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.