



4-H Club Management

WORKING WITH YOUR CLUB'S OFFICER TEAM

Activity Plan – Wisconsin 4-H Leader Training Series

ACTcc013

Intended Audience:

- Adults and youth providing 4-H Club leadership

Learning Objectives:

Club leaders will:

- Identify features of an effective 4-H club meeting
- Learn how to be an effective club officer
- Explore new methods for effectively working with a club officer team.

Target Essential Elements:

Through officer roles, members gain *independence* and *mastery*.

Time: 30 minutes

Supplies Needed:

- Markers
- Flipchart paper
- Pens or pencils
- Index cards

Handouts

- Idea Cards
- 4-H Club Meeting Agenda Planner
- Evaluation

Do Ahead:

- Copy all necessary handouts.

Sources:

- Created by Jessica Jens, Sauk County 4-H Youth Development Agent, UW-Extension.

WHAT TO DO

What makes an effective 4-H club meeting?

Tonight we are going to brainstorm ideas on what makes a good club meeting. We'll write all of your ideas on flipchart paper. Later we'll circle which of these ideas are affected by the club officer team. Do you think that:

- Club officers affect the club meeting?
- Club officers affect the 4-H experience of club members, parents and leaders?
- We, as leaders, can help improve our officer team?

But before we get into discussing how we can work better with our club officers, we need to know what makes a good club officer.

What makes an effective club officer?

(Break the participants into groups of 4-5 people. Give each group a large piece of paper and some markers.) I want each group to draw a profile of an "effective club officer." When you're done with your profile, hang it on the wall. Each group will get a chance to share with the other groups what makes their club officer effective.

Common Areas of Improvement

Next, let's identify some of the common themes that run throughout each group's "effective club officer" profile. Which of these common areas usually need some help? How can we help our officers improve in each of these areas? Here are some ideas to begin the discussion. Perhaps you can think of some more.

1. **Organization:** An adult should sit down with the officer team at least 15 minutes prior to the start of each meeting and help the team prepare the meeting agenda. Blank agenda sheets are useful tools. Past agendas should be kept to help prepare future meeting agendas.
2. **Keeping Control of the Meeting:** A sense of responsibility and authority needs to be instilled in the officers. Club leaders should inform officers that they have the right and an obligation to keep the members and parents on task in the meeting. Club leaders should also use their judgment and step in to control the meetings when appropriate.
3. **Knowledge of How to Do Their Jobs:** Officers should attend the countywide officer training session. If they cannot, the general leader should provide material to them. Parents should be encouraged to help their child perform his/her job at the beginning, but then the parents should step back and let their child perform with less assistance.
4. **Responsibility:** Some ideas for educating the officer team about their responsibilities include:
 - Encouraging all officers to attend countywide officer training.
 - Preparing brief (very brief) job descriptions for each officer outlining his or her responsibilities.
 - Reminding officers about their responsibilities at the pre-meeting meeting.



Big Ideas about Working with Youth Leaders

(Pass out the “Idea Cards” to the participants.) Let’s conclude with ideas that all adults should remember when working with youth. I would like you to read your card out loud and then describe why it is an important idea to remember when working with youth leaders.

The Idea Cards include:

- Ask youth to be a leader, teach, give a demonstration or chair a committee.
- Remember to listen to their ideas.
- Remember to be flexible.
- Remember to accept their work.
- Recognize youth leaders year round, in newsletters, verbally and/or with thank you notes.
- Youth are never too young to start gaining leadership skills and experiences.
- There are many ways and situations where leadership skills can be developed.
- Helping youth learn and practice leadership skills is one of our main goals as a 4-H volunteer.

Closing

Your reactions to this session help us evaluate its effectiveness. Please take the time now to complete this short evaluation.

TALK IT OVER

Reflect:

- What skill does an effective club officer possess?
- What are some areas that club officers can often improve upon?

Apply:

- What are some strategies you can use to increase the effectiveness of your club officer team?
- How can effective club officers positively affect their 4-H clubs?

ENHANCE/SIMPLIFY

Enhance:

- Before you get into teaching the lesson, it’s a good idea to start out with a “mixer” activity. Even if the group knows each other, these types of activities are good for getting people talking and more receptive to the upcoming discussion. If you decide to add this activity, your lesson will be over 30 minutes long. Here’s one idea: “Truth & Lies.” Pass out an index card to each participant and ask each person to write two “lies” and two “truths” about themselves. If the group is reasonably sized (2-12 people), go around the circle and have each person read two to four “facts” that they have written down on their card. The rest of the group should try and figure out if it’s a lie or a fact. If you have a larger group, the participants can break into groups of three and share their “facts” with each other.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under “Talk It Over.” Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

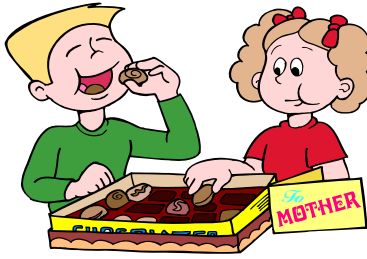
ADDITIONAL WEB LINKS

- Blank agenda sheets can be found at www.uwex.edu/ces/4h/clubs/starting.cfm. Copy several planning sheets for each club. Give the leader at least 12 blank agenda sheets in a variety of bright fun colors!
- Officer Training Books: It's a good idea to have on hand extra copies of the officer training material used at the countywide officer training workshops. Many leaders find these resources very valuable. If you are looking for new resources or new ideas, check the following web sites:
 - "Southern District Leadership Team Officer Training Lesson Plans" on the Wisconsin 4-H Community Club Central page at www.uwex.edu/ces/4h/clubs/leadership.cfm.
 - "Tips for Conducting Club Meetings" in the Minnesota 4-H Club Management Guide at www.fourh.umn.edu/downloads/4HMG/tips.html.

Finalized by the Strengthening 4-H Club Leadership Work Team on September 2005.

Idea Cards

Ask youth to be a leader, teach, give a demonstration, or chair a committee.



Remember to listen to their ideas.



Remember to be flexible.



Remember to accept their work.



Recognize youth leaders year round, in newsletters, verbally, and/or with thank you notes.



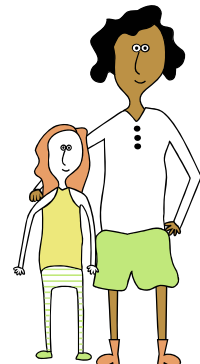
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4-H Club Meeting Agenda Planner

The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments



The total meeting should last about one hour. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders to prepare the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
1. Call to order		
2. Flag pledges		
3. Roll call Attendance		
4. Secretary's report Reading of the minutes		
5. Treasurer's report		
6. Committee reports		
7. Unfinished business		
8. New business		
9. Announcements		
10. Adjournment		

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Evaluation

Please rate the following:

How useful will the presented information be in helping you increase adult involvement in your 4-H club?

Not very A little Not sure Some A lot

How many new ideas did you learn?

0 1-2 3-4 5 5 +

How valuable was this program to you in regards to your role as an organizational leader?

Not very A little Not sure Some A lot

What will you do as a result of this program?