

## Committee Member

The purpose of a committee is for one group of interested people to focus their energies on a duty, as opposed to the entire club. This way the club can prevent the old cliché of **“Too many cooks spoil the broth”**. Keep in mind that the committee **may call upon other members of the club to assist them** (ie. Help decorate; bring food, etc.) Committees should include 4-H members and leaders, and possibly interested parents.

The **number of people in a committee is subject to change as per club needs**. The club may also want to create more committees to assist with tasks throughout the year. Committees should be prepared to make reports on their progress at club general meetings. These are some committees your club might consider creating:

- **Budgeting Committee**—allocates how much money is allotted to each project group, club event, etc., per year. Treasurer should also be on this committee
- **Fundraising Committee**—plans and develops fundraising initiatives for the club including fundraising events, sponsorship, grant writing, etc. Should be in close contact with the Budgeting Committee so they know how much money the club needs to raise!
- **Constitution Committee**—creates a club constitution—that is, a document consisting of 4-H Policies and rules specific to your club. Ask your Regional 4-H Specialist for help!
- **Special Events Committee**—plans club events like: Christmas party, Club public speaking, district events that the club is hosting, wind-ups, etc.
- **Achievement Day Committee**—in charge of planning the club’s Achievement Day, ranging from booking the space, finding a judge, determining an agenda, advertising within the community, etc.
- **District Delegates**—Two member and two adult delegates must attend District 4-H Council meetings (usually twice a year) and report back to the club. Parents can be district delegates, but only registered 4-H members and leaders can serve on the District Council executive.

Committees should be prepared to give a **Committee Report** at each General Meeting.

*Congratulations on holding a Special Role! Be sure to talk to your General Leader or your Regional 4-H Specialist if you have any questions or problems. They can help!*



## Special Roles in your 4-H Club

There are a number of other important, or **“Special”** roles within a 4-H Club, apart from the Club Executive (President, Vice President, Secretary, Treasurer & Reporter). These other important roles may include, but are not limited to:

- **Parliamentarian**
- **Social Media Officer**
- **Club Photographer**
- **Recreation/Game Coordinator**
- **Snack Coordinator**
- **Committee Member**

If your club has Special Roles, consider including them in your club constitution. You may accept volunteers to those positions, or hold an actual election! Some of these positions may be held by a member or an adult—it is up to the club!

This document will look at several Special Roles in depth, though your specific list of duties may be dictated by your 4-H Club.

## Parliamentarian

A Parliamentarian is someone who knows parliamentary procedure quite well, who the rest of the club can ask if they have specific questions about the meeting process.

If this is a formal position in your club, it should therefore be included in the club’s constitution, with an election held.

Duties may include:

- Answering basic questions about parliamentary procedure, as well as familiarizing self with how to make motions and election procedures (obtain this info from Regional 4-H Specialist)
- Stopping the meeting and correcting the process if parliamentary procedure has not been followed (ie. *“There was no second order for that motion.”*)
- Recording all motions, movers, seconds and results in case the Secretary misses something.
- Obtaining a 4-H Parliamentary Procedure Quickshop from the Regional 4-H Specialist and presenting it to the club.

## Social Media Officer

Some clubs may have a media-savvy member or leader in their ranks, and so they are connected to Social Media. If your club has someone in this role, consider adding “Social Media Officer” as a specific duty in your club, and put it in your constitution.

Here are some tips and considerations for your Social Media Officer:

- Remember: Once posted, always posted!
- Read the terms and service
- Keep personal information private
- Know and manage friends online
- When in doubt, throw it out—if you don’t know if a post is appropriate or not, don’t post it
- **If labelling photos, do not use members’ last names**
- Respect others’ views
- Do not engage in disagreements, especially on a public Page.
- Ask permission before posting online
- Remember tone does not come across in type!

### Public vs. Private Account

Keep in mind that if you have a Public page, *anyone* can see it. While this is great for keeping in touch with your club and community, know that some 4-H Clubs have received anonymous letters mailed to their homes (via “General Delivery”) from unwanted solicitors and activist groups.

Private accounts allow you to accept followers, as opposed to just anyone following them.

## Club Photographer

As a Club Photographer, your job is just that: Taking pictures! Here are some tips for taking and sharing photos:

- Ensure members and leaders in your club have signed the Photo Release form when registering. If the person is *not* in your club, check if you can take their picture and tell them where you might be sharing it
- Start a 4-H Club Photo Album on your phone or computer where you put all your club photos you have taken. You can even organize them in separate folders, arranging them by event, date, project group or age groups.
- Know what you need to take pictures of. In a 4-H Club, you should be taking photos of all Club events, fundraisers, competitions, fun days, etc. You can even take photos of project and general meetings.
- Take pictures of any formal competitions (such as Club Public Speaking). Be sure to take photos of each age group, and of the winners.
- Know who needs a copy of those photos and share them accordingly: Share with your Club Reporter for her newspaper article; With your Social Media Officer for his promotional Facebook post; With your General Leader for making thank you gifts for sponsors.
- Use complementary pictures of people, and try to take pictures that are ‘close-ups’ as opposed to far away (unless it’s a group shot!)
- Share your photos with your Regional 4-H Specialist too!

## Recreational / Game Coordinator

One of the 4-H Saskatchewan Core Values is FUN! In your role as Recreational / Game Coordinator, you can bring a whole new level of “good times” to your 4-H Club. Here are some suggestions to assist you in your role:

- Play your activities *after* the General Meeting—Although we love Parliamentary Procedure in 4-H (how else would you run a meeting?!), we all know that General Meetings can get a little dull. Playing fun activities and games afterwards gives the members of the club something to look forward to.
- Get the “Fun Guide” from the 4-H Office
- Make sure your games are action-packed and/or interesting! Scavenger Hunts, interactive, creative—many things will work! If you have the time to put together a thought-provoking activity for the group, excellent! Though even basic games can keep the members coming back.
- Consider putting each project group in charge of a game. Either they should share their game directions with you so you can run it, or they run it and you assist them. Getting ideas from others is an inclusive way to stay entertained.
- Always have a few quick games on hand, so if there is ever a lull at an event (ie. Waiting for the clinician to show up in a snow storm, etc.) you can keep the members interested and connected.
- Use your senior / older members to help lead groups and assist the younger members.

## Snack Coordinator

If there’s one thing we do well in 4-H, it’s SNACKS! Think of it—how many meetings or 4-H events have you gone to where there has always been an incredible spread of delicious, tasty morsels—sweet, salty, crunchy, gooey—you want it, you will find it at a 4-H snack table!

In addition to fun games after your General Meetings, you can also supply SNACKS for members, leaders and families alike to feast upon. Here are some suggestions, if you are your club’s Snack Coordinator:

- Take note of any food allergies at the beginning of the year
- Review Food Safety practices—ensure your serving space and utensils are clean, hands are washed, etc.!
- Have hand sanitizer on hand.
- Have each family take turns bringing snacks to the 4-H meeting. You can assign them a meeting date, and follow up with them to ensure they are going to bring a tray of snacks to the meeting.
- Have each project group look after bringing snacks to the meeting.
- If there is a Foods or food-related projects, work with them to coordinate snacks. For example, the Cake Decorating Project may want to make and decorate cupcakes for the next meeting.
- Have “theme” snacks. For example, at Hallowe’en you can have a variety of fun and scary snacks!
- Have a ‘make your own snack’ night, where members can decorate their own cookie, create their own Sundaes, etc. Interactive snacks can be fun!



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