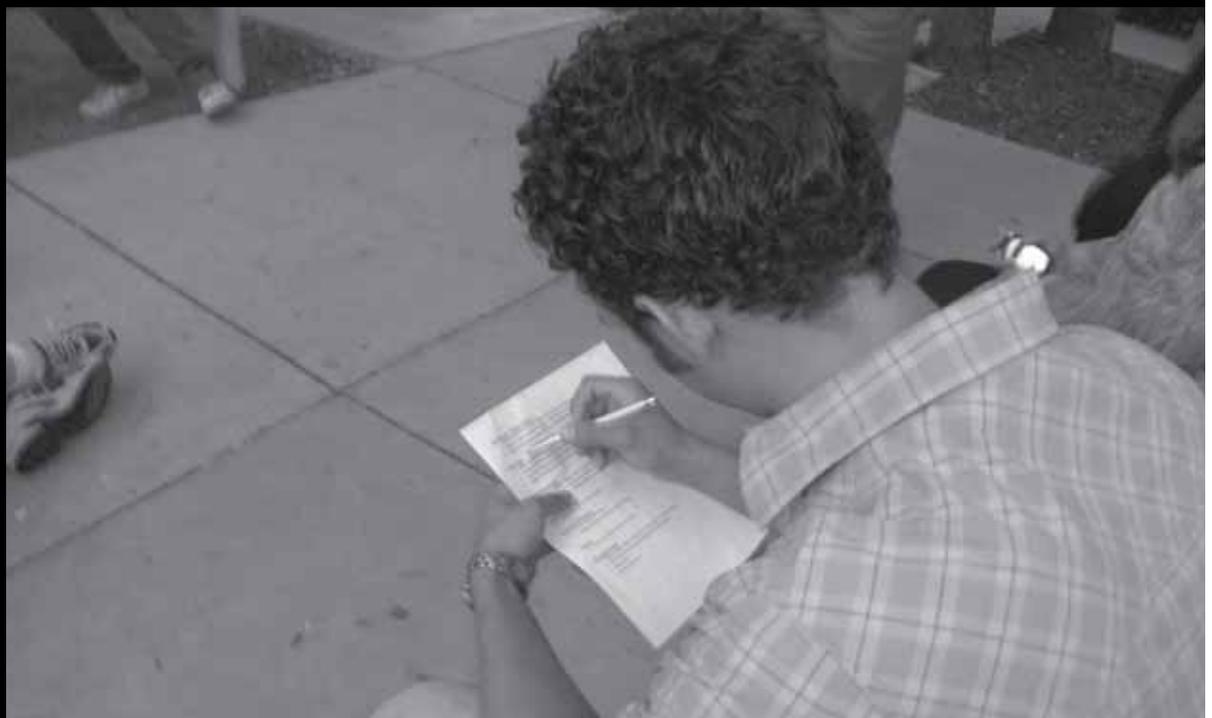


4-H CLUB OFFICER HANDBOOK

# FIRST VICE PRESIDENT



# FIRST VICE PRESIDENT

Congratulations! Your fellow club members have chosen you to lead them through a successful 4-H year as First Vice President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



## DUTIES

- Assist the President.
- Preside at meetings in the absence of the President.
- Take over as President if the current one resigns or leaves the club.
- Serve as chairman of the Program Committee, which consists of you, other club members and an adult advisor.
- Arrive at least 30 minutes early to help set up for each meeting and program.
- Serve, in some counties, as one of the county 4-H Council Delegates. (If this applies to you, refer to the Council Delegate officer duties for more information.)



## PLANNING THE PROGRAM

You work with the Program Committee to plan the educational program for each meeting. It may be a good idea to meet with the group in the summer and plan programs for the entire 4-H year. (Refer to the 4-H Club Program Planning Worksheet as a guide.)

## STEPS INVOLVING SPEAKERS

- Invite the speaker at least one month in advance so the person will have time to prepare.
- Find out what the speaker will talk about and how much time is needed for the presentation.
- Ask for the title of the presentation.
- Give the speaker some information about the audience (the number expected, background, ages and other facts that will help the person fit the remarks to the listeners).
- Give the speaker the date, time, place and location of the meeting. Also, provide the name of the individual who will meet and introduce the speaker.
- Tell the speaker about the meeting room and available facilities.
- Send a letter to confirm your invitation to the speaker and the person's agreement to speak.
- At least one week before the meeting, talk with the speaker again to confirm plans for the presentation. Relay any additional information you may have and see if the speaker has any questions.
- You, or an appointed member, should host the speaker before, during and after the meeting.
- Recruit a committee or club member to introduce the program and speaker for each meeting.
- Remind the person to introduce the speaker in a simple, direct way and to give information that will excite the audience about the talk.
- Within one week after the meeting, send a thank-you letter to the speaker.
- If there is to be a long business session, arrange the program so the speaker arrives after it's over or schedule the program first. Speakers may appreciate going first while the audience is fresh. You should give the speaker a choice when you call to confirm the program.

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Revision