

4-H Leadership Role Description: **VICE PRESIDENT**

Duties	Life Skills	Self-Evaluation	Learning Experiences
<p>Tasks that a 4-H should complete for the group to be successful.</p>	<p>This column lists the life skills you need to complete each duty. Life skills are doing, thinking and feeling skills which help you succeed in everyday life. Some life skills may be needed for more than one duty.</p>	<p>Measure your ability to perform leadership life skills. Indicate with an "x" how well you perform each life skill. Need to learn Need to improve Can do well</p>	<p>After you evaluate your leadership skills, select learning experiences to help develop them. The learning experiences listed are only suggestions. Your helper will also have ideas for learning activities.</p>
<p>1. Know duties of Vice-President and President.</p>	<p>Listening role Listening Asking questions Responsible attitude Decision making</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Study 4-H Vice-President and President Leadership Role Description Attend Officers' training Study Officers' Guide Visit with an experienced officer or leader.</p>
<p>2. Program Planning.</p>	<p>Identifying needs and interests. Assigning tasks Goal setting</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>Study Officers' Guide and Program Planning Information Study brainstorming activities and do them.</p>
<p>3. Conduct business meeting using parliamentary procedure in absence of president.</p>	<p>Communication Cooperation and teamwork</p>	<p>_____</p> <p>_____</p>	<p>Conducting a meeting using parliamentary procedure. Read Roberts Rules of Orders. Attend parliamentary procedure training Study 4-H Presidents' Leadership Role Description.</p>
<p>4. Organize programs and activities of club</p>	<p>Organizing people and programs. Cooperation and teamwork. Assigning tasks.</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>Practice organizing small groups by leading games. Play on an athletic team. Work with an experienced leader to assign tasks.</p>
<p>5. Work with other officers on club activities.</p>	<p>Verbal communication Written communication</p>	<p>_____</p> <p>_____</p>	<p>Do communication activities. Study Officers' Guide.</p>
<p>6. Communicate with adult leaders and Extension Agents.</p>	<p>Verbal communications Written communications</p>	<p>_____</p> <p>_____</p>	<p>Watch experienced 4-H'ers or leaders. Attend officers training workshop. Practice giving speeches at local meetings. Study public speaking.</p>
<p>7. Lead club in ritual.</p>	<p>Verbal Communication Know ritual. Being responsible Be able to read well.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Learn ritual and practice as found in Officers' Guide.</p>