

CONGRATULATIONS, YOU HAVE BEEN ELECTED!



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Often times we don't seek to serve as an officer, especially not as president of an organization, but we feel obligated to take our turn. You said yes, but where do you begin and how do you do it? This lesson is designed to give some suggestions and guidelines for officers of Indiana Extension Homemakers Association.

WHO WANTS TO BE AN OFFICER?

Anyone can be an officer, but a few characteristics will make the job much easier. Probably the most important, is a love for Indiana Extension Homemakers Association. If you don't really care about your club or county organization, you won't be a good officer. You must want the best for your club and all of the members. Next, you must be willing to serve. If you are being forced to serve as an officer, you will not be an effective leader. Being willing to serve also means that sometimes you may have to go the extra mile, but you are willing to do it for the good of IEHA.

Some people are born leaders, aren't they the lucky ones! Most of us have to be taught how to lead. It really isn't that hard. There are a few "tricks" that will help you be the best officer you can be. Remember, **NO OFFICER IS PERFECT**. All officers will make mistakes, forget something or do things in a different manner. All of these things are minor and can be over looked. They will not destroy your organization. The only thing an officer can do that will harm an organization is to not care.

GUIDELINES FOR BEING AN OFFICER

1. **Work with all of the officers in your club.** It is so much easier when you are working as a team. A team will accomplish more than one person will.
2. **Have a vision.** People want to follow someone who knows where they are going. As an officer, you want to get your members thinking about the things that are important to your organization. Remember the mission of your organization.
3. **Stay cool.** Staying cool in disagreements is very important. It is hard to follow an officer who is always mad.
4. **Don't be afraid to try something new.** Be open to new ways of doing things and changes. When we stop changing, we become stagnant and stop growing.
5. **Be patient and positive.** It takes time to adjust to new ideas. If you can maintain a positive attitude, others will be willing to support your ideas.
6. **Know your organization.** Be familiar with the by-laws and the structure of the organization.
7. **Be willing to take suggestions from others.** Members and fellow officers need to know that you are open to their ideas and suggestions. They will also be more willing to speak up in the meeting, if they know you are open to them.
8. **Communicate.** Keep everyone informed at all times. Members must feel that they can call you whenever they need to talk to you.
9. **Relax.** Learn to laugh at yourself. Nothing will put people at ease faster than laughter. Everything will be much easier if you don't take things or personalities too seriously.

GUIDELINES FOR PRESIDENTS

1. Preside at all meetings.
2. Attend all presidents' council meetings or send someone in your place.
3. Cast votes at the council meeting that represent your club.
4. Report the events of the council meeting to your club.
5. Serve on any committees appointed by council.
6. Attend district meetings.
7. See that all reports are completed by due dates.
8. Secure a meeting place for your club meeting. Notify members where the meeting will be held, the date, and the time.
9. Plan a fun and interesting meeting. Work with officers and members in planning.
10. Several days before the meeting, be sure all arrangements are made.
11. Plan the agenda of the meeting and be familiar with the business to be acted on at the meeting.
12. Call the meeting to order on time.
13. Follow the agenda. Keep order. Be courteous but firm.
14. Speak clearly and loudly enough for all to hear.
15. Have all officers and committees give their reports.
16. Call for a motion for any decision that needs to be made. Encourage members to discuss the motion before taking a vote.
17. Be impartial during discussion. You may cast the deciding vote in case of a tie.
18. Conclude the meeting in a timely manner.

SUGGESTED MEETING AGENDA

1. Call the meeting to order.
2. Say pledge to American flag, Homemakers' Creed and mission statement.
3. Have secretary do roll call and read the minutes.
4. Ask for additions or corrections to the minutes. Approve as read or as corrected.
5. Have treasurer give treasury report. File for audit.
6. Ask for committee reports.
7. Ask for any old or unfinished business.
8. Ask for any new business. Give report from presidents' council meeting.
9. Appoint any committees that are needed.
10. Turn meeting over to program committee. (This is the responsibility of the vice president.)
11. Ask for motion to adjourn.

Presidents are listeners and meeting coordinators, not decision-makers for the club. You should make an effort to involve everyone in your club in the activities of the meeting.

HANDLING A MOTION

1. You should ask for a motion by asking “Is there a motion?”
2. Before speaking, a member should “obtain the floor’ or permission to speak from the president and then state the motion by saying, “I move that....”
3. Ask for a second to the motion.
4. Restate the motion so that all members will know what it is.
5. Ask for discussion.
6. After reasonable discussion say, “Are you ready for the question?”, which means the group is ready to vote on the motion.
7. A member should say, “Question.”
8. Restate the motion and call for the vote. Voting method can be verbal, raise of hand, by ballot, by roll (vote recorded) or by standing.
9. State the results of the vote, either “motion carried” or “motion lost”.

GUIDELINES FOR VICE PRESIDENTS

1. Preside in the absence of the president.
2. Be of assistance to the president.
3. Plan educational lessons for each meeting that are of interest to the members.
4. Several days before the meeting follow up on program plans.

GUIDELINES FOR SECRETARIES

1. Be a good listener.
2. Keep an up-to-date membership roll and check attendance at each meeting.
3. Keep accurate minutes of each meeting.
4. Present previous meeting minutes at each meeting.
5. Handle correspondence for the organization.
6. Notify the Extension Office of any changes in member status or new members.

GUIDELINES FOR TREASURERS

1. Be trustworthy.
2. Collect club, county and state dues.
3. Send county and state dues to County Treasurer by due date.
4. Collect money for Coins for Friendship and Nickels for Indiana Leadership.
5. Send Coins for Friendship and Nickels for Indiana Leadership to county treasurer by due date.
6. Keep accurate financial records.
7. Give a report of all accounts at each meeting.
8. Deposit all monies into bank account promptly.
9. Pay all bills promptly.
10. Work with the budget committee to present a budget.
11. Have treasury books audited annually.

DON'T BE AFRAID TO FAIL

- You fell down the first time you tried to walk.
- Did you hit the ball the first time you swung a bat?
- Heavy hitters, the ones who hit the most runs, also strike out a lot.
- Willa Cather's first book aroused little interest, and Louisa May Alcott's early writing was regarded by critics as "undistinguished".
- R.H. Macy failed seven times before his store in New York caught on.
- Babe Ruth struck out 1,330 times, but he also hit 714 home runs.
- Don't worry about failure. Worry about the chances you miss when you don't even try.
- When the One Great Scorer comes to write against your name, He marks not that you won or lost – but how you played the game.

References: Who Wants To Be An Officer? IEHA Publication by Joyce Brewer and Linda Lowe

4-H President's Guide Purdue Extension Publication 4-H 448-W