Ohio 4-H

Vice President’s Record Book

Name ____________________________________________________________

Year ______________________ Age (as of January 1) ________________

County ______________________________________________________

Club Name ___________________________________________________

4-H Advisor __________________________________________________
Author

Bonnie Malone, Extension Educator, 4-H Youth Development, Ohio State University Extension

We are indebted to the original co-author of the previous version of this publication, Janice Hanna.

Reviewers

Audrey Dimmerling, Extension Educator, 4-H Youth Development, Ohio State University Extension
Connie Veach, Program Assistant, 4-H Youth Development, Ohio State University Extension

References

Adapted from So you are Vice President of your club... (2005). Kansas State University Agricultural Experiment Station and Cooperative Extension Service.
The Meeting Will Come to Order. (1993). North Central Regional Extension Publication #228.
Georgia 4-H Vice President Officer Guide. (2000). University of Georgia.
Duties of the Vice President. Adams County Extension, Colorado State University.
Vice President Record Book. Sarasota County Extension, University of Florida.

Is this your first year serving as vice president?
More information is in the Vice President’s Resource Guide available at ohio4h.org/officerresources.
Welcome

Congratulations on your new role as your 4-H club’s vice president! Your club members have bestowed upon you both an honor and a responsibility. You must now fulfill the expectations of the members by serving as a hardworking and effective leader. You represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, appearance, speech, and even your smile represent 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 Vice President

As vice president, you are in charge of the club’s educational program.

- Chair of the Program/Education Committee.
- Assure that all members and advisors receive a complete club program.
- Work with all standing committees.
- Work with all special committees.
- Assure that the club has a well-rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.

As vice president, you will assume the duties of the president in his or her absence.

- Conduct your 4-H club’s meetings with proper parliamentary procedure.
- Meet with an advisor prior to the meeting to plan an agenda.
- Assign committees.
- Maintain order and control during meetings and not voice too many personal opinions.
- Decide points of order fairly.
- Automatically becoming the president if the president resigns, quits the club, or is removed from office.

Outline of Duties

Plan

- Plan the business meeting with the leader(s) and other officers before the meeting. Actively participate in planning meetings and make suggestions for meeting agendas.
- Keep in close touch with the president, local leaders, and county Extension office. Be sure to read the newsletter each month; it probably has announcements and news that apply to your group.
- Work with the president to check on meeting arrangements.
- Help plan the yearly program (use the Secretary’s Record Book).
Preside

• You will take the president’s place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.
• You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.

Parliamentary Procedure

• Parliamentary procedure is essential to being able to conduct an orderly meeting.
• The vice president usually votes on club matters. The president usually does not vote unless there is a tie.

Delegate

• Help the president delegate responsibilities fairly so every member has a job in the club at some point.
• You should be involved with the planning of programs for the meeting, for example, scheduling demonstrations and other special presentations. Notify and remind people of their involvement in the next meeting.

Be Observant

• Officers should make a substantial effort to know each member of the club. Make new members feel welcome and invite them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
• Be courteous to guests and properly introduce them to the club.

Being a Leader

“If your actions inspire others to dream more, learn more, and become more—you are a leader.”
—John Quincy Adams
# My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as vice 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
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain a list of committees for your records.</td>
<td>(√)</td>
</tr>
<tr>
<td>Become familiar with the order of business and parliamentary procedure should you have to conduct a club meeting in the absence of the president.</td>
<td></td>
</tr>
<tr>
<td>Read the newsletter from your county Extension office to stay updated on county activities and deadlines.</td>
<td></td>
</tr>
</tbody>
</table>

| At Club Meetings                                                                                          | Plan to Do
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan to gather program ideas from all members at the first or second meeting to assist in program planning for the year.</td>
<td>(√)</td>
</tr>
<tr>
<td>Check in with committee chairs following the meeting to see if they need additional help to complete their committee tasks.</td>
<td></td>
</tr>
<tr>
<td>Work with club members to set club goals for the year.</td>
<td></td>
</tr>
<tr>
<td>Learn more about each club member so that you know their names after four or five meetings.</td>
<td></td>
</tr>
</tbody>
</table>

| Things to Do on Your Own                                                                 | Plan to Do
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend an officer training program.</td>
<td>(√)</td>
</tr>
<tr>
<td>Make a poster or exhibit for the club booth.</td>
<td></td>
</tr>
<tr>
<td>Give a speech at a county speaking contest.</td>
<td></td>
</tr>
<tr>
<td>Give a demonstration at a county demonstration contest.</td>
<td></td>
</tr>
</tbody>
</table>
## Committees

When a committee is formed, write the names of the committee and its members here.

<table>
<thead>
<tr>
<th>Committee: __________________________</th>
<th>Committee: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson: _________________________</td>
<td>Chairperson: _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee: __________________________</th>
<th>Committee: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson: _________________________</td>
<td>Chairperson: _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee: __________________________</th>
<th>Committee: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson: _________________________</td>
<td>Chairperson: _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee: __________________________</th>
<th>Committee: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson: _________________________</td>
<td>Chairperson: _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee: __________________________</th>
<th>Committee: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson: _________________________</td>
<td>Chairperson: _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Committee Planning Sheet

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee: ________________________________________________________________

Date appointed: ____________________ Given the power to act? (Circle one): yes no

Date reported back to club: ______________________________________________________

Committee meetings (include date, time, and location) __________________________________

Chairperson’s name and phone number: ____________________________________________

Committee members’ names and phone numbers:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Adult advisor’s name and phone number: __________________________________________

Purpose of the committee: _______________________________________________________

______________________________________________________________________________

Specific duties of the committee: _________________________________________________

______________________________________________________________________________

Decisions made, details worked out, or information discovered for the committee to report back to the club:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Committee Planning Sheet

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee: ____________________________________________________________

Date appointed: ___________________ Given the power to act?  (Circle one): yes  no

Date reported back to club: ____________________________________________________

Committee meetings (include date, time, and location) ________________________________

Chairperson’s name and phone number: __________________________________________

Committee members’ names and phone numbers:

________________________________________________

________________________________________________

________________________________________________

Adult advisor’s name and phone number:__________________________________________

Purpose of the committee: ______________________________________________________

________________________________________________

Specific duties of the committee: _________________________________________________

________________________________________________

Decisions made, details worked out, or information discovered for the committee to report back to the club:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
Committee Summary Sheet

Make copies of this page. Fill out this summary sheet each time a committee completes its task.

Name of committee: ____________________________________________________________

Date appointed: ________________ Given the power to act? (Circle one): yes no

Date reported back to club: ____________

Chairperson: ________________________ Adult advisor: ________________________________

Committee members:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Items presented to the club:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Decision made by the club:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What the committee could have done better:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Committee Summary Sheet

Make copies of this page. Fill out this summary sheet each time a committee completes its task.

Name of committee: _______________________________________________________________________

Date appointed: ______________________  Given the power to act?  (Circle one): yes  no

Date reported back to club: ____________

Chairperson: __________________________ Adult advisor: ________________________________

Committee members:
_________________________________________  ______________________________________
_________________________________________  ______________________________________
_________________________________________  ______________________________________

Items presented to the club:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Decision made by the club:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

What the committee could have done better:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
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