4-H Officer Training
A two-part webinar series to refresh and update your local 4-H officer trainings
February 21, 2019 - Part II

Amy
4-H Officer Training

February 21- Officer Training, Empowering the Officer Team, Parliamentary Procedure, Parts of a Meeting

**Webinars will be recorded and posted for viewing at a later date**

https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html

Amy
Beth – How you train your officers is up to you. These are some examples of what has happened in Kansas over the past few years. We will look at each of them individually.
Beth – Single Unit Training is probably the longest time practice we have had in Kansas 4-H. We suggest you find the best community volunteers available for these sessions, i.e. maybe a banker for the treasurer session, someone from the newspaper for the reporters... Make time at the beginning or the end for some general leadership training, groups builders or parliamentary procedure training for everyone attending.
Beth – This is a great way to pool resources if there is a time and location that works for participants. It provides an opportunity to learn together across unit lines and draw officer training presenters from a wider location too. If your unit has a small number of 4-H clubs this might allow some additional peer to peer interaction.
Andrea

What it is:
• Officer training “kit” for use by the club

• Benefits: All items are provided
• Can be tailored to the club
• Ability to schedule training for maximum attendance
• Things to Think About:
• Depends upon the club training volunteer
• Agent time to train the club volunteer
• How to incorporate technology and local “experts”
Beth – If you can roll your officer training into other multi unit learning opportunities in a longer time frame, this is a great way to offer not only officer training, but other youth project or leadership training and volunteer training too. Many times you are helping 4-H members get acquainted who will later camp together or go to the same contests and events. Here is a participant from last year’s family funday held in Wichita. What a great way to build excitement for the new 4-H year too!
4-H Officer Training Resources

- KSRE Publications
- The Meeting Will Come to Order
- New Shop 4-H manual - 4-H Officers Handbook

Amy
Amy

The ideal group of officers function as a team and really take ownership of the club for any given year. The club will grow in size and quality when a group of young people are passionate and take the reins in a constructive manner. Its our job as youth development professionals to provide them with the tools and confidence needed for a successful officer experience. Each officer team will vary in age, experience level, maturity, skills, etc. With that said, each team of officers will have different needs.
There are more than 30 variations to making a basic motion. All motions include: the motion, a second, discussion, the vote, and announcement of pass or fail. K-I-S-S method: keep it short and simple. “A Guide to Parliamentary Practice for Your Club”

Deryl

There are more than 30 variations to making a basic motion. All motions include: the motion, a second, discussion, the vote, and announcement of pass or fail. All the rest is bells and whistles.

We encourage using the K-I-S-S method (keep it short and simple).

There are many resources for parliamentary procedure, https://www.bookstore.ksre.ksu.edu/pubs/4h521.pdf.
Deryl

Basic parliamentary procedure should be used during 4-H club meetings to make the meetings more efficient and fun.

Clubs should remember that a balanced meeting is important that includes business/decisions, a program and group builders.

It is better to conduct a meeting simply and that is done correctly, than to try to “razzle and dazzle” everyone with fancy parliamentary procedures, that are poorly executed.

For clubs presenting a model meeting during a 4-H Day event, it is not required to have advanced and involved parliamentary procedures. However, those motions/procedures that are used should be executed well.
Deryl
Although each 4-H group is unique, all have some things in common.
In order to make 4-H fun and educational, meetings should include a balance between:
Deryl
1. Fellowship — an informal time set aside for members and leaders to get to know each other. A get-acquainted activity at the beginning of the meeting is useful.
2. Recreation — variety of organized games and singing should be included in every meeting. New games are great!
3. Refreshments — gives members a chance to serve as a host/hostess
Group Decisions (15-20 mins)

1. Members to learn about methods of making decisions and the effect of decisions on the group.
2. Business meetings and the opportunity to learn effective methods of conducting business using parliamentary procedure.
3. Members to develop the leadership skills involved in serving as an officer or committee member.

Deryl
Deryl
Programs (presentations and special activities) — 40-60 minutes (or more, depending upon the needs of your group) which might include:
1. Presentations — by members, leaders or parents to develop self-confidence in speaking to groups
2. Special programs — by resource people in the community
3. Project work — actually doing project work together
4. Activities — such as community service projects or other activities the group identifies as goals.
The Puzzle: Putting a Meeting Together

Here are 22 pieces of a meeting that are possible.
Consider them as you try to create a balanced meeting.

Deryl
The Puzzle: Putting a Meeting Together

* From the above list, pick the six pieces you would like to have in your balanced meeting.
* Write them in on the chart, in no particular order.

Deryl
Point to Look for in a Good Club Meeting

This evaluation may serve to help the club officer team have a balanced and exciting club meeting that youth want to attend.
Thank You

Recorded webinar, PowerPoint slides and resources are available here:
https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html

Amy