?”** (Use one or the other term.)

New Business \_\_\_\_\_

**“We are now ready for new business. On the agenda is . . . .”** After items on the agenda have been addressed say, **“Is there any other new business?”**

Announcements \_\_\_\_\_

**“Are there any other announcements?”**

Adjournment \_\_\_\_\_

**“Is there a motion for adjournment?”** After the motion has been made the president says, **“Is there a second?”** After the second has been made the president says, **“It has been moved and seconded that we adjourn. All in favor say ‘aye’, (pause for vote), all opposed ‘nay’.”**  
**The meeting is adjourned.”**

Program \_\_\_\_\_

Recreation/Refreshments \_\_\_\_\_

## *Steps in Making a Motion*

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to “entertain a motion” and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, **“I move,”** not **“I motion.”** When an item of business is brought up for discussion these steps are used:

1. President says, **“Is there a motion to \_\_\_\_\_?”**
2. A member says, **“I move \_\_\_\_\_.”**
3. President says, **“Is there a second to the motion?”**
4. A different member says, **“I second the motion.”** If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, **“It has been moved and seconded to \_\_\_\_\_. Is there any discussion?”**
6. President allows discussion on the motion.
7. When the discussion ends, the president says, **“It has been properly moved and seconded that we** (President states the motion or has the secretary read the motion). **All in favor say ‘aye.’** (Pause for vote), **All opposed say ‘nay’.”**
8. President says, **“Motion passes.”** or **“Motion fails.”**

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **“The chair recognizes (name of speaker) and (name of speaker) has the floor.”**

# Planning the Meeting Agenda

Use this guide to plan your 4-H meetings. Fill one out before each meeting and make copies as needed.

Agenda for \_\_\_\_\_ 4-H Meeting.

Location: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Pre-meeting Activities: \_\_\_\_\_

<b>Meeting</b>	<b>Person in Charge</b>
Call to Order . . . . .	President _____
Pledge of Allegiance . . . . .	Led by _____
4-H Pledge . . . . .	Led by _____
Roll Call . . . . .	Secretary _____
Answer with. . . . .	_____
Introduction of Visitors. . . . .	Various
Minutes of Previous Meeting . . . . .	Secretary _____
Treasurer's Report . . . . .	Treasurer _____
Leader and Other Officer Reports . . . . .	Various
Committee Reports Vice President _____	
_____	
Unfinished Business Item(s) for Discussion _____	
_____	
New Business Item(s) for Discussion _____	
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Pre-meeting Activities: \_\_\_\_\_

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Pledge of Allegiance . . . . .	Led by _____
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Roll Call . . . . .	Secretary _____
Answer with. . . . .	_____
Introduction of Visitors. . . . .	Various
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I pledge  
My **head** to clearer thinking,  
My **heart** to greater loyalty,  
My **hands** to larger service, and  
My **health** to better living,  
For my club, my community,  
my country, and my world.

**ohio4h.org**

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.