

4-H Club Meeting #2

Session Summary

- ❖ Define Club Rules
- ❖ Set Club Goals
- ❖ Officer Duties

BEFORE THE MEETING

- ❖ **Review *Leadership Styles*** on page 2 of Exciting Meetings for Great Groups in New Leader Binder under CLUBS.
- ❖ **Review *Working with Youth of Different Ages*** on page 16 or Exciting Meetings for Great Groups in New Leader Binder under CLUBS.
- ❖ **Review the *Leadership Ground Rules for Group Meetings* (attached).** Come up with a few rules you cannot live without.
- ❖ **If doing officers--Review Club Officer Handbook--Review the "4-H Club Officers" section on page 1 of the 4-H Club Handout.** Make a copy of the duties of the officers. Cut into sections by officer duties.
- ❖ **Icebreaker Game**--maybe Cranes and Crows
- ❖ **Ending Game**--Musical Chairs
- ❖ **Gather the following needed materials**
 - 4-H Pledge poster
 - Copies of Ground Rules example

- Flip chart paper for each group & markers (or paper)
- Copy of the Target Life Skills Circle
- Copy of each officer duty
- Scratch paper/pencils
- Game supplies

Meeting Procedure #2

If possible, arrange the seating so that all members are seated in a circle.

- ❖ Pledge of Allegiance & 4-H Pledge

Activity #1

- ❖ Begin with Intro Game

Activity #2

- ❖ If you have the space, hang up a flip chart sheet and together brainstorm ideas of some "Ground Rules" for your club. These will be rules that need to be followed by all members. *If the members help come up with the rules, they will follow them more easily.*

Activity #3

- ❖ **Setting Goals:** break into groups Have the members come up with at least 5 group goals for the year. Now, explain to the students that you want them to think of three goals that they'd like to work toward this year as a group. Have each group come up with their top three and write them on a flip chart sheeting you have hanging in the front of the room. Share some of your goals and/or brainstorm the best goals together. Help students shape the goals so they are attainable. (Use Fist-to-Five key for voting).

To break into groups (counting off...1,2,3...1,2,3...works well, put all 1's

together, all 2's together, etc. This gets friends separated and allows the kids to meet other members and make new friends.

Activity #4 ...Game Musical Chairs

Activity #5

- ❖ Officers Begin introducing the concept of club officers to the members using **4-H Club Officer Handbook**. Explain how these officers help get things done in a club and how they need to be courteous and cooperative. Becoming an officer shows leadership and will also be noted in their record books.
- ❖ Break your members into new groups. Assign each group an office or two to review. Example...President. This group will now have the job to read through the duties, and prepare a short presentation of duties.
- ❖ Ask each small group to report to the larger group.
- ❖ Only correct the groups if they report something that is definitely wrong. Once all reports are complete, ask if there are any questions.
- ❖ After all the presentations are given, ask the members to think about what office they want to run for. Encourage each member to apply for at least one position. Ask each person to be prepared to give a short speech about "Why they want the position and why we should vote for them."
- ❖ Nominations and elections will be taken at the next meeting.

It is not unthinkable to encourage members to step forward and take leadership positions. If there is a member, or members, who you think would do well in a position, or who would benefit greatly from the experience, make sure to take some time to speak privately with that member. Many capable youths are often too shy to step forward.

❖ Activity #6-Snack time

- ❖ Do some sort of activity related to your project (project books are free to leaders-available at the Extension office.
- ❖ Play a game.
- ❖ Pick next snack person (you may want to have crackers or pretzels handy for each meeting in case the snack person forgets to bring anything or doesn't show up!)
- ❖ Prior to closing the meeting, remind the members of the next meeting date and time and remind the family who volunteered to bring snack of their commitment. Explain to members that the next meeting will be election of officers.

Depending on the size and needs of your club, you may want to choose from some of these officer positions...

- ❖ President
- ❖ Vice President
- ❖ Treasurer
- ❖ Secretary
- ❖ Recruitment
- ❖ Recreation
- ❖ Citizenship/Community Service planner
- ❖ News Recorder
- ❖ Jr. Leaders
- ❖ And others....

If you choose to not elect officers

- Rotate office like positions:
- Have different people run the meeting each time (Leadership)
- Have committees or group discussions and have one person at each group record the discussion and share to all (Public Speaking)
- Pick people to write discussion on the white board or flip chart as the group makes decisions
- FUN time--Rotate each meeting someone to come up with a minute-to-win it game or other activity (These are fun, the kids love them, and they build trust/comradery within the group).

Ground Rules for Group Members (Example)

Every group spends time and energy learning to work together. Because each group member is an individual, each has different ways of accomplishing tasks. At times, these different ways can cause friction between members and slow down the progress of the group.

Group rules can be used to help lay a common foundation for any age. Below are some sample rules when agreed upon. Allow members to expect certain behaviors from each other. Once group expectations are defined, the work of the group progresses much more easily.

Sample Ground Rules

- Everyone will be welcomed and appreciated for who they are.
- Listen with respect and appreciate to all ideas, even if you do not agree.
- If you see that an important part of a discussion is being overlooked, speak up.
- Allow friendly, respectful disagreements if they occur.
- Feel free to disagree, but don't be disagreeable.
- Check to make sure you understand what is said before you agree or disagree with him/her.
- Speak only for yourself. Let others do the same.
- Make decisions openly.
- Put cell phones away.
- Speak freely—and give others the chance to do the same.
- Strike while the idea is HOT! Many good ideas are lost by waiting too long.

As a leader, have these in mind. Let the members brainstorm for their own ideas...then include rules that you feel are necessary. As a group, decide what is acceptable to all. You will probably want a rule about disruptive, disrespectful behaviors. It could include the 3 strikes and your parents gets called. Whatever you decide, stick to it!