



**Ohio 4-H**  
*Vice  
President's  
Record Book*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

Club Name \_\_\_\_\_

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



# Author

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# References

Adapted from *So you are Vice President of your club...* (2005). Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

*Ohio 4-H Club Officer's Guide—Vice President's Manual*. (1991). Ohio State University Extension.

*Working with Officers and Committees—Ohio 4-H Club Advisor's Guide*. (1986). Ohio State University Extension.

*Ohio 4-H Clubs Advisors Handbook—Club Management*. (2006). Ohio State University Extension, 4-H Youth Development.

*Ohio 4-H Club Officer's Guide—President's Manual*. (1999). Ohio State University Extension.

*The ABC's of Planning Your 4-H Club Programs*. (1984). Pennsylvania State University.

*The Meeting Will Come to Order*. (1993). North Central Regional Extension Publication #228.

*Effective 4-H Club Meetings*. (1999). Ohio State University, Fact Sheet 4H-006.

*Georgia 4-H Vice President Officer Guide*. (2000). University of Georgia.

*Working with Committees—Planning Guide for 4-H Clubs*. University of Illinois Extension.

*Duties of the Vice President*. Adams County Extension, Colorado State University.

*Vice President Record Book*. Sarasota County Extension, University of Florida.

Is this your first year serving as vice president?  
More information is in the *Vice President's Resource Guide* available at [ohio4h.org/officerresources](http://ohio4h.org/officerresources).

# Vice President

## Welcome

Congratulations on your new role as your 4-H club's vice president! Your club members have bestowed upon you both an honor and a responsibility. You must now fulfill the expectations of the members by serving as a hardworking and effective leader. You represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, appearance, speech, and even your smile represent Ohio 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events. Good luck!

## Duties of the Vice President

As vice president, you are in charge of the club's educational program.

- Chair of the Program/Education Committee.
- Assure that all members and advisors receive a complete club program.
- Work with all standing committees.
- Work with all special committees.
- Assure that the club has a well-rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.

As vice president, you will assume the duties of the president in his or her absence.

- Conduct your 4-H club's meetings with proper parliamentary procedure.
- Meet with an advisor prior to the meeting to plan an agenda.
- Assign committees.
- Maintain order and control during meetings and not voice too many personal opinions.
- Decide points of order fairly.
- Automatically becoming the president if the president resigns, quits the club, or is removed from office.

## Outline of Duties

### *Plan*

- Plan the business meeting with the leader(s) and other officers before the meeting. Actively participate in planning meetings and make suggestions for meeting agendas.
- Keep in close touch with the president, local leaders, and county Extension office. Be sure to read the newsletter each month; it probably has announcements and news that apply to your group.
- Work with the president to check on meeting arrangements.
- Help plan the yearly program (use the *Secretary's Record Book*).

## *Preside*

- You will take the president's place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.
- You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.
- You should help the president use a prearranged agenda. It's helpful to provide a copy of the agenda for each officer, so that everyone can do his or her part in the meeting.

## *Parliamentary Procedure*

- Parliamentary procedure is essential to being able to conduct an orderly meeting.
- The vice president usually votes on club matters. The president usually does not vote unless there is a tie.

## *Delegate*

- Help the president delegate responsibilities fairly so every member has a job in the club at some point.
- You should be involved with the planning of programs for the meeting, for example, scheduling demonstrations and other special presentations. Notify and remind people of their involvement in the next meeting.

## *Be Observant*

- Officers should make a substantial effort to know each member of the club. Make new members feel welcome and invite them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- Be courteous to guests and properly introduce them to the club.

### **Being a Leader**

“If your actions inspire others to dream more, learn more,  
and become more—you are a leader.”

—John Quincy Adams

# My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as vice president this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

After Being Elected	Plan to Do (✓)	Plan to Complete By	Date Completed
Obtain a list of committees for your records.			
Become familiar with the order of business and parliamentary procedure should you have to conduct a club meeting in the absence of the president.			
Read the newsletter from your county Extension office to stay updated on county activities and deadlines.			

At Club Meetings	Plan to Do (✓)	Plan to Complete By	Date Completed
Plan to gather program ideas from all members at the first or second meeting to assist in program planning for the year.			
Check in with committee chairs following the meeting to see if they need additional help to complete their committee tasks.			
Work with club members to set club goals for the year.			
Learn more about each club member so that you know their names after four or five meetings.			

Things to Do on Your Own	Plan to Do (✓)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest.			

# Committees

When a committee is formed, write the names of the committee and its members here.

Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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Committee: \_\_\_\_\_

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Committee: \_\_\_\_\_

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Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

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# Committee Planning Sheet

*Make copies of this page. Fill out a planning sheet each time a committee is named.*

Name of committee: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Given the power to act? (Circle one): yes no

Date reported back to club: \_\_\_\_\_

Committee meetings (include date, time, and location) \_\_\_\_\_

Chairperson's name and phone number: \_\_\_\_\_

Committee members' names and phone numbers:

_____	_____
_____	_____
_____	_____

Adult advisor's name and phone number: \_\_\_\_\_

Purpose of the committee: \_\_\_\_\_

Specific duties of the committee: \_\_\_\_\_

Decisions made, details worked out, or information discovered for the committee to report back to the club: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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# Committee Summary Sheet

*Make copies of this page. Fill out this summary sheet each time a committee completes its task.*

Name of committee: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Given the power to act? (Circle one): yes no

Date reported back to club: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Adult advisor: \_\_\_\_\_

Committee members:

_____	_____
_____	_____
_____	_____

Items presented to the club:

\_\_\_\_\_

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\_\_\_\_\_

Decision made by the club:

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What the committee could have done better:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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_____	_____
_____	_____
_____	_____

Items presented to the club:

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Decision made by the club:

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What the committee could have done better:

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\_\_\_\_\_



I pledge  
My **head** to clearer thinking,  
My **heart** to greater loyalty,  
My **hands** to larger service, and  
My **health** to better living,  
For my club, my community,  
my country, and my world.

**ohio4h.org**

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.