



**Cherokee County
4-H Council
Member Handbook**



List Of Elected 4-H County Council Officers

PRESIDENT: _____

Phone Number: _____ E-mail Address: _____

VICE-PRESIDENT: _____

Phone Number: _____ E-mail Address: _____

SECRETARY: _____

Phone Number: _____ E-mail Address: _____

TREASURER: _____

Phone Number: _____ E-mail Address: _____

REPORTER: _____

Phone Number: _____ E-mail Address: _____



Cherokee County 4-H Agent:

Rita Parker, 4-H Agent Assistant

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www.aces.edu/cherokee

A Guide to Keeping Accurate 4-H Council Records

Directions for Filling out And Maintaining the Council Roll

1. At the first meeting of the year, pass around a sheet of paper to get an accurate list of names of the council members. Ask them to write their name, address, telephone number, email address, age, and club represented.
2. Put the names into alphabetical order by last name.
3. Print the members' names, addresses, telephone numbers, email addresses, ages, and club represented on the club roll form.
4. When the roll is called at each club meeting, put a check in the proper space by the name of each member who is present. If a member is absent, leave the space blank.

Directions for Writing the Minutes of A Council Meeting

1. Take a notebook and pen or pencil with you to the 4-H Council meeting.
2. Listen and watch attentively to everything that happens during the meeting.
3. Make notes about what is happening. Typically, notes should be kept on who called the meeting to order, who read the minutes, who gave the treasurer's report, and what was the council's old and new business. Describe the program (including who introduced the speaker), note announcements about upcoming events, and who adjourned the meeting.
4. When taking notes about the council's business, be sure to include who made motions and who seconded (endorsed) the motion.
5. When something special happens at a meeting, such as electing officers, appointing a committee, or taking a field trip, be sure to include these activities along with the names of the council members in the minutes.
6. After reading the minutes of the last meeting, ask for any corrections. Make corrections given by members.

Sample Minutes from A 4-H Council Meeting

Date: November 6, 2001 Time: 3: 30 PM Place: Cherokee County Extension Office

Members on roll: 17 Number present: 15 Others present: 2

The last monthly meeting of the Cherokee County 4-H Council was held at the Cherokee County Extension Office on November 6, 2001, at 3:30 PM. Janis Carter, council president, called the meeting to order. The vice-president led the "Pledge of Allegiance to the American Flag" and the "4-H Pledge."

The council secretary, Amy Pruitt, called the roll. Fifteen members and two visitors were present. The council secretary also read the minutes of the September meeting. There were no corrections and the minutes were approved.

Paul Welch gave the treasurer's report. The balance in the treasury was \$197.10. There were no corrections and the treasurer's report was approved.

There was no unfinished business. New business included making plans for our county round-up. The county round-up will be held at the Recreation Center on April 27, 2002, at 9:00 AM. The council voted unanimously to take \$50 from the treasury for refreshments.

Other new business included the adoption of the city park as a club project. The council voted to organize a clean-up of the park.

Mr. Timothy Johnson, the local horticulture agent, gave a demonstration on composting. He passed out brochures for the council members to take back to their clubs.

The council president announces that the next meeting would be at the Cherokee County Extension Office February 10, 2002, at 3:30 PM. John Jacobs made a motion to adjourn. Sarah Jones seconded the motion and the meeting was adjourned.

Directions for Filling Out A Treasurer's Report

1. It is very important to keep accurate financial records of your 4-H Council. These financial records are called a ledger.
2. Keep a receipt book. Always write a receipt to a person who gives money to the council, so that both you and the donor will have a record.
3. Record any money received in the "Receipts" column. Include the source of the money. For example, if your council receives a donation from Dairy Queen, you should write in your ledger the amount (\$250) and the source (Dairy Queen).
4. Record any money spent in the "Expenditures" column. Again, record who the money was given to (\$15.38 to Wal-Mart), and what it was for (refreshments).
5. Total (add up) the amounts in each of the two columns.
6. Subtract the amount in the "Expenditures" column from the amount in the "Receipts" column for a grand total or ending balance of funds on hand.
7. This process should be completed before each meeting and the amounts put into a treasurer's report.
8. Distribute copies of the treasurer's report to the council members at each meeting.

Sample Treasurer's Report

Date: November 6, 2—2

Time: 3:30 PM

Balance from September: \$1150.00

Total "Receipts" (money received) for September: \$62.17

Total "Expenditures" for September: \$00.00.

Balance for month ending September 30: \$212.17

We had a beginning balance of \$150.00. We earned \$22.00 at our car wash and \$40.17 on our yard sale for a total of \$62.17. This brought our ending balance as of September 30 to \$212.17.



Directions for Reporting Council Activities and Events

1. Take a notebook and a pen or pencil and a camera with you to the meeting, activity, or event.
2. Listen and watch attentively to everything that happens during the meeting, activity, or event.
3. Take notes about what is happening. Be sure to include the names of the club members, leaders, and speakers or guests.
4. Take pictures of activity, event, and during meeting as determined necessary.
5. A report of a council's activity or event should be interesting, timely, and brief, and it should include only the most important facts.
6. The report should answer the questions of who, what, where, when, how, and why.
7. The report should be written immediately after a meeting, activity, or event.
8. Make sure that all names are spelled correctly.
9. Ask your 4-H Agent to read the report before giving it to a news source.

Sample News Article

Cherokee County 4-H Council Adopts City Park

At the November meeting of the Cherokee County 4-H Council, the members adopted the City Public Park as its environmental improvement project for the remainder of the year.

During the past year, park users dropped a lot o trash. On a recent field trip to Little Crooked Creek, which runs through the park, the 4-H'ers observed much paper and debris in the creek itself. The 4-H'ers decided to help the community clean up this area and to help preserve the quality of the stream.

As a first defense against the littering problem, the council will place six painted trash barrels in the park. The bright green and white barrels will be placed in each of the four picnic areas and at both entrances. Signs reminding park users to place their trash in the barrels will be posted throughout the area.

Four-H'ers will empty these barrels weekly and help monitor the region near the park for littering. The barrels will be in place by January 1.

What is 4-H County Council?

The Cherokee County 4-H Council is an organization comprised of elected Council officers and club representatives. The organization stresses youth leadership training and development. The County Council meets for or more times a year to conduct business, education meetings, plan community service projects, and enjoy the company of fellow 4-H'ers. All 4-H members, parents, and leaders are welcome to attend meetings. However, only officers and club representatives are voting members. The County Council also has a regional and state counterpart.

What Are the Officers' Duties?

President

- Presides at all meetings to ensure they are orderly and well run. The president follows parliamentary procedure and the democratic process.
- Suggests goals for Council to strive toward.
- Oversees plans for at least one county-lead community service project.
- Coordinate with the 4-H agent before each meeting or activity.
- Ensures that the secretary's minutes and treasurer's report are up to date.
- Selects chairs and appoints committees necessary for operation of the Council.
- Is a nonvoting Council member, but may vote to break ties.
- Sets meetings dates and times.

Note: This office is filled automatically by the previous year's Vice-President.

Vice-President

- The president-elect serves a two-year term: the first as president-elect and the second as president.
- Presides over all meetings in the absence of the president.
- Learns parliamentary procedure.
- Suggests goals for Council to strive toward.
- Provides leadership to assist officers and committees.
- Introduces visitors and guest speakers at Council meetings.

Secretary

- Keeps accurate records on membership.
- Calls Council roll at each meeting and activity and records attendance.
- Takes sufficient notes of all discussion and business to write accurate minutes of the meeting. Also, keeps a hard copy of each meeting agenda.
- Maintains a secretary's book.
- Reads minutes at each meeting and asks if there are any corrections.
- Informs members of next meeting place and time.
- Turns in a completed secretary's notebook at end of term.
- Responsible for registration desk and member sign-in at all Council meetings and county 4-H programs.

Treasurer

- Works with 4-H agent to keep accurate account of Council's sub-account funds.

- Assists 4-H agent with verification and presentation of cash scholarships at county 4-H programs.
- Turns in completed treasurer's notebook at end of term.

Reporter

- Submits articles for the regional and state scrapbooks. All articles will be submitted to the 4-H agent for prior approval.
- Established contact with and maintains a working relationship with all club reporters and the regional reporter.
- Assists in taking photographs at all 4-H events.

Individuals with disabilities and/or special needs interested in serving as an officer should call the 4-H agent so proper arrangements can be made.



PLEDGE

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, by country, and my world.

HEAD represents:

Thinking, planning and reasoning.
 Gaining new and valuable knowledge.
 Understanding the whys.

HEART represents:

Being concerned about the welfare of others. Accepting the responsibilities of citizenship. Determining the values and attitudes by which to live.
 Learning how to live and work with others.
 Developing positive attitudes.

Hands represent:

Learning new skills.
 Improving skills already known.
 Being useful, helpful and skillful.
 Developing respect for work and pride in accomplishments.

Health represents:

Practicing healthful living.
 Enjoying life.
 Using leisure time wisely.
 Protecting the well being of self and others.

MOTTO

To make the best better.



4-H EMBLEM

The national 4-H emblem is a four-leaf clover.
 The clover is a symbol of achievement and good luck.

COLORS

Green and White

White symbolizes purity and high ideals. Green, nature's most prominent color, symbolizes growth.

Procedure For Conducting A County 4-H Council Meeting

Below is a guide for conducting a club meeting. The left column contains what is said during the meeting; the right column contains the instructions. During a council meeting, say only the words in italics in the left column and fill in the blanks with the correct names and dates. Each officer should have a copy of the meeting guide.

President Says:	Instructions:
<i>Will the meeting please come to order?</i>	The president taps the desk with the gavel and waits for quiet.
<i>Let us stand and pledge allegiance to the American Flag and say our 4-H Pledge, led by _____, our vice-president.</i>	The vice-president leads the pledges.
<i>Will the secretary please call the roll?</i>	The secretary remains seated and calls the roll. Members respond with either “here” or “present.”
<i>The secretary will read the minutes of our last meeting.</i>	The secretary stands and reads the minutes of the last meeting.
<i>Are there any corrections or additions to the minutes?</i>	The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections.
<i>If not, the minutes stand approved as read.</i>	If there are changes, the secretary makes them in the minutes and reads the corrected parts.
<i>The treasurer will give the treasurer’s report.</i>	The treasurer stands to give the treasurer’s report.
<i>Are there any corrections or additions to the treasurer’s report?</i>	The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections.
<i>If not, the treasurer’s report is accepted.</i>	If there are changes, the treasurer makes them in the minutes and reads the corrected parts.
<i>Is there any unfinished business?</i>	Unfinished business is old business left from another meeting. Old business may have been mentioned in the secretary’s minutes. The president recognizes members who wish to discuss unfinished business by calling them by name. The member who has been recognized, stands and addresses the president by saying “Madam (or Mr.) President, I would like to discuss _____ from our last meeting.” The unfinished business is discussed.
<i>Is there any new business?</i>	The president, any member of the council, or county Extension agent may bring new business before the council. The president recognized members who wish to introduce new business by calling them by name. The member, who has been recognized, stands and addresses the president by saying. “Mr. (or Madam) president, I would like to discuss _____.” The new business is discussed.

Continued on next page

Procedure For Conducting A County 4-H Council Meeting continued....

<p>President Says: <i>Our guest speaker today is _____.</i></p>	<p>The members and officers are quiet and attentive as the guest speaker addresses the council. After the speaker is finished, the president with thank the speaker and ask if there are any questions from the council.</p>
<p><i>Are there any announcements?</i></p>	<p>Members may make announcements about activities and events in which members may wish to participate. The president should announce the date, time, and place of the next meeting.</p>
<p><i>Do I hear a motion that we adjourn?</i></p>	<p>One member stands and makes the motion: "Madam (or Mr.) President, I move we adjourn."</p>
<p><i>Do I hear a second?</i></p>	<p>A member raises his or her hand and says, "I second the motion."</p>
<p><i>All in favor say "aye"; opposed, "no."</i></p>	<p>Members vote.</p>
<p><i>The meeting stands adjourned until _____.</i></p>	<p>The president taps gavel two times.</p>



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