

1951

# EC5590 Revised 1951 Let's Talk about your Job as a Club Officer : What Every Good Officer Should Know

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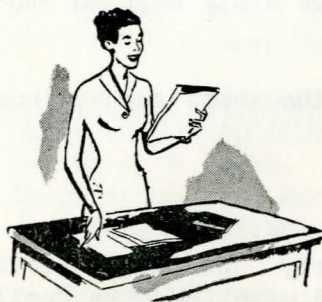
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Nebraska  
COOPERATIVE EXTENSION WORK  
IN AGRICULTURE AND HOME ECONOMICS  
U. of N. Agr. College and U. S. Dept. of Agr. Cooperating  
W. V. Lambert, Director, Lincoln

Extension  
Circular  
5590-51  
(Revised)

## LETS TALK ABOUT YOUR JOB AS A CLUB OFFICER What Every Good Officer Should Know



It's an honor and a responsibility to be an officer of your club, class or community organization. Although you are busy, there is a chance to grow in personality, poise and ability when you undertake a new job. That's why it's so often true that the busy people in your community do things better than those who have time on their hands. It's a responsibility, too, so to find out how good an officer you are, try answering these questions:

Are You Sold On Your Job? -- If the job is directed toward something you believe in, you will enjoy working for it. In a little while, you'll discover that while you've had the pleasure of giving, you've learned a lot, too.

Do You Know Your Job? -- When you accept an office, find out exactly what is expected of you. If it's a club office, read the constitution. If you are a committee chairman, ask the president to tell you everything that you should do.

Are You On Time? -- Arrive about 15 minutes early and set a good example. You'll have time to collect your thoughts and arrange your notes, so that you can conduct a more businesslike meeting. No club leader can impress other members with the importance of being on time when she is late.

Do You Give Clear To-the-Point Reports? -- Jot down the main things in any report that you are to give. Understand the facts so that you can tell them quickly and interestingly, and be able to answer any questions. Make sure your written reports are neat, readable and correct.

Are You Always Tactful and Courteous? -- A leader must respect the opinions of everyone. Encourage club members who are shy to make suggestions. Listen carefully to both sides of any discussion. Sometimes it takes patience to get everyone on the same side of the fence, but you can develop a skill for getting people to work together.

Do You Divide Responsibilities? -- Often it is easier to assign jobs to the members who you know are dependable. However, let newcomers have a part too. Check with them often to see that they are doing what you had in mind. Make courteous suggestions. Help each member feel that she has something to add. Remember to give praise for any job done well.

Do You Conduct a Good Snappy Business Meeting and a Smooth Program? -- Everyone enjoys meetings which move quickly. It's the chairman's job to speed things and not waste time on unimportant topics. Give everyone a chance to express opinions, of course, but there are a few members who will continue to talk. It's only fair to everyone for you to tactfully sum up the discussion and move on.

If you are presiding officer, it is important to know the rules of order. Keep a standard reference to parliamentary procedure with you, and refer to it when you are doubtful. (See E.C. 5-151, "Your Club Meeting.")



How Do You Look Before the Group? -- Whether there are five or five hundred people present, if you have the floor people will look at you. Although they are interested in what you say, their eyes will still stray to your hat, your shoes, your dress. If your slip shows, they'll see that too. So make sure that your hair and clothes are neat and becoming. Those few extra minutes of personal grooming will give you poise.

Have You Worked for Pleasing Voice and Manner? -- Be sure that you speak distinctly. Pitch your voice low, but make it carry so that everyone can hear what you say. Control your emotions, too. Your audience will have more confidence in what you say if you seem to have confidence in yourself. Work at it by studying the voice and manner of other speakers.

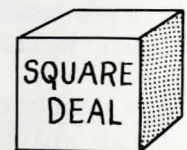
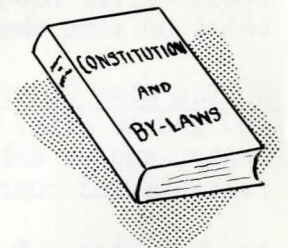
Of course you can be an officer -- and a good one. You'll be a big help to others, and get a lot out of it yourself.

Note: We are indebted to Gwen Lam and the Farm Journal for the above suggestions on "What Every Good Officer Should Know".

### Responsibilities of Officers

#### President's Responsibilities

1. The president conducts an orderly business meeting.
  - a. Uses parliamentary procedure and makes members familiar with it. (See Circular E.C. 5-151, "Your Club Meeting".)
  - b. Plans definitely (makes detailed notes) before the meeting for the day's business and program.
  - c. Arrives at meeting ten or fifteen minutes before the regular opening time.
  - d. Starts and closes meeting on time.
  - e. Appoints committees to work on club business.
  - f. Presents business not brought up by other club members.
  - g. Announces date and place of the next meeting unless planned for in another way.
  - h. Calls extra meetings if necessary.
  - i. Adjourns the club meeting.
2. The president maintains interest of club members in home extension activities.
  - a. Appoints different members to serve on committees.
  - b. Encourages members to express their viewpoints.
  - c. Passes special favors around to different members.
3. The president encourages club members and leaders to follow up demonstrations.
  - a. Asks club members to report and show accomplishments at club meetings.
  - b. Publicizes what club members have accomplished.
4. The president encourages an attitude of courteous, friendly cooperation among club members, especially toward those who are responsible for the club's program.
  - a. Delegates some responsibility to each club member.
  - b. Assists other officers in performing their duties.
  - c. Encourages courteous attention to leaders during their demonstrations.
5. The president interests homemakers in her community to become members of the home extension club.
  - a. Shows interest and enthusiasm in home extension program.
  - b. Asks interested homemakers to become members of home extension clubs.
  - c. Appoints a membership committee which will interest women of the community in extension clubs.



COURTESY



6. The president has a genuine interest in the community and county activities which affect the interests of the club.
  - a. Represents the club at the county council meetings.
  - b. Reports policies discussed at county council meetings to local clubs.
  - c. Appoints substitutes to county-wide meetings if she cannot attend.
  - d. Reports progress of club at county-wide meetings.

#### The Vice President's Responsibilities

1. The vice president assumes duties of the president in the absence of the president.
  - a. Takes over the president's responsibilities in her absence.
  - b. Shares president's responsibilities in encouraging a friendly cooperative attitude among club members.
  - c. Shares with president the responsibility for interesting new members.
  - d. The vice president may act as program chairman for the club.

#### The Secretary's Responsibilities

1. Takes accurate minutes and keeps a permanent record of club activities in club secretary's book. (See Secretary's Book for Nebraska Home Extension Clubs, Instructions for Secretary.)
  - a. Keeps a suitable file of all books, reports, letters and papers belonging to the club.
  - b. Reads minutes of last meeting and any letters, etc., of interest to entire group.
  - c. Records the attendance of each meeting unless there is other provision for keeping the attendance record.
  - d. Presides at meeting or conducts election of temporary chairman in the absence of the president or vice-president.
  - e. Records definite action of group (See E.C. 5-151 "Your Club Meeting.")
  - f. Prepares a memorandum for president giving facts about any unfinished business or committee reports due.
  - g. Sends in club reports when requested and keeps duplicate copies for club files. Carries on correspondence for the organization.



#### The Treasurer's Responsibilities

1. Keeps a record in a treasurer's book of all money received and expended by the group.
2. Sends club membership dues of County and State Council of Home Extension Clubs to county treasurer.
3. Reports to club at each meeting concerning money spent and received.
4. Pays all bills.
5. Makes an annual report to the club's auditing committee.



#### The Program Chairman's Responsibilities

1. The program chairman may have as her program committee the other elected officers -- president, secretary, treasurer and sometimes publicity chairman.
2. Calls together the program committee for the planning of a year's program for the club.
3. Submits tentatively planned program to the club members for revision and adoption.
4. Helps program committee prepare a yearbook to be in the hands of club members by January 1st.
5. Takes responsibility of seeing that there is a program ready for every club meeting.
6. Substitutes for assigned leaders or finds someone else to take their place.





### Publicity Chairman's Responsibilities



1. Takes notes at the club meeting about the program for the day.
2. Writes news items for the local paper in a form acceptable to the editor.
3. Makes news notes interesting by following suggestions found in Special 53, "Tips for Publicity Chairman".
4. Acquaints club members with Extension News.
5. Publicizes special accomplishments of club members by news story or radio wherever possible.

### Responsibilities of Special Leaders

#### Demonstration Leader's Responsibilities



1. Attends leader's training meeting.
2. Studies and prepares necessary illustrative material for the demonstration and makes other essential preparation before the meeting starts.
3. Presents demonstration.
4. Permits discussion, yet moves progressively toward desired action.
5. Follows up demonstration with club members in their homes.

#### Study Leader's Responsibilities

1. Obtains leader's material for study program well in advance of time meeting will be held.
2. Studies and makes necessary preparation for an interesting presentation of study program.
3. Presents study program.
4. Leads and encourages discussion aroused by interest in study material.

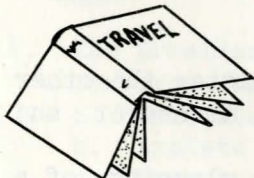


#### Music Leader's Responsibilities

1. Attends training meetings for music leaders.
2. Becomes familiar with the songs used in the Song-a-Month circular and leads the club in singing them.
3. Arrives on time for club meeting.
4. Gives interesting data about songs and encourages all to sing at each club meeting.
5. Prepares herself so well that the music period may be completed within the allotted time.
6. Encourages club members to do community and family singing.



#### Reading Leader's Responsibilities



1. Attends training meetings for the reading leaders.
2. Prepares and presents the reading material as suggested.
3. Encourages members to read a variety of books.
4. Plans an interesting reading program for the club based on the members' interest.
5. Helps club members to plan for family reading.

#### Citizenship Chairman's Responsibilities

1. Studies current public problems.
2. Presents unbiased information to fellow club members concerning local, state and national issues.
3. Encourages members of her club to vote and fulfill other responsibilities of citizenship.

