

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

Historical Materials from University of Nebraska-
Lincoln Extension

Extension

1951

EC5591b Let's Have a Successful Home Extension Club

Follow this and additional works at: <http://digitalcommons.unl.edu/extensionhist>

"EC5591b Let's Have a Successful Home Extension Club" (1951). *Historical Materials from University of Nebraska-Lincoln Extension*. 2850.

<http://digitalcommons.unl.edu/extensionhist/2850>

This Article is brought to you for free and open access by the Extension at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in Historical Materials from University of Nebraska-Lincoln Extension by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

S85
E7
#55916

1951

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

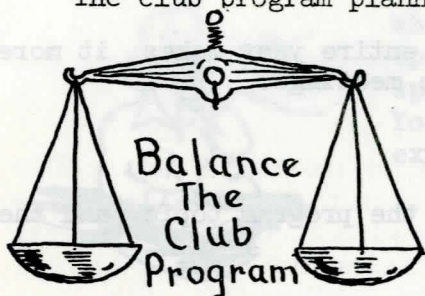
Extension
Circular
5591b

LET'S HAVE A SUCCESSFUL HOME EXTENSION CLUB

A successful club results from a combination of many things. Careful program planning, member participation and a few rules to live by will all contribute to the success of your club. Each club member shares the responsibility for the success of the club but you, as club officers, must assume the leadership. It is your duty to take the lead in program planning, to provide situations for member participation and to practice accepted parliamentary procedure.

PLANNING IS YOUR FIRST STEP

The club program planning committee has an important job to do. Much of the success of your club depends upon planning and carrying out a well rounded program. Most clubs ask their officers to serve as their program planning committee. Guide sheets (form 64) are available at the county extension office to assist the committee with balancing the club program.



Your yearbook provides a calendar of the year's events. It gives each member a birdseye view of the work to be done by the club and the share each member has in its success. Your program planning committee may be given the responsibility for preparing and distributing copies to all members by January 1 each year. Some county Extension Organizations or County Councils make covers available to clubs to use in assembling yearbooks.



In making your yearbooks consider these things:

Does Your Club Have Club Goals To Meet?

If your club has selected a special project or projects to work on during the year, listing them in the yearbooks may inspire member enthusiasm for carrying out the projects.

How Many Meetings Should Be Held?

Most clubs are meeting once a month during the year. This gives them an opportunity to carry out a well-rounded program including demonstrations, discussion meetings, picnics or social events.

A few clubs meet twice a month and plan special interest programs for the extra meetings. Other clubs feel that it is impossible to meet during the busiest part of the summer season. They list those months as vacation in the yearbook.

All clubs should try to hold at least nine meetings during the year in order that they have time to carry out well rounded programs.

When Should Meetings Be Held?

Your club will probably want to select a day of the week and month which will be convenient to the majority of the members. Clubs which have a definite date set for meeting are probably more successful than those which rotate dates. Your yearbook should state the date for all meetings.



Where Will The Meetings Be Held?

Your club may decide to meet in the homes of members or in a public meeting place. The size of the group, and the facilities needed for the programs will influence your choice.

Listing meeting places in the yearbook for the entire year makes it more convenient for both hostesses and members to plan for the meetings.

What Will The Program Be For Each Meeting?

No yearbook would be complete without listing the program topic and the discussion or demonstration leaders for each meeting.

Would A Roll Call Topic Help To Add Interest To The Meetings?

Some clubs plan a roll call for each month and relate it to the program topic. For example, if the club were to have a demonstration on sewing equipment each member might answer roll call by naming and displaying or describing her most used piece of sewing equipment.

You may want to plan roll calls for your club meetings.

Are There County and State Officers Whom Club Members Should Know?

County and state home extension councils have a group of officers working toward improved home extension work. You probably would like to meet them personally. Since this may be impossible the next best thing might be to list their names and addresses in your yearbook.

Are There County And State Events That Club Members Will Be Interested In Attending?

Many counties set their dates for achievement, spring tea and other traditional events early in the year. State council meeting dates are often known before yearbooks are prepared. Including the dates of as many events as possible in your yearbook will increase interest and attendance.

Will A List Of All Club Officers And Committees Result In Increased Member Participation?

It is easy to forget committee appointments and officers if a printed list is not available for reference. Including these lists in your yearbook may prevent this. Perhaps it will result in committees functioning without reminders if the members have the list of committee chairmen and members.

EVERYBODY TAKES PART

The most interested members of any organization are usually those who have been assigned or have accepted responsibilities. It should be the aim of the club program planning committee to have every club member take part in some program during the year. Everyone can be a leader at some time. Mrs. Jones may be a good organizer. Mrs. Smith is an excellent discussion leader. Sally Wilson has a knack for showing others how to do things. Alice Long is skillful at directing social activities. Mrs. Ward is a Leader in her group because she is a good mixer.

Everyone has a special ability. One of the responsibilities of club officers and the planning committee is to discover that talent and give the individual a chance to use it. The success of your group depends on the leadership developed by each member.

When You're a Leader



When you accept a position of leadership, whether it be appointed or volunteer, it carries with it certain responsibilities. Chief among these might be: You are a group planner, but remember to let other members express their ideas. Shared leadership lightens the load.

You are the group spokesman. Don't talk about "my program" or "my group". Express the thinking of your group members. You will gain the support of the group more quickly if you speak in terms of "our program".

You may be the group harmonizer. Groups are bound together by common interests. Sometimes different interests create conflicts. You, as a leader, may overcome these conflicts by uncovering and emphasizing the interests which your group members have in common.

You are to present information accurately--As a leader you will want to give your group information or the source of information that will help them solve their own problems.

You must be willing to discover and develop new leadership and let new leaders assume responsibility. Being a leader brings dividends for you along with responsibilities. You may gain in poise and self-confidence. You meet new people and form new friendships. You have the opportunity to learn new things. Be willing to share these dividends with others by encouraging a regular rotation of leaders.

Since everyone is human and makes mistakes, learn from your mistakes but spend no time in regrets.

So You're Going To Have A Committee

Sometimes you may find that the work of the club requires thoughtful discussion and carefully planned action. This may be carried on to better advantage by a small group of members than by the entire group or by individual leaders. There are two kinds of committees which may be very helpful to your club:



Standing Committees - are permanent and are usually appointed to serve for a year. Their function is to study a question, plan a course of action and enlist the support of group members in carrying out the action. Many clubs have standing committees for planning club programs; for recreation, for social activities and for activities included as their club goals for the year.

Special committees - are temporary. They are appointed to serve for a special event such as achievement, exhibits, nominations and similar events. As soon as their work is completed they disband.

Every committee chairman has the responsibility for reporting to the entire group on the progress of the committee's work. Committee work permits more of your club members to share in the work of the organization. It gives the members a chance to work in fields of particular interest to them. In this way leadership is developed within the group.

Committee appointments may be made in one of three ways - your chairman or president may appoint the committee. She will want to consider the membership carefully and choose those best suited for the work.

Committees may be appointed as the result of joint conference of the president and other club officers. The president may then have the judgment of the rest of the officers to assist in making decisions.

Committees may be elected by the club members at a business meeting. This gives the members a chance to express themselves and they may react to committee suggestions more readily. This method is often time-consuming. Member's talents and abilities may not be carefully considered in an election.

A committee is successful when all of its members contribute to the discussion of the problem. A committee is successful when its policies and decisions result in the solution of the problem. A committee is successful when its plans and its actions are approved by the majority of the club members.



RULES BY WHICH YOU LIVE

Many clubs have found that a simple constitution eliminates lengthy business meetings by providing a few rules to guide the club. Plan your constitution to fit your group. Simplicity is important, don't overload it with lots of fancy details. The constitution should follow a dignified form - perhaps something like this:

- Article I - Name
- Article II - Object
- Article III - Membership
- Article IV - Officers
- Article V - Amendments

The Articles listed above are the more permanent parts of your constitution. The more temporary rules are called by-laws and form an appendix to the Constitution. Provisions are usually made in the By-Laws for:

- The duties of officers
- Conducting elections
- Number and time of meetings
- Payment of dues
- Selection and duties of committees
- Order of business
- Method of amending by-laws.

The constitution and by-laws should be read at a club meeting at least once a year. Some clubs include a copy of their constitution in the yearbook.

Revise the constitution and by-laws to fit changing conditions. Consider having a standing committee appointed to review your constitution and suggest changes to keep it up to date.

Let's Have a Short Snappy Business Meeting

Clubs should recognize the importance of a business-like parliamentary procedure. It protects the right of the minority while providing a means for reaching a majority decision.

Adopt the rules of order of a reliable parliamentarian such as Gregg or Roberts. The following order is typical:

1. Meeting called to order
2. Group singing
3. Roll call
4. Reading and approval of minutes of previous meeting
5. Report of standing committees
6. Report of special committees
7. Unfinished business
8. New business
9. Adjournment of business meeting

A short snappy business meeting permits more time for your program and social period. For further information on parliamentary law ask at your County Extension office for a copy of Extension Circular 5-151 Your Club Meeting.



TRICKS FOR A SUCCESSFUL MEETING

There is no magic formula for a successful club meeting. In addition to careful planning, member participation and parliamentary procedure the following meeting tricks may help you reach that goal.

Practice punctuality in opening the meeting regardless of the number present. It is just as important to close a meeting promptly as it is to start on time.

Be sure everyone is comfortable. This means arranging the group so that everyone can see and hear. No one should sit facing a glaring light. The temperature in the room should be comfortable, not one which puts you to sleep or freezes you stiff.

It may be easier for your club officers and leaders to hold the attention of the group if they are seated around a table. If the club is small perhaps all the members as well as officers could be grouped around a table.

Maintain a club membership that can be taken care of adequately in the usual meeting place. Seven members is usually considered a minimum - your usual meeting place determines the maximum.

Home meetings have the advantage of being neighborly and informal. Sometimes better facilities are available in community buildings for accommodating larger groups. Adapt the size of your club to your local facilities.

Give everybody a job. You will thus eliminate dead timber.

Sincere appreciation and cordial "thank-you" for the work of the committee or individuals are courtesies a chairman can't afford to overlook.

Be sure that proper courtesies are extended to visiting talent and guests.

Your club leaders have spent time and effort in preparing for the demonstration or discussion. Allow them enough time to present it at the meeting.

If the children attending your meeting seem to interfere with the program you might try a "nursery" in another room at the meeting place or at the home of a member. Mothers could take turns being in charge and planning something for the children to do.

Good fun and sociability are essential to hold the interest of the group.

If your club decides to have refreshments at each meeting, plan for simple ones that require little time for preparation, serving, and dishwashing. A gracious hostess doesn't spend all her time in the kitchen.

Courtesy, tolerance, understanding and enthusiasm may prove to be the keys that open the door to success for your club meeting.



LET'S MEASURE YOUR SUCCESS

Planning	Participation	Rules	Tricks
Did your club prepare and use a year book?			
Did all members contribute ideas for the year's program?			
Did you relate the year's program to your club and county goals?			
Did you plan for at least nine meetings?			
Did every member take some part in carrying out the club activities?			
Did officers and committees understand and carry out their duties?			
Did you rotate officers to assure maximum leadership opportunities?			
Did you have good attendance at meetings?			
Does your club have a constitution to help determine policies?			
Do you follow basic rules of parliamentary procedure?			
Did the chairman start the meeting on time and keep the program moving?			
Did the secretary prepare and present complete minutes for all meetings?			
Did the meeting close promptly?			
Were the lighting, heating and ventilation adequate?			
Was the seating arrangement satisfactory?			
If refreshments were served, were they kept simple?			
Did your program provide fun and sociability for all members?			
Were you able to plan for children of the members so both the children and the adults enjoyed the meetings?			
Did you extend hospitality and appreciation to your guests and special talent?			

If you didn't rate your club as high as you would like to have it - remember that the successful club is one that is a growing club, working toward self-improvement.