



Making the Best 4-H Clubs Better –Version 2.0

Intended Audience:

- 4-H club members

Lesson Objectives:

Club members and parents will:

- Identify each officer's tasks during a club meeting
- Learn skills that club officers should possess

Time: 20 minutes

Equipment and supplies:

- Easel paper
- Markers
- Pencils
- Handout:
 - “4-H Club Business Meeting True or False Quiz”

Do Ahead:

- Review lesson.
- Gather equipment and supplies.
- Copy handout, one per member.

Why Officers are Important

BACKGROUND

4-H members have several opportunities to add to their leadership experiences throughout their 4-H career. Serving as a club officer is one way that members can serve as a role model for younger members and enhance their leadership skills for the future.

What do members get out of becoming a club officer? Officers develop their leadership skills, increase their responsibility in the club, improve their communication skills, gain an understanding of meeting planning and agendas, and play a vital role in the success of the team and club.

Clubs depend on officers to lead them throughout the year. Members need to understand what their duties are if elected to an officer position. Short video clips detailing duties of each officer position can be viewed at the Officer Resources page of the Ohio 4-H website: <http://www.ohio4h.org/members/officers/>.

Advisors are tasked with the job of making sure youth who are elected to an office are prepared to serve their role and have a positive experience. Members who have a bad experience as an officer likely will not attempt to seek office in future years.

WHAT TO DO

Activity:

1. Pass out the “4-H Club Business Meeting True or False Quiz” to all members.
2. Give them time to complete, and then ask if anyone has specific questions they would like you to answer, if not discuss some of the questions (*You will probably not have time to review the whole quiz*).
3. Divide into groups of 4-6 people.
4. Provide each group with a piece of easel paper and markers.
5. Instruct the groups to draw a profile of the effective club officer. (Allow ample time for most groups to complete.)



Sources:

- Jens, Jessica. UWEX 4-H Club Management, “Working with Your Club’s Officer Team.” <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=3451>

Additional lessons in this series can be found online at: go.osu.edu/bestbetter14.



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6. Ask each group to select one person to present the group’s officer profile
7. Discuss what are the common themes, qualities or adjectives that appeared in several of the profiles

TALK IT OVER**Reflect:**

- What skills were found in more than one of the ideal club officer profiles?
- Were there skills that did not appear but should have been mentioned?

Apply:

- What makes officers important to your club?
 - o Make sure to cover the following concepts: organized, lead meetings, provide opportunity for all members to give input, work as a team to plan meetings, bring experience to discussions, dedicated, focused and productive
- How could you increase the effectiveness of club officers?

ADDITIONAL LINKS

- Ohio State University Extension, Club Officer Resources webpage: <http://www.ohio4h.org/members/officers/>
- The University of Wisconsin Extension 4-H Community Club Central website offers many club resources that may help you strengthen your club programming: <http://www.uwex.edu/ces/4h/clubs/meetings.cfm>

PREPARED BY

- Travis West, Extension Educator
4-H Youth Development
OSU Extension Vinton County
740.596.5212
west.222@osu.edu.