

## **Example for an EHC Officer /Leader Workshop (Conducted by the County FCS Agent)**

**Welcome**    **FCS Agent**

### **Introductions**

--allow officers to introduce themselves & tell their club office

**M&M's activity**    **Member**

--pass out candies to each person. Allow them to take as many as they want. Then for each M&M they took, they must share some fact about themselves, until they use up all but 1 M&M. (save 1)

**Leadership Basics**    **FCS Agent**

- Use a calendar
- Keep pertinent meeting notes
- Keep a notebook....you will get lots of “stuff” at meetings
- List the regular yearly EHC programs on your calendar (plans for these, hosts, place, etc.)  
ex.: Spring and Fall Council, Picnic, Christmas Party
- Respect and meet deadlines (for club, county EHC, and Extension office)
- Pass all papers and necessary info on to the next incoming officer
- Delegate
- Recognize and praise ideas
- Bring business to the board, not cliques or your friends
- Be democratic and respectful to members
- Do not discount someone for being quiet....they could turn out to be a good member or leader
- Know roles for your office and other EHC officers...what to do and when
- Not every decision needs total approval. This is what your office is for.

**President**    **Member**

- Plan the agenda
- Arrange for the meeting place and time
- Notify everyone of changes
- Arrange for speakers or such for events. Sometimes the host club wants to arrange for the speaker, but they should confer with the president.
- Meetings:
  - Agenda
  - Start on time
  - Stand when calling to order. Stand at other times –such as getting attention.
  - Present unfinished business, then new, ask for added business
  - Follow parliamentary procedure
  - Do not participate in debates: if you wish to participate relinquish the chair to the Vice President or another officer.
  - Give each person a chance to speak, such as 1,2,3,4,5 not 1,2,1,1,3.

- Limit discussion time
- Stick to the subject at hand
- Keep the meeting running smoothly and end in a timely manner

**Vice President 1st & 2nd**

- Preside in absence of the president
- Assume responsibilities assigned
- Represents EHC at outside meetings in place of president on occasion
- Help start business discussions
- Chair membership committee
- Chair club programs

**Secretary FCS Agent**

- Record minutes and call president's attention to any unfinished business.
- Write up minutes within 3-4 days (before you forget)
- Read any correspondence and reply if necessary
- Chair meetings in absence of president and vice president
- Keep all official papers
- Keep a list of all members and attendance
- Write thank you's
- Pass along important papers at the end of your term

**Treasurer FCS Agent**

- Receive funds and disperse as necessary
- File receipts and cancelled checks. They can be stored in the EHC building after the yearly audit.
- Prepares a financial statement for each meeting
- Collect club and member dues
- Prepare annual statement
- Pays bills with proper authorization

**Reporter Diane**

- Send club meeting reports to the Herald
- Keep news articles and clippings for club scrapbook and project books.

**Word of Encouragement:** "He Couldn't Sing, So He Whittled" by Zig Ziglar **FCS Agent**

**Wrap Up (may do one or both of these) Member**

- The Last M&M:* Before you eat your last M&M, tell the group one last thing you want us to know about you.
- Magic Wand:* Pass around the magic wand. Each person shares something they plan to do to prepare for their new office.

University of Arkansas, United States Department of Agriculture and County Governments Cooperating.  
 The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.