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EC66-537 Your Home Extension Club in Action : A Handbook for Club Officers

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Your Home Extension Club in Action!

A HANDBOOK for CLUB OFFICERS



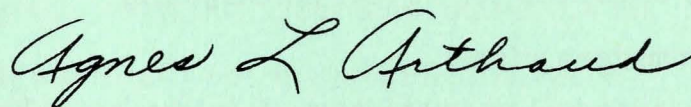
EXTENSION SERVICE
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE AND HOME ECONOMICS
AND U. S. DEPARTMENT OF AGRICULTURE COOPERATING
E. F. FROLIK, DEAN J. L. ADAMS, DIRECTOR

Your Home Economics Extension Club members are participating in an out-of-school educational program. This is conducted cooperatively by the United States Department of Agriculture, the University of Nebraska and your County Extension Organization.

You have planned an educational program to meet the needs and interests of your members. You have provided opportunities for the development of leadership. The training and experience which the leaders receive contribute greatly to increasing their ability to cope with their own family problems as well as becoming leaders in their community.

This handbook is prepared so that you may understand your duties as club officers and some of the principles of group organization and management. By knowing your duties and adopting these principles, it is possible to put into action more effectively the program which you have planned.

May your club have a successful year and continue to contribute to improved Family and Community Life.

A handwritten signature in cursive script that reads "Agnes L. Arthaud". The signature is written in dark ink and is positioned above the typed name and title.

Assistant Director
Home Economics
Cooperative Extension Service



YOUR HOME EXTENSION CLUB IN ACTION

(a handbook for club officers)

By Alma M. Jorm
Assoc. Prof., Home Economics (Agricultural Extension)

A successful club results from the combination of many things. Coming together is but a beginning; keeping together shows progress; and working together denotes success.

Good club meetings do not just happen. They are the result of planning and continuous effort on the part of officers, leaders, and members.

You, as club officers under the guidance of the president, have the responsibility for leadership in your club. This role will be rewarding to you during your term of office if you--

- . understand your duties
- . have a well planned club program for the year
- . provide situations for member participation
- . use committees wisely
- . have a few rules to live by
- . recognize and apply the keys to a successful meeting
- . use Extension publications available to you
- . measure and evaluate your success throughout the year

As you begin your term of office you will find many helps on the following pages. We hope they will be useful to you.

UNDERSTAND YOUR DUTIES

To be a good officer you must know the duties of your office and how to carry out these duties. Knowing the duties of the other officers will help you work together in conducting the club business.

As PRESIDENT of your Home Extension Club you are the leader of the group. You are expected to assume certain responsibilities. You will be a planner, an organizer, and a manager.

As a planner you will:

- Assume the leadership in planning a worthwhile educational program and in preparing a club yearbook for members.
- Provide opportunities for members to develop their leadership abilities.
- Know the members' interests and talents.
- Appoint committees as needed.
- Select leaders with suggestions and approval of club members.
- Allow for group discussion and group decision making.

As an organizer and manager you will:

- Plan carefully before the meeting for the day's business and program.
- Call the meeting to order on time and adjourn on time.
- Keep the business meeting short.
- Use parliamentary procedure in conducting the business of the club. (Refer to E.C. 5-151 "Your Club Meeting.")
- Provide enough time for the leaders to present the lesson.
- Know and practice the keys to a successful meeting.
- Attend the county council meetings regularly and report items discussed.
- Encourage your club members to attend county-wide programs and activities.

As VICE-PRESIDENT of your Home Extension Club you will need to have a thorough understanding of the president's duties. You assume responsibility for duties designated by the president. Your other duties are to:

- Preside at meetings when the president is absent.
- Serve as chairman of the Program Planning Committee, if asked by the president. (Use E.C. 65-532 "Planning Your Home Extension Club Programs.")
- Assume the leadership of your club in case the president cannot continue unless the by-laws of your constitution provide other methods.
- Check on the club's progress toward its goals.

As SECRETARY of your Home Extension Club you will take accurate minutes of each meeting and record the definite action of the group. You will send a copy of this report to the County Extension office after your meeting. Use the forms provided in your secretary's book.

For other duties and helps refer to the instructions for secretaries in the Secretary's Book for Nebraska Home Extension Clubs.

As TREASURER of your Home Extension Club you should practice good business procedure although your club may handle only small sums of money. At the beginning of each club year you may want to present a club budget or spending plan to the members. Perhaps a bank checking account would help you to receive and pay bills. Your duties are to:

- Keep a complete and accurate record of receipts and disbursements.
- Send county and state dues to the County Council Treasurer.
- Report regularly to club concerning money spent and received.
- Pay bills promptly and get receipts.
- Turn over the complete record of the year to new treasurer at the end of your term of office.

For helps in setting up a club budget and in using a simple income and expense record sheet, use Special 90, Instructions to Home Extension Club Treasurers.

As PUBLICITY CHAIRMAN you are challenged to create a public image, and you have a story to tell about the purposes and the program of your club.

To give a total picture consider all forms of information -- "word of mouth," news stories, radio and television news.

To help you, refer to E.C. 65-534 "Yardstick for Home Extension Publicity."

HAVE A WELL PLANNED CLUB PROGRAM FOR THE YEAR

Much of the success of your club depends upon planning and carrying out a well rounded program. Successful programs must be planned on the needs and interests of the members. Have some clearly stated purposes or objectives. E.C. 65-532 "Planning Your Home Extension Club Programs" will help you.

A feeling of individual and group pride sparks any program. A membership which is interested and active makes a worthwhile and successful club.

In your role of LEADERSHIP as club officers, you can provide many opportunities for members to be interested and active and to develop their leadership abilities. Program leaders are an integral part of your club. They are responsible for presenting educational information obtained from either leader training lessons or study lessons.

Other leaders you may want to select to help meet the club's purposes and goals for the year may be some or all of the following.

- A MUSIC leader who will have your group singing and appreciating music. Helps for her are in E.C. 62-523 "Notes for Music Leaders."
- A READING leader who can encourage good reading. Helps for her are in E.C. 63-527 "Reading, the Fifth Freedom--Enjoy It."

- HEALTH, SAFETY, and CITIZENSHIP leaders who will instill individual, family, and community well-being in these areas. Their helps may come from leader training lessons, study lessons, suggested county and state councils, goals, and local resources. They may encourage the club to participate in a total community or county effort in these areas.

PROVIDE SITUATIONS FOR MEMBER PARTICIPATION

The most interested members of any organization are usually those who have been assigned or have accepted responsibilities.

Everyone has a special ability. 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.

Did you ever stop to think about all the leaders in your group? They may be you--the officers, the chairmen of committees, or the persons who lead discussions or give demonstrations.

Wise program chairmen and club officers know that leadership is a responsibility to be shared, and that by member participation--the individual, the club, and the community are enriched.

USE COMMITTEES WISELY

Effective committees can be among the most important working forces of an organization. This is particularly true if committee members are selected for their contributions.

There are two major types of committees.

- STANDING committees are those which handle a specific part of the regular, on-going work of the club. Perhaps the by-laws of your constitution provide for one or more of these.
- SPECIAL committees are selected to do a particular job. When the job is finished the committee is disbanded.

Some "do's" for you to observe:

- Do appoint committees when necessary. A small group can accomplish much and save valuable club time.
- Do keep committees small so there is opportunity for each committee member to take part.
- Do disband the committee when the job is done.
- Do provide for periodic rotation of members.
- Do have committees present their plan to the club members and get their approval for necessary action.

HAVE A FEW RULES TO LIVE BY

-- 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. It is important that a constitution follow an acceptable form but it need not be lengthy. You will find helps in Form 101 "Suggested Club Constitution."

If your club already has a constitution, it should be reviewed periodically, perhaps every three years, to keep it up to date and workable.

-- A short, snappy BUSINESS MEETING permits more time for your program and social period. Conduct your business meeting according to parliamentary procedure.

YOUR KEYS TO A SUCCESSFUL MEETING

Most often the enjoyable meetings are those where you take part. The program has most likely been carefully planned, with a short, snappy business session conducted according to simple rules of parliamentary procedure.

A combination of keys which are applicable to your group, should result in opening the door to a successful meeting.

- PLANNING: Membership of the group needs to be considered when selecting a meeting place. Meetings held in homes provide an environment of friendliness and informality. On the other hand, an organization with a larger membership may find public meeting places more desirable.

Many times a bit of preplanning with the hostess prior to the meeting will pay dividends. For example, discussing the equipment and the arrangements needed for a food demonstration with the hostess sometime before the guests arrive, will not only save time, but will also contribute to the serenity of the hostess!

Plan, too, for the children. With someone in charge, many groups have arranged for a children's hour in another room, and during the summer months outdoor games may be planned.

Since a social hour often contributes to the lasting memories of a successful meeting, this might also need to be considered in your planning. If your club decides to have refreshments at each meeting, simplicity in food and service is the keynote to success. Seek and strive for refreshments that require a minimum of time in preparation and serving. Remember that a tired hostess may not be a gracious hostess!

- PROMPTNESS: A successful meeting starts at a time designated as most suitable to the members. It is just good business to practice punctuality in opening your meeting without waiting for late-comers!

The meeting needs to move smoothly - neither wasting time - nor giving the appearance of hurry, rush, or confusion!

Remember, too, it is important to close the meeting on time!

- COMFORT: We all like to be comfortable at a meeting. The temperature of the room, the seating arrangement, and the lighting, all contribute to a receptive audience.

Have you observed that those who can see and hear a demonstration seldom whisper or go to sleep? During the business session club officers have also observed that member participation is improved when officers are seated around a table.

- SOCIABILITY: Successful organizations provide opportunity for all to participate and to share responsibilities. The awareness and use of the talents of all members becomes the life blood of any organization.

While we are living in a busy world of hurry and rush, let us not forget that acts of courtesy, friendliness, and kindness are lasting memories of successful meetings.

And, let's not forget that a sincere "thank you" or an expression of appreciation for a task well-performed is not "old fashioned" but rather a lasting memory for both those who give and those who receive the courtesy!

To help you with:

- Rules of Parliamentary Procedure
E.C. 64-531 "Your Club Meeting"
- Planning Your Home Extension Club Programs
E.C. 65-532
- Keeping Your Club's Records of Accomplishment
"Secretary's Book for Nebraska Home Extension Clubs"
- Good Business Procedure
Special 90, "Instructions to Home Extension Club Treasurers"
- Writing News Notes
E.C. 65-534 "Yardstick for Home Extension Publicity"
- Suggestions for Reading Leaders
E.C. 63-527 "Reading, the Fifth Freedom--Enjoy It"
- Suggestions for Music Leaders
E.C. 62-523 "Notes for Music Leaders"
- Suggestions for Your Club Constitution
Form 101 "Suggested Club Constitutions"

*These publications (one for each local Home Extension Club are available at your County Extension Office.

MEASURE YOUR SUCCESS

		<u>Yes</u>	<u>No</u>
Planning	Did your club prepare and use a yearbook?	___	___
	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?	___	___
Participation	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?	___	___
Rules	Does your club have a constitution to help determine policies?	___	___
	Do you follow basic rules of parliamentary procedure?	___	___
	Did the president start the meeting on time and keep the program moving?	___	___
	Did the secretary prepare and present complete minutes for all meetings?	___	___
	Did the meetings close promptly?	___	___
Keys	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 a growing club, working toward self-improvement.