**CARDS** Club Level Officer Training Lesson Plan

Objectives of Officer Training at Club Level:

* Participants will learn the responsibilities of the office they are holding.
* Participants will have a better understanding of what is expected of the officer team.

Supplies:

* Club Office Job Description (Check with club leaders if they have specific officer job descriptions for their club)
* Pencils
* [Officer Handouts](https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html)
* Memory Meeting Fact Cards
* Who Am I Cards
* Coin
* Prizes (optional)

Training Lesson Plan:

| Time | Supplies | What to Do |
| --- | --- | --- |
| 1-2 min. | None | INTRODUCTION:  Training Coordinator: “Club Officers are an important part of our club’s leadership team. Each officer is necessary for our club to succeed. This training session will give us a chance to learn more about each club office. I hope you will have a better idea of your responsibilities as an officer when we finish this training today.” |
| 2 min. | None | CLUB OFFICERS ARE YOUTH LEADERS:  Training Coordinator: “Club Officers are an important part of the leadership team in the local 4-H Club. It is important that each 4-H Officer learns what his/her officer duties are and perform them well.”  “As an officer it is your responsibility to see that all members become involved in the club meeting. As officers you can help members to understand what the purpose of the 4-H meeting is. It is important that you take your role as an officer seriously. Be sure to read about your office and discuss your role as a 4-H Officer with your parents.” |

| 10 min. | Memory Meeting Fact Cards  Small Prizes (optional) | DO YOU KNOW ABOUT MEETINGS?  Training Coordinator: Empty the decks of “Memory Meeting Facts” cards out of your container. Four officers can play per deck of cards. The game is played like memory, only questions and answers are matched instead of pictures. Each group plays until all cards have been matched. Questions and answers are reviewed with all officers after the game has been completed. |
| --- | --- | --- |
| 10 min. | None | OFFICER EXPECTATIONS IN THE CLUB  Training Coordinator: “Each club has some unique responsibilities that the officers are expected to follow.” This is the time when the Training Coordinator can highlight these responsibilities for the club officers. This would also be a great time for previous officers to share information with the new officers about the office responsibilities. |
| 10 min. | Who Am I Cards  Officer Handouts | WHICH OFFICE AM I?:  Training Coordinator: “Each office has some responsibilities that are unique to that office. You will also find that there will be some similarities among your offices. Let’s see if you can guess the office being described by each of the following clues. Raise your hand when you think you can name the office.  If any of your club’s offices are not mentioned, please write a clue on a provided blank card.  Are there any other things that you can name as part of your office’s job? |

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| --- | --- | --- |
| 5 min. | None | SUMMARIZE THE TRAINING  Training Coordinator: “We have talked about the responsibilities of Officers in our club. Hopefully you have learned some helpful hints to guide you in your role as an officer this year.”  “At this time I will answer any questions that you might have about your office.” (Previous officers are also good resources to use when new officers have questions.)  “Please be sure and carefully read all of the handouts that you have been given today. These handouts will help you do the best job while you are an officer for our club.” |

Adapted from University of Illinois Extension “Helping You Help Officers and Committees.” Author: Mary Lou Carlson, Extension Educator, Community Leadership and Volunteerism, East Peoria Extension Center

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CARDS Club Level Officer Training Evaluation

Please respond to the following questions regarding the club officer training packet. Thanks in advance for your insights.

1. Our club held our training on:

2. If your club has not held the training, explain why:

3. The most usable part of the training packet was:

4. I would rank the hand-outs provided as: (please circle one)

Excellent Average Fair Poor

5. Is there anything you would change about the training packet: (please explain)

6. The timing that the packet was delivered to our club was: (please circle one)

Excellent Average Fair Poor

7. Any additional resources that you would like to see provided with the packet:

8. Other comments regarding club officer training?

Thanks for your time! Please return this survey by (insert date).

**Which Office Am I Cards**

|  |  |  |
| --- | --- | --- |
| I submit written information about our club’s activities to the local newspaper.  Who am I? | REPORTER | I keep a notebook of items submitted to the newspaper and copies of everything the newspaper prints about our club. Who am I? |
| REPORTER | I am responsible for calling roll and keeping accurate records of each member’s meeting attendance. Who am I? | SECRETARY |
| It is my job to state any unfinished business from the previous meeting, when asked to do so by the President. Who am I? | SECRETARY | It is my job to assist the President in keeping order during parliamentary procedures. Who am I? |
| PARLIAMENTARIAN | I help members in making motions, when they need it. Who am I? | PARLIAMENTARIAN |
| I should arrive at the meeting early to review the agenda and be sure things are ready. Who am I? | PRESIDENT | I introduce special guests who are not on the program.  Who am I? |
| PRESIDENT | I am responsible for planning a game or activity for each club meeting. Who am I? | RECREATION LEADER |
| I bring game instructions for all members and  adults. Who am I? | RECREATION LEADER | I choose a song for each meeting. Who am I? |
| SONG LEADER | I create a feeling of friendship, teamwork and 4-H spirit at clubs meeting through the use of music. Who am I? | SONG LEADER |
| I deposit any generated money into the club’s account on a monthly basis. Who am I? | TREASURER | I am know about our club’s budget and I pay all the bills. Who am I? |
| TREASURER | I check with those responsible for the program to see if they need assistance. Who am I? | VICE PRESIDENT |
| I work with the leaders and other officers on committees and other group activities. Who am I? | VICE PRESIDENT | I take pictures of club events and meetings. Who am I? |
| HISTORIAN | I collect items such as pictures and news clippings about the club and its members. Who am I? | HISTORIAN |
| BLANK CARD  for any additional club office |  |  |
|  |  |  |

**Memory Cards**

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| --- | --- | --- |
| Motions should be made during which part of the meeting? | BUSINESS MEETING | Programs occur during the program or activity part of the meeting. What are some examples? |
| GUEST SPEAKERS  PROJECT TALKS  SHOW-N-TELL  DEMONSTRATIONS | What part of the meeting includes some type of game? | RECREATION |
| A family or 4-H member  who is responsible for bringing snacks to the meeting is called what? | HOST or HOSTESS | A group of people that has been appointed by the President to discuss a topic is called what? |
| A COMMITTEE | The very first thing done by the President at each club meeting is called | CALL THE MEETING TO ORDER |
| The very last thing done at each club meeting is what? | MOTION FOR ADJOURNMENT | A 4-H club meeting should always include this poem written by Otis Hall. What is it called? |
| 4-H PLEDGE | Members should be certain to do what when they address the chair? | STAND |
| Motions should be started with which two words? | I MOVE | Which two flags should be  visible during club meetings? |
| UNITED STATES FLAG  4-H FLAG | Most clubs have meetings how many times during a month? | ONCE |
| A piece of paper that contains the schedule for the meeting is called what? | AN AGENDA | These reminders are given before the meeting is adjourned. What are they? |
| ANNOUNCEMENTS | A topic that is discussed and voted on for the first time is called what? | NEW BUSINESS |
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