

ORDER OF BUSINESS

- Call to order
- 4-H Pledge
- Roll Call
- Reading of the minutes
- Old business
- Treasurer's reports
- Committee reports
- Correspondence
- New business



CANADA
4-H Nova Scotia

Helpful Hints for the Vice-President

Reprinted 2021



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THE VICE PRESIDENT

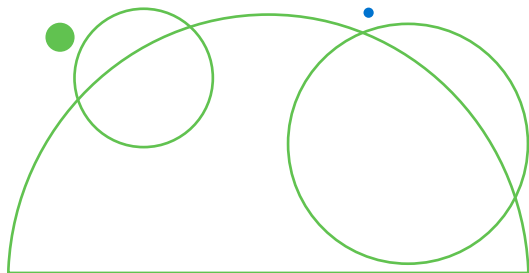
As the Vice-President (VP) you have a few tasks to perform:

- It is good to learn the duties of the President, as you will be leading meetings in their absence.
- A Vice-President should help prepare the agenda for each meeting and assist other executive if needed.
- It is the responsibility of the VP to look after visitors and special guests on behalf of the club.

SERVING AS A CHAIRPERSON

Make sure that both the club executive and club members have been made aware of the meeting date, place and time. In the event that the President is absent, the VP is to chair the meeting.

- Compile a program agenda that can be used as a guideline when conducting the meeting.
- Commence (start) and adjourn (end) meetings on time.
- Keep the business moving in an orderly fashion. Be aware of all that goes on.
- Put motions to vote at the proper time.



THINGS TO KEEP IN MIND

- Every motion and amendment is properly seconded.
- A motion is read in full before discussion is opened.
- When acting as Chairperson, you are to take count of the vote.
- The result of the vote is to be announced.
- You have basic knowledge of parliamentary procedure.
- You thank the members, leaders, volunteers and parents who participated and helped in the meeting.

MOTION: proposals of an idea, change or improvements made at a meeting.

AMENDMENT: a minor change or addition to correct or improve a motion under consideration at a meeting.

