

## **HINTS FOR 4-H CLUB OFFICERS**

4-H club officers should set an example for all their fellow club members to follow.

In general, the duties of a club officer are:

- \*To guide and encourage fellow members.
- \*To help plan club activities.
- \*To attend all meetings and help fellow members and leaders.

### **HOW TO BE A SUCCESSFUL CLUB OFFICER:**

1. Respect the feelings of others. Their help is vital for the club's future.
2. A word of praise or thanks goes a long way.
3. Greet everybody (by name, if possible) whether they are members or guests.
4. If you're being introduced to someone, repeat their name. You'll be sure to remember the next time you meet them.
5. Be a good listener. You may solve some problems before they get started and people will appreciate your interest.
6. Take all the opportunities you get to represent your club at meetings of other clubs or organization.
7. Be sincere in your actions and sympathetic towards the problems of your club members.
8. Maintain your enthusiasm. Don't be disheartened by disappointments.
9. Ask "Will you...?" instead of ordering fellow members around.
10. Keep your temper. If you lose it, you've lost control of the situation.
11. Encourage and invite suggestions from members.
12. Encourage pride in the club. You are the best advertisement for the 4-H club.
13. Keep the public aware of your club's activities.
14. Discourage complaints and gossip by encouraging members to air their views at club meetings.
15. Be on time for meetings and try your best to attend all of them.
16. Give special attention to the member. Make sure they meet people and are encouraged to take part.
17. Plan the club program well in advance and in detail.
18. Keep meetings short and bright.
19. Be familiar with the purpose and objectives of your club. Do you know why you're a member? Could you explain it to someone else?

20. Handle all of your correspondence as soon as possible in order to keep your organization running smoothly.