

President: _____

Vice President: _____

Homeroom: _____

School: _____

Sevier County 4-H

PRESIDENT VICE PRESIDENT

RECORD BOOK

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department, and county governments cooperating. UT Extension provides equal opportunities in programs and employment.

Date Booklet Due: _____



WHAT IS LEADERSHIP?

LEADERSHIP IS THE ABILITY TO HELP YOURSELF AND OTHER PEOPLE ACHIEVE GOALS THROUGH GUIDANCE AND INFLUENCE. LEADERS MUST UNDERSTAND AND BE ABLE TO WORK WITH PEOPLE. THEY SHOULD BE ABLE TO EXAMINE SITUATIONS AND MAKE DECISIONS. THEY ALSO NEED SKILLS IN HELPING PEOPLE WORK WELL IN GROUPS.

YOU ARE THE LEADER IN YOUR CLUB. LISTED BELOW ARE SOME HINTS THAT WILL HELP YOU BE A BETTER LEADER.

BE RESPONSIBLE – DO WHAT YOU ARE SUPPOSED TO DO

BE DEPENDABLE – DO WHAT YOU SAY YOU WILL DO

BE ORGANIZED – KEEP UP WITH DATES AND TIMES, AND KEEP THE RECORDS YOU NEED

WORK WITH OTHERS – YOU'RE A LEADER, NOT A DICTATOR. THIS MEANS THAT YOU SHOULD LISTEN TO OTHER PEOPLE'S THOUGHTS AND THEN MAKE THE BEST DECISIONS FOR THE WHOLE GROUP.

BE A GOOD SPEAKER – WHEN YOU'RE WORKING WITH YOUR GROUP, MAKE SURE THAT YOUR VOICE IS LOUD AND CLEAR ENOUGH FOR EVERYONE TO HEAR. MAKE SURE THAT THEY UNDERSTAND WHAT YOU'RE SAYING AND THAT YOU UNDERSTAND WHAT THEY'RE TELLING YOU. DON'T DO ALL THE TALKING...MAKE SURE YOU LISTEN TOO!

BE AN ACTIVE MEMBER – OTHER 4-HERS WILL BE WATCHING YOU TO SEE IF YOU PARTICIPATE IN OTHER TYPES OF 4-H ACTIVITIES. YOU SHOULD GO TO ALL GROUP MEETINGS AND TAKE PART IN WHAT IS GOING ON. GIVE A SPEECH, MAKE A POSTER, OR JOIN A JUDGING TEAM. IF YOU'RE HAVING FUN IN 4-H, OTHERS WILL TOO!

WORK WITH THE ADULTS – YOU HAVE ADULTS WHO ARE THERE TO HELP YOU, BELIEVE IT OR NOT, SOMETIMES THEY KNOW MORE THAN YOU. LISTEN TO THEIR SUGGESTIONS AND DON'T BE AFRAID TO ASK FOR THEIR HELP.

BE PATIENT – SOMETIMES WORKING IN A GROUP IS TOUGH. PEOPLE HAVE DIFFERENT IDEAS AND WANT TO DO DIFFERENT THINGS. MAKING DECISIONS CAN TAKE A LONG TIME. BUT DON'T GIVE UP! IF YOU'RE A PATIENT LEADER, YOU CAN HELP THE GROUP MAKE UP THEIR MINDS.

BE FAIR – SOMETIMES THERE ARE LOTS OF GREAT IDEAS. IT IS IMPORTANT THAT YOU BE FAIR AND UNDERSTANDING WITH EVERYONE.

BEING A LEADER IS FUN AND EXCITING, BUT SOMETIMES A LOT OF WORK. DON'T WORRY, THOUGH! YOUR 4-H FRIENDS THINK YOU'RE THE ONE FOR THE JOB! THEY ELECTED YOU BECAUSE THEY KNOW YOU CAN BE A GOOD LEADER!

President Responsibilities



BEFORE THE MEETING:

- ANNOUNCE THE MEETING THREE **(3) DAYS** AHEAD OF TIME AND ENCOURAGE MEMBERS TO PARTICIPATE IN THE PROGRAM.
YOUR TEACHER WILL HAVE THE MONTHLY 4-H CLUB MEETING SCHEDULE.
- CHECK WITH THE OTHER OFFICERS AND MAKE SURE THEY ARE PREPARED FOR THEIR PART OF THE PROGRAM.
- ASSIGN CLUB MEMBERS (OTHER THAN OFFICERS) FOR THE FOLLOWING DUTIES
 - PLEDGE OF ALLIGENCE
 - 4-H PLEDGE
- MAKE SURE THAT THE VICE PRESIDENT KNOWS TO TAKE CHARGE OF THE MEETING IF THE PRESIDENT IS NOT THERE.

DURING THE MEETING:

- PRESIDE OVER THE MEETING FOLLOWING THE 4-H ORDER OF BUSINESS.

AFTER THE MEETING:

- SET A GOOD EXAMPLE FOR THE OTHER CLUB MEMBERS BY PARTICIPATING IN AS MANY ACTIVITIES AND CONTESTS AS POSSIBLE.
- ASSIST THE 4-H STAFF IN DISTRIBUTING AND COLLECTING 4-H MATERIALS.

Vice President Responsibilities



THE WEEK BEFORE THE MEETING:

- ASSIGN A CLUB MEMBER (OTHER THAN OFFICERS) THE FOLLOWING DUTY
 - THOUGHT OF THE DAY
- REMIND MEMBERS OF THE UPCOMING 4-H ACTIVITIES AND CONTESTS AND ENCOURAGE EVERYONE TO PARTICIPATE.
- MAKE SURE THAT THE PRESIDENT KNOWS TO TAKE READ THE VICE PRESIDENT'S PARTS OF THE MEETING IN YOUR ABSENCE.

DURING THE MEETING:

- PRESIDE OVER THE CLUB MEETING IF THE PRESIDENT IS ABSENT.

AFTER THE MEETING:

- SET A GOOD EXAMPLE FOR THE OTHER CLUB MEMBERS BY PARTICIPATING IN AS MANY ACTIVITIES AND CONTESTS AS POSSIBLE.
- ASSIST THE 4-H STAFF IN DISTRIBUTING AND COLLECTING 4-H MATERIALS.

KNOW THE PLEDGES

AS 4-H MEMBERS, YOU CAN BE EXAMPLES TO OTHERS AROUND YOU. BE SURE YOU KNOW THE CORRECT WAY TO DO THE AMERICAN FLAG PLEDGE AND THE 4-H PLEDGE. TAKE TIME TO UNDERSTAND THE MEANING OF EACH PLEDGE. THE PLEDGES ARE AN IMPORTANT PART OF EVERY 4-H MEETING.

HOW TO PLEDGE ALLEGIANCE TO OUR FLAG

SAY: EVERYONE PLEASE STAND...ATTENTION, SALUTE, PLEDGE.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS. ONE NATION UNDER GOD INDIVISIBLE WITH LIBERTY AND JUSTICE FOR ALL.

PLEASE NOTE THE PUNCTUATION! LEARN AND TEACH OTHERS TO PLEDGE ALLEGIANCE WITHOUT PAUSING BETWEEN THE WORDS "NATION" AND "UNDER". WHEN YOU ARE PLEDGING ALLEGIANCE, STAND ERECT AND LOOK DIRECTLY TOWARD THE FLAG. WHEN IN CIVILIAN CLOTHES, SALUTE BY PLACING YOUR RIGHT HAND OVER YOUR HEART. MEN REMOVE THEIR HATS. PERSONS IN THE MILITARY SALUTE WITH THEIR RIGHT HAND.



THE 4-H PLEDGE

FREQUENTLY CLUB MEMBERS GIVE THEIR 4-H PLEDGE AFTER HAVING PLEDGED ALLEGIANCE TO THE US FLAG. IT IS IMPORTANT THAT BOTH BE PLEDGED WITH FEELING AND UNDERSTANDING/ YOUR 4-H PLEDGE MEANS THAT YOU PLEDGE YOURSELF TO THE IMPROVEMENT OF YOUR HEAD, HEART, HANDS, AND HEALTH. PLEASE NOTE THE PLEDGE IS THE 4-H PLEDGE AND NOT THE PLEDGE TO THE 4-H FLAG.

SAY: ATTEND, PLEDGE

- I PLEDGE MY HEAD TO CLEARER THINKING ☒ PLACE RIGHT HAND IN THE SALUTE POSITION
- MY HEART TO GREATER LOYALTY ☒ PLACE RIGHT HAND OVER YOUR HEART
- MY HANDS TO LARGER SERVICE ☒ HOLD HANDS, PALM UP, IN FRONT OF YOUTH WITH ARMS BENT AT THE ELBOW
- AND MY HEALTH TO BETTER LIVING FOR MY CLUB, MY COMMUNITY, MY COUNTY, AND MY WORLD ☒



YOU ARE SAYING THAT YOU WILL PLAN AND WORK WITH YOUR ADULT LEADERS AND FELLOW MEMBERS SO THAT INDIVIDUALLY AND COLLECTIVELY, YOU WILL CONTRIBUTE NOT ONLY TO YOUR PERSONAL IMPROVEMENT BUT ALSO TO HELP YOUR CLUB, COMMUNITY, COUNTY, AND WORLD.



4-H CLUBS - CLASSROOM ORDER OF BUSINESS OUTLINE



MEETING DATE: _____

PRESIDENT: "THIS 4-H MEETING WILL PLEASE COME TO ORDER. THE PLEDGE TO

THE AMERICAN FLAG WILL BE LED BY: _____,

AND THE 4-H PLEDGE WILL BE LED BY: _____.

VICE PRES: "THE THOUGHT FOR THE DAY WILL BE GIVEN BY, _____."

PRESIDENT: "OUR SECRETARY, _____, WILL NOW READ THE
MINUTES OF THE LAST MEETING."

SECRETARY: READ THE MINUTES OF THE LAST MEETING FROM YOUR SECRETARY BOOK

PRESIDENT: "ARE THERE ANY CORRECTIONS OR ADDITIONS TO THE MINUTES? (PAUSE) IF NOT,
THEY STAND APPROVED AS READ.

VICE PRES: THE SERVICE LEARNING CHAIRPERSON, _____,
WILL NOW GIVE OUR SERVICE LEARNING REPORT.

SERVICE LEARNING CHAIRPERSON: GIVE THE REPORT OF THE SERVICE LEARNING PROJECT FROM LAST MONTH-READ FROM
YOUR SERVICE LEARNING CHAIRPERSON BOOK.

PRESIDENT: "THE 4-H LEADER WILL NOW TAKE CHARGE OF OUR MEETING."

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Sevier County 4-H is
proudly sponsored by:



SEVIERVILLE SUNRISE ROTARY CLUB



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