

A background image showing four people from a high angle, their hands clasped in a huddle, suggesting teamwork and collaboration. The image is semi-transparent and serves as a backdrop for the text.

# 4-H Officer Training

*A two-part webinar series to refresh and update  
your local 4-H officer trainings*

*February 21, 2019 - Part II*

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# 4-H Officer Training

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**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>

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# Possible Training Options

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- ☘ Single Unit/Local Training Event
- ☘ Multi-Unit Training Event
- ☘ Take Home Packet for Clubs
- ☘ Part of other a larger Volunteer Training Event (Super Saturday, Family Fun Day...)

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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.

# Single Unit Training

- ✿ This has long been a standard practice in many units
- ✿ Opportunity to incorporate local community volunteers to teach officers sessions
- ✿ At the beginning or the end consider adding some general leadership, group builder or parliamentary procedure activities for all participants
- ✿ Examples on the webpage



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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 session, ie 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.

## Multi-Unit Training

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- ✿ Has to work with the location, driving distance and timing
- ✿ Learn together across unit lines
- ✿ Opportunity to draw officer session presenters from a wider location
- ✿ Benefits of peer-to-peer interaction

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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 per interaction.

# Officer Training Kit

## Benefits:

- ☘ All inclusive
- ☘ tailored to the needs of club
- ☘ scheduling flexibility

## Things to Think About:

- ☘ Volunteer ability level
- ☘ Agent time to train the club volunteer
- ☘ Best use of technology and local “experts”

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Andrea

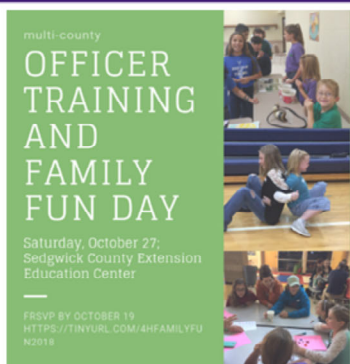
What it is:

- 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”

# Volunteer Training

(i.e. Super Saturday, Family Fun Day, etc.)

- ✿ More time for additional offerings
- ✿ Training for everyone not just officers
- ✿ Time to offer volunteer training
- ✿ Build some excitement for the year!



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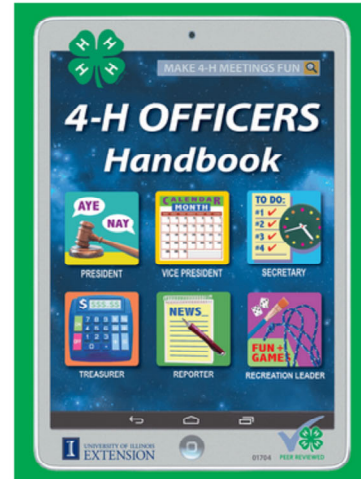
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Beth – If you can roll your officer training into to other multi unit learning opportunities in a longer time frame, this a great way to offer not only officer training, but other youth project or leadership training and volunteer training too. Many 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 years 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](#)



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## TEAM of Officers

- ✿ Empowered through training
- ✿ Set Goals
- ✿ Supported/Coached along the way

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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. It's 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.

# Parliamentary Procedure

- ✿ 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”](#)

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- ✿ 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>.

## Parliamentary Pro and K-I-S-S

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- ☘ Efficient
- ☘ Fun
- ☘ Well rounded and balanced- emphasizing short business meeting
- ☘ Keep it simple!
- ☘ Model meetings DO NOT require advanced parliamentary procedures. However, those motions/procedures that are used should be executed well.

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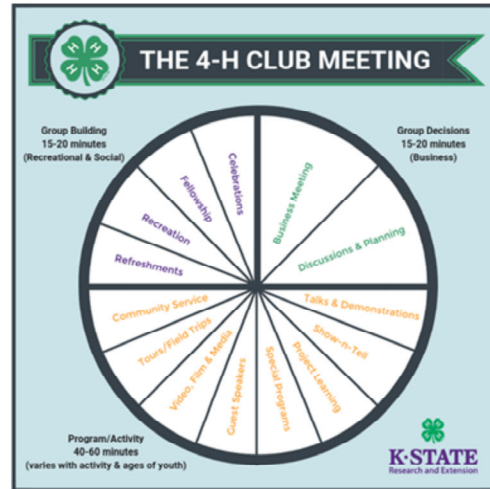


### Deryl

- ☘ 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.

# Balancing the 4-H Meeting

- ✿ Group Builders
- ✿ Group Decisions
- ✿ Program and Activities



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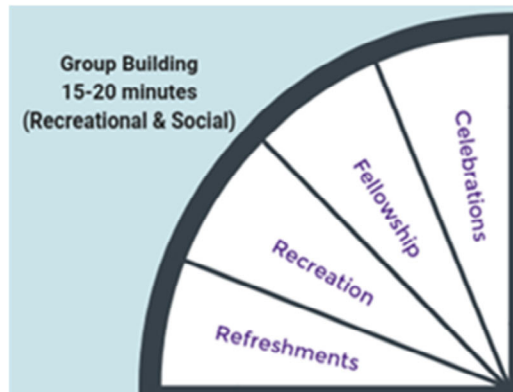
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Although each 4-H group is unique, all have some things in common.

In order to make 4-H fun and educational, meetings should include a balance between:

# Group Builders (15-20 mins)

1. Fellowship
2. Recreation
3. Refreshments



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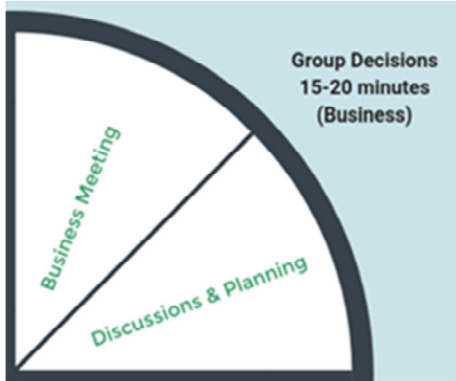
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1. Fellowship — an informal time set aside for members and leaders to get to know each other. A get-acquainted activity at the beginning of the meeting is useful.
2. Recreation — variety of organized games and singing should be included in every meeting. 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.

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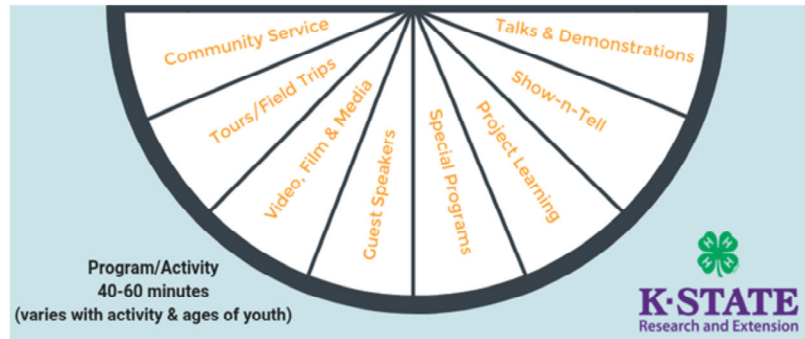
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## Program or Activity (40-60 mins)

1. Presentations
2. Project work
3. Activities
4. Special programs



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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.

### The Puzzle:

#### Putting a meeting together

GROUP BUILDING	Interaction Games
PROGRAM OR ACTIVITY	Demonstrations/Talks
GROUP DECISIONS	Activity
Visual Aids (film, videotape, slides)	Project Activity
Party	Evaluating & Celebrating
Skillathon	Show-n-Tell
Planning	Community Service Activity
Community Service	Project Bowl
Business Meeting	Get Acquainted
Recreation "New Games"	Guest Speaker
Discussion	Tour

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## 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.

### The Puzzle:

#### Putting a meeting together

Putting together an interesting 4-H meeting is like putting together an interesting puzzle. No matter what or how the pieces go together, the resulting completed picture is the same.

The way people work together while they are doing it is the important part.

How would you put your meeting together?

Try several ways. What response would you get from your group with each of the ways you try?


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## 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.

### 4-H Club Meeting Check List

	Great	Ok	Could Improve
1. All meetings are well planned	___	___	___
2. Each officer does his/her job well	___	___	___
A. The President uses an agenda	___	___	___
B. The Secretary has minutes prepared	___	___	___
C. The Treasurer has report prepared	___	___	___
3. Business part of the meeting is short and snappy	___	___	___
4. All members take part in discussion	___	___	___
5. Meeting place is set up when members started meeting	___	___	___
6. Guests are introduced and made to feel welcome	___	___	___
7. Educational program is interesting	___	___	___
8. At least one demonstration given at each meeting	___	___	___
9. Recreation is suitable to the meeting place and size of group	___	___	___
10. Officers avoid doing all the talking	___	___	___
11. Refreshments are served	___	___	___
12. There is fun, learning and fellowship during the meeting	___	___	___

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# Thank You

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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>

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