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EC5590 Revised 1942 Helpful Hints for the Club President

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Revised
1942

Nebraska
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS
U. of N. Agr. College & U. S. Dept. of Agr. Cooperating
W. H. Brokaw, Director, Lincoln

Extension
circular

5590-42

Helpful Hints for Club President
Song for Opening the Club Meeting

Tune: "Believe Me if All Those Endearing Young Charms"

Oh, friends, as we gather once more to renew
Our hopes and our faith in our task,
May our failures all fade as the mist and the dew,
While strength for new duties we ask.
We must work with new zest;
We must all do our best
To render the service we see;
Let us all join our hands
And go forth for the test,
And render the service we see.

LEADERS PREFERRED

1. The boss drives his men; the leader coaches them.
2. The boss depends upon authority; the leader on good will.
3. The boss inspires fear; the leader inspires enthusiasm.
4. The boss says "I"; the leader says "We."
5. The boss assigns the tasks; the leader sets the pace.
6. The boss says "Get here on time;" the leader gets there ahead of time.
7. The boss fixes the blame for the breakdown; the leader fixes the breakdown.
8. The boss knows how it is done; the leader shows how.
9. The boss makes work a drudgery; the leader makes it a game.
10. The boss says "Go;" the leader says "Let's go."

A. B. Graham

The President's Joys and Satisfactions

One of the satisfactions which comes to a president is that of planning and accomplishing things worth while for others. Presidents say there is a joy which comes to one from service which has been well done.

There is a satisfaction which comes when one feels that the group have bestowed the honor upon her because they approve of her and are willing to follow her leadership.

A president will find that there is an educational development which comes to her while she is serving as the president of the club.

There is a satisfactory feeling which comes to one after she has taken her turn and done her part.

Joys come to one when she has been able to maintain harmony in a group and to have secured a cooperative response from those with whom she works.

Sometimes special privileges and honors come to one because she is the president of a club.

There is a satisfaction in the increased pride a family has in mother's accomplishments.

Being the president gives one an opportunity to know and understand the neighbors and the community better. It enlarges one's acquaintance and gives closer friendships and broadens one's viewpoint.

There is a satisfaction in realizing that one's executive ability is growing, in having a chance to develop one's originality, in the increase in one's self confidence, and in seeing others use their talents under one's leadership.

Leadership

"In leadership, I must be:

1. Humble enough to share my failures and victories to help another.
2. Sensitive enough to recognize another's needs.
3. Courageous enough to check another in the face of human disapproval.
4. Selfless enough to want others to do their best though it may be better than my own.
5. Patient enough for others to do their part though I could do it better.
6. Generous enough to give praise where praise is due.
7. Loving enough to accept criticism and to use it constructively for myself and the person giving it.
8. Faithful day by day in listening to God and following His guidance.
9. Daring enough to take responsibility on a national basis in the spot and job where God places me."

-----Author unknown

A group of presidents were asked to list the characteristics that they felt an ideal president may have. Such an interesting list was made that the same plan was followed in meetings with eighteen other such groups. The following statements are combined from the lists the presidents formulated.

No one woman will have all of the characteristics suggested but nevertheless, it will do us good to study the suggestions. Many presidents have a majority of the traits suggested, and while serving as president may improve where lacking.

An Ideal President

Will have dignity	Will be natural
Will have tolerance	Will be systematic
Will have enthusiasm	Will be a good mixer
Will encourage others	Will be appreciative
Will have good health	Will not be snobbish
Will understand people	Will be good natured
Will have a sense of humor	Will be unprejudiced
Will have executive ability	Will not be dictatorial
Will have poise and be calm	Will be willing to work
Will observe the Golden Rule	Will not be over-roughed
Will have confidence <u>of</u> club	Will be a good homemaker
Will have confidence <u>to</u> club	Will be a good organizer
Will keep self in background	Will be friendly and kind
Will have leadership qualities	Will be cheerful and peppy
Will have respect of community	Will be firm and uncritical
Will have foresight and vision	Will be tactful and capable
Will see the best in every one	Will be truthful and sincere
Will have ability to accomplish	Will be spiritually inspiring
Will have courage and initiative	Will be a good parliamentarian
Will develop leadership in others	Will be punctual and dependable
Will retire gracefully from office	Will be unselfish and thoughtful
Will have an attractive personality	Will be broadminded and impartial
Will have a sense of responsibility	Will be courteous and considerate
Will have self control and patience	Will not be too easily influenced
Will have a perfect attendance record	Will be neat and not over dressed
Will have ability to work with people	Will be able to pass duties around
Will have an abundance of common sense	Will be willing to take suggestions
Will create good atmosphere for leaders	Will be willing to pass honors around
Will have a good voice and good posture	Will not talk too much nor be egotistical

To the Club President

You were chosen by your club to serve as its president. Your club members have bestowed upon you the greatest honor which they can confer. Their hope is that while serving them in pursuing the duties of your office, your own living will thereby be enriched. Much of the achievement of sustained interest and regular attendance on the part of the club members will be due to your efforts.

There is satisfaction in that kind of leadership which achieves results. A club president may find unlimited opportunity for community service thru her club organization. The quality of community achievement will depend very largely upon her vision and the inspiration she is able to radiate to others. A club year full of rich experiences will bring its own reward in terms of personal growth and satisfaction. May your club year bring you this kind of satisfaction.

The President's Part

How can the president contribute to the success of the club?

1. Preside at meetings
2. The president should make a special effort to attend all meetings.
3. The president will find it helpful if she can be at the place of meeting at least ten minutes before the regular opening time.
4. Start and close meetings on time.
5. Time will be saved if before the meeting the president will speak to each one who is to have a part, such as chairman of committees, etc., and make sure they are ready to report.
6. Conduct an orderly business meeting.
7. Adjourn the club meeting.
8. Appoint committees unless otherwise specified.
9. Present business not brought up by other members.
10. Keep up interest of club by detailing some responsibility to each member.
11. Serve as alternate leader if one of the leaders can not attend the leaders' training meeting.
12. Announce date and place for next meeting unless assigned otherwise.
13. Assist other officers in performing their duties.
14. Call extra meetings, if necessary.
15. Extend justice and courtesy to all.
16. Encourage members to be courteous and attentive to the project leaders during the demonstrations.
17. Represent club at county meetings.
18. Appoint substitutes to county-wide meetings if she fails to attend herself.
19. Report progress of club at county meetings.
20. If the president is absent or tardy, it is the duty of the vice-president to open the meeting and preside until the president arrives and is ready to take the chair. If both president and vice-president are absent, the secretary calls the meeting to order at the appointed hour and the club selects a chairman to take charge until either the president or vice-president arrives.
21. If the secretary is absent or tardy, the chair appoints a secretary pro tem.

How may the president conduct an orderly business meeting?

1. By using parliamentary procedure and by having members familiar with it.

How may the president become familiar with parliamentary procedure?

1. She may obtain Extension Circular 58, "The Club Business Meeting" from the county extension office. This circular will give her suggestions for opening and closing meetings, an approved way to put motions, how to secure committee reports and general methods of conducting a business meeting. The president may wish to secure Extension Circulars 51 and 52 which give suggestions on club management. These are The Business Side of a Club, Part I and Part II.
2. She may become more efficient by studying and also by practicing parliamentary procedure. Good parliamentary texts may be obtained.

Should the president take any responsibility in regard to seating arrangements and in helping to make all comfortable during the meeting?

1. The club president is responsible for a successful club meeting and the comfort of the members. She may appoint a standing or a special committee to assist her during the meeting.

How may the president interest new members?

1. By being enthusiastic and interested in the home demonstration activities in the Agricultural Extension Service.
2. By inviting other women to the meetings.
3. By asking those who are interested to become members of the club.
4. By appointing a special membership committee.

How may the president encourage the members to help with the work of the club?

1. By appointing different members on committees instead of the same people.
2. By encouraging members to express their viewpoints.
3. By passing special favors around to different members.

How may dates and places for meetings be arranged satisfactorily?

1. A committee may include these in a yearbook made up for each member of the club.
2. By announcing in advance the time and place for the next meeting.

How may the president help create the sentiment that the majority rules?

1. By using parliamentary procedure at meetings.
2. By encouraging all members to exercise their right in voting on questions brought up at the club meeting.

The Vice-President's Part

How can the vice-president contribute to the success of the club?

1. Preside in the president's absence.
2. Represent club in president's absence.
3. In many clubs the vice-president serves as chairman of membership committee.
4. Contact absentees.

The Secretary's Part

What are the responsibilities of the secretary?

1. Extension Circular 53 gives suggestions for the secretary's responsibilities.

The Local Leader's Part

What are the responsibilities of the local leader:

1. Attend leaders' training meeting.
2. Study and prepare for demonstration.
3. Prepare and use appropriate illustrative material.
4. All demonstration charts and material should be in place ahead of time as far as possible.
5. Present demonstration.
6. Permit discussion, yet moves progressively toward desired action.
7. Employ appeals which arouse interest, creates desire, and stimulates action.
8. Collect reports.
9. Turn in records promptly.

The Club Member's Part

How can the club member contribute to the success of the club?

1. Attend all meetings.
2. Avoid confusion at all times.
3. Take part on program and committees.
4. Keep accurate records.
5. Turn in records promptly.
6. Do not talk when someone else has the floor, or is presenting the demonstration.
7. Pass on the information gained to others.
8. Take part in community and county activities.

9. Interest new members.
10. If given an assignment, follow it through to completion.
11. Refrain from hand work during business meeting, or any part of demonstration unless it is part of the program.
12. Should consider assembly as a whole and speak loudly enough to be heard by all.
13. "Silence gives consent". If the member does not vote opposing a motion, she should not make or encourage opposition later.
14. Be loyal to self and fellow members. Discourage destructive criticism. "True politeness is to do and say the kindest things in the kindest way."

The Music Leader's Part

What are the responsibilities of the music leader?

1. Be familiar with the songs used in the Song-a-Month and be prepared to lead the club in singing them.
2. Be on time for club meeting.
3. Have copies of Song-a-Month for each member.
4. Help members who wish copies of "Favorite Songs of the People" to obtain them.
5. Give interesting data about songs when possible and encourage all to sing at each club meeting.
6. Be so well prepared that the music period may be completed within the allotted time.

The Reading Leader's Part

What are the responsibilities of the reading leader?

1. Attend the training meeting for the reading project.
2. Prepare and present the regular reading material each month at the club meeting as suggested in the reading leader's calendar.
3. Encourage members to carry on the reading project and to read a variety of books.
4. Distribute reading series to members.
5. Secure reports from members carrying on the project.
6. Make a club summary of reading done by the club during the year.
7. Be so well prepared that the reading period may be completed within the allotted time.

The Health Leader's Part

What are the responsibilities of the health leader?

1. Attend the training meetings when health projects are presented.
2. Assist project leaders in presenting health demonstration at the club meeting.
3. Arrange and cooperate with other agencies in sponsoring community health activities.
4. Keep record of health activities sponsored by the club and community.

A good president is an asset for any club but it is necessary also to have good members if the club is to do its best work. If everyone is willing to do her part and to cooperate in the various activities, the club may mean much to the community. It has been said that it is easier to find fault and criticize than it is to be constructive. In our club work we need constructive people.

"A good thing to remember
And a better thing to do,
Is to work with the construction gang,
And not the wrecking crew."

--Churchman

CREED

"Help us, O God, to place our vocation as homebuilders and as mothers above all else; to believe with divine guidance our homes and our community can be the best; to work more diligently for strong bodied and higher principled children.

To maintain the high standard of honest dealing and broad-minded tolerance.

To lend to the less fortunate a helping hand, to preserve a high courage through discouragements and disappointments and to keep awake to the fact that we must ever march forward--for better homes on better farms."

AIMS FOR HOME DEMONSTRATION PROJECT CLUBS

---Adapted from the Missouri Manual for Neighborhood Club Women

1. To be an active, working, doing club, and not a passive club that meets, gossips, sews and listens.
2. To make a determined effort to interest all women in the community in the work and good times of the club.
3. To carry on a home economics program, which will help members with their homemaking problems and give them a vision of the importance of their task.
4. To complete at least one organized home economics extension project, and supplement it with discussions, debates, demonstrations, exhibits, and talks given by members at the regular club meetings.
5. To develop interest in the cultural phases of homemaking through a study of art, music, and reading in the home.
6. To help make the community a happy, neighborly, stimulating place where intelligent, progressive people will be glad to live.
7. To send a delegate to Farm and Home Week (Organized Agriculture), if possible.
8. To help spread the work to other communities.
9. To cooperate with other clubs in securing and maintaining a county home demonstration agent.
10. To do each year some definite piece of work that will make the community a more satisfying place in which to live.
11. To develop women by encouraging each one to take part in the meetings and by serving her turn as an officer.
12. To make the community a better place for boys and girls by providing opportunities for recreation and educational advantages.
13. To sponsor 4-H Club work.
14. To reach a helping hand to neighbors who need it and to others in misfortune.

TEN WAYS TO MAKE A CLUB FLOURISH	A DOZEN WAYS TO KILL A CLUB
1. Go to meetings and be punctual.	1. Don't come to the meetings.
2. Cooperate with officers and members.	2. But if you do, come late.
3. Accept office if offered.	3. If the weather man does not suit you, don't think of coming.
4. Express your opinion in the meetings, instead of criticizing action afterwards.	4. Do your bread baking on meeting days. It will be slow rising.
5. Do not be afraid of work.	5. If you do attend a meeting, find fault with the work of the officers and members.
6. Pay dues promptly.	6. Never accept an office; it is easier to criticize than do things.
7. Get new members by telling the best people you know that they should be connected with the best club you know.	7. Nevertheless, get sore if you are not appointed on a committee; but if you are do not attend the meetings.
8. Do not be afraid of honest difference of opinion.	8. If asked by the chairman to give your opinion on some important matter, tell her you have nothing to say. After the meeting tell everyone how things should be done.
9. Seek out new and interesting pieces of work for your club to undertake.	9. Do nothing more than is absolutely necessary, but when other members roll up their sleeves and willingly and unselfishly use their ability to help matters along, howl that the organization is run by a clique.
10. Be loyal to the ideals and standards of your club.	10. Be a flatterer.
	11. Hold back your dues as long as possible or don't pay them at all.
	12. Don't bother about getting new members --"Let George do it."
From Year Book, Loup City Woman's Club,---Taken from the November-December issue of the Nebraska Club Woman.	---Author unknown

"My attendance at meetings is not determined by my wardrobe and the weather, but by the calendar and the clock."