

# Welcome To The Club

## CLUB OPERATIONS

### Club Types & Finding the Right Fit

While some clubs focus on one project, multi-clubs have all sorts of project opportunities. Some clubs are very project-oriented, others put more emphasis on club activities. There are lots of different club-types with varying time-commitments, so make sure you choose the right fit and club for you!

### What Makes Effective Clubs?

Communication between the club and family is essential and can be enhanced through building and distributing a Program Plan, Constitution/By-Laws and a Budget.

#### Program Plan

This outlines the goals, activities and meetings of the club and project groups. Names, places, dates, responsibilities and what to bring should also be included. Program plans help clubs to ensure a balanced program, shared responsibilities, time to prepare and effective communication. Social events should also be included. The idea is to get input from members, so go ahead and tell your club what you think. This is a great time to find out what constitutes the 70% of club activities members must attend to complete their club year.

#### Budget

This is a plan for how the club will get and spend money. Income will come from club fees, fundraising or sponsorship. 4-H clubs should be self-sustaining and base their budget on their not-for-profit status.

#### Constitution/By-Laws

The constitution defines your club and how it operates, with by-laws acting as operating rules. Each document should be reviewed at the beginning of every year and distributed to each family, so that families have a clear understanding of the club's expectations. The constitution and by-laws must comply with the 4-H Alberta Provincial Policies & Procedures.

### Club Meetings

Starting with the organizational meeting, 4-H members make the decisions and set the direction for the year under the guidance of the club leaders. Every club must hold at least six club meetings per year. These business meetings may be held separately or in conjunction with another club activity.



**For everything you need to know about Club Meetings, visit [www.4h.ab.ca/](http://www.4h.ab.ca/) downloads and check out the interactive eLearning tool "Great Meetings, Great Clubs" available in the Online Resources section.**



**It can take 1-2 hours to work through a Club Meeting.**

### Meeting Etiquette

Everyone has a role to play when it comes to effective meetings:

- Arrive on time, put away distractions like your cell phone, prepare ahead by reading the agenda, be ready to pay attention and stay for the entire meeting.
- Respect the chairperson by not speaking unless recognized by them after raising your hand. When called on to speak, keep comments brief and to the point.
- Club members are there to run and participate in the meeting, work through the agenda items and to vote independently of each other when making club decisions. They should get involved and keep their parents informed.
- Parents are there to listen, support members' decisions, provide insight on calendar dates and provide support to committees if they volunteer to do so.
- Leaders are there to assist the executive and act as advisors if there are questions from the members.

## Parliamentary Procedure

Is used to conduct business with speed and efficiency while protecting the rights of each individual and preserving the spirit of harmony and working together. This simple principle helps 4-H clubs during their meetings.

### Have Fun!

Effective club meetings strike a balance between getting through club business, learning and having fun. Meetings that balance aspects of business, learning, social and recreational activities keep everyone alert and attentive.

### Club Executive & Committees

Members form the executive and committees that help run a 4-H club.



**See Club Executive and Club Committee inserts for more information.**

## Communications Activity

Communicating with confidence is one of the most valuable and marketable skills gained through 4-H involvement. The ability to speak with and in front of others with ease is something that past and present 4-H members attribute to their 4-H communication experience.

### Basics

Each 4-H member must do one Communications Activity per club. It should be prepared by the member, presented to a 4-H group and at least three minutes in length.

### Options

Most members choose to deliver a speech or presentation at the club competition, with the potential to move on to the district, regional or even provincial competitions. Check with your club to determine what constitutes a Communication Activity and when it must be completed. Remember that practice makes perfect and to check with your district or region for training opportunities!



**For more information, guidelines and some fun activities to help with your Communications Activity, check out the interactive eLearning tool “From Paper to Podium” available on [www.4h.ab.ca./](http://www.4h.ab.ca/) downloads**

## Community Service Activity

Community service creates a greater appreciation of the people and organizations that make a community work. 4-H Alberta counts on the support of others and in turn, clubs and families are asked to give back. Ideas for community service activities where members can volunteer their time and energy for the benefit of the community are welcome. To qualify as community service, the activity can't be of financial benefit to the club, unless all funds raised are donated to a charitable cause.



**Your club will participate in at least one Community Service Activity that may require a few hours to a day of your time.**

## Fundraising

Fundraising is conducted for the specific purpose of raising money for the club's use. There should be a purpose and plan for the money raised before everyone pitches in to do their part.



**The amount of time your club's fundraiser will take depends on the target set and how the club is planning on reaching that target.**

## 4-H Diary

The 4-H Diary is a short fillable document for a member to record their participation and involvement within 4-H and their community each club year. A club leader will check club members' completed diaries each club year. It has the following benefits:

- Based on points accumulated by filling out your 4-H Diary, the Awards of Excellence recognize members with Bronze, Silver, Gold and Platinum medallions.
- The 4-H Diary acts as a written reflection of a member's growth and development. It is useful for filling out 4-H Alberta's Scholarship Application or building a resume and cover letter.
- 4-H Diary points assist in determining which members will represent 4-H Alberta on various travel opportunities and receive awards given at 4-H Alberta's Provincial Selections program.



Place Important Club Information, Club Executive, and Club Committees inserts behind this divider.

# Welcome To The Club

## IMPORTANT CLUB INFORMATION

### Club Information

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

Club Website/Facebook Page/Google Calendar Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Leader Name: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Email: \_\_\_\_\_

Mentor Family: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Email: \_\_\_\_\_

### Dress

No matter what the 4-H occasion, 4-H Alberta asks members, families and leaders to refrain from wearing clothes that may be found to be offensive or suggestive to others. Please ask your club what the dress expectations are for club activities listed on the Program Plan or if there is a club uniform to be worn for certain activities.

Club Uniform: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Club Fees & Insurance

Club fees support club operations, a portion of or all project expenses, 4-H Alberta insurance costs, training and programming at the club, district and regional levels. The '4-H Alberta member fee' is used towards the continued enhancement and development of provincial programming and project materials and resources, Alberta 4-H Centre operations, risk management (e.g. insurance), and administration, promotion and communication.

#### General Fee

\$ \_\_\_\_\_ (Club Fee) +

\$ \_\_\_\_\_ (4-H Alberta Member Fee) =

\$ \_\_\_\_\_ (General Fee)

Other Anticipated Costs (club uniform, social events, trips, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**For more information on project-specific fees and insurance, check out the Project Basics Tab.**

### Community Service Activity

What Our Club Does: \_\_\_\_\_

\_\_\_\_\_

Families Are Expected To: \_\_\_\_\_

\_\_\_\_\_

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## CLUB EXECUTIVE

**A**n election of officers is held after a call for nominations occurs. Members' names should be put forward and voted on for their understanding and suitability to the position. Once the club executive is in place, each officer must fulfill their position's responsibilities and work with their fellow members to carry out meetings. Below is a list of the major responsibilities of each executive position, other responsibilities may be unique to the club.

### **Club Executive Roles & Responsibilities**

#### **President**

- Prepare the agenda with the other officers and chair the club meetings
- Have an understanding of Parliamentary Procedure, club by-laws and constitution and other officers' roles
- Provide leadership to other officers and members and be a spokesperson for the club
- Help with the Program Plan and Budget

#### **Vice President**

- In the President's absence, chair the club meetings
- Have an understanding of Parliamentary Procedure, club by-laws, constitution and other officer's roles

#### **Secretary**

- Give notice of meetings
- Keep record of attendance and meeting minutes, and read minutes of previous meeting
- Handle club correspondence

#### **Treasurer**

- Propose club budget, developed in conjunction with leaders and fellow officers
- Keep accurate and up-to-date record of club finances
- Co-sign cheques, deposit income plus pay bills, issue and keep receipts
- Provide financial reports for each meeting and review at the end of the year

#### **Parliamentarian**

- Understand and provide direction to the President, and the rest of the club on proper Parliamentary Procedure
- Review the club's constitution yearly, and provide recommendations for amendments

#### **Historian**

- Keep a written/pictorial record of club activities and make available to all members

#### **Reporter**

- Write articles for the local paper or the 4-H Alberta Magazine
- Maintain club's website or social media page
- Assist with advertisements or thank-you notices in local papers or on local radio stations

#### **District Council Representative**

- Represent the views of the club, and help make decisions about activities at the District Council
- Report at club meetings on council meetings and activities

# The Club Executive is:

President: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Secretary: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parliamentarian: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Historian: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reporter: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

District Council Rep(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Welcome To The Club

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# CLUB COMMITTEES

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**C**ommittees are appointed to deal with a specific task or problem that is better dealt with by a small group, rather than a large group or individual. Committees are made up of members and leaders, and are usually elected or appointed at the start of each year. Most clubs have the expectation that all members participate in at least one committee.

There are typically two types of committees in 4-H clubs:

1. Standing Committees are quite permanent in nature and have the same task each year, such as the social committee.
2. Ad Hoc Committees are formed on a temporary basis to perform a specific task such as choosing a club uniform.

**Committees In My Club Are:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*Be sure to indicate who is Chair of each committee.