

SO YOU'RE THE

CLUB HISTORIAN



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IOWA STATE UNIVERSITY
Extension and Outreach

WELCOME

Congratulations! Iowa 4-H is proud of you for stepping into this club leadership position! As 4-H club historian, you represent the 4-H Program—both in and out of your 4-H activities. Your fellow 4-H members will look up to you as you use your skills and abilities to lead with dedication, professionalism, and enthusiasm. Make the 4-H pledge your priority as you pledge your head, heart, hands, and health to make the best better for your club, community, country, and world.

“Leadership begins with selfless leaders dedicated to the needs of the group. A leader motivates those around them and builds other people up. They are willing to listen and are open to learning more about themselves and how to work well with others. Most importantly, a great leader encourages others to take on leadership roles.”

– **Madison** | *Club President and State 4-H Council Member*

USING THE FOUR H'S TO BE AN EFFECTIVE LEADER

HEAD

- Be open-minded.
- Begin with a goal in mind.
- Think critically.
- Be a good communicator.

HANDS

- Help others.
- Be a good representative for your organization.
- Be service-minded.

HEART

- Be friendly to everyone.
- Be respectful of every person's opinions.
- Be honest with yourself and others.
- Help members feel like they belong in your club.

HEALTH

- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make choices for the good of all involved.

Adapted with permission from Tennessee 4-H.

LEADERSHIP TIP

“Don't be afraid to use your unique leadership style to create new things in your club. You have different talents and ideas than other people, so use what makes you unique to make the best better.”

– **Holly** | *Club Vice President and State 4-H Council Member*

LEADERSHIP IN ACTION: GOOGLE

Google is a large worldwide technology company that is best known for their search engine. In the U.S. alone, they have created over \$426 billion of economic activity. That's a lot of money! One of the ways Google is able to be successful is by investing in the people who work for them. With over 93,000 employees, Google works to make sure each employee feels like they belong and are valued. Employees who feel welcome in their companies accomplish more and are likely to continue working for that company. Nancy Lee, Google's Vice President of People Operations, says one of the ways Google makes employees feel valued is by hosting meetings every Friday where any employee can ask questions to senior management. This has helped increase employee happiness, leading to the success of the company. Creating a sense of belonging is not only important in the workforce, but also in your club! The members of your club may have a variety of ages and backgrounds.

Referenced from: <https://www.inc.com/tess-townsend/how-more-inclusive-work.html>

AS CLUB HISTORIAN, HOW CAN YOU CREATE A SENSE OF BELONGING WITHIN YOUR CLUB?

LEADERSHIP TIP

To create a sense of belonging in your club, consider having the 4-H pledge on a poster or printed on the back of your agenda for guests and new members to follow along with!

AS HISTORIAN, I AM ENCOURAGED TO:

Youth Choice! Select which responsibilities you will carry out during your term.

- Keep a record of the club's accomplishments and activities for the year.
- Collaborate with the reporter and photographer to collect pictures, news clippings, and social media posts about the club and its members.
- Use creativity to organize a concise scrapbook that tells the club's story for the year.
- Include information in the Historian's Book that is meaningful and relevant to current and future members.
- Work with the treasurer and secretary to gather records and to ensure all members' names are spelled correctly.

LEADERSHIP TIP

"Don't be afraid to ask older members or leaders questions about your duties and attend officer training to feel more confident."

– Nehemiah | Club Treasurer and State 4-H Council Member

GUIDELINES FOR CONDUCTING BUSINESS MEETINGS

A well-planned and vibrant 4-H club meeting includes:

- 1. Welcome Activities (15-20 minutes)** Have fun and get to know your members through games, icebreakers, music, and other social activities.
- 2. Educational Activities (20-30 minutes)** A way to bring learning to your club meetings through member educational presentations, a guest speaker, or even a field trip.
- 3. Recreational Activities (20-30 minutes)** Create excitement in your club through games, songs, or parties to encourage members to work together, be active, and try new things.
- 4. Business Meetings (20-30 minutes)** Conducting the business meeting allows youth to have a voice in decision making and is an important skill.

These four portions may be arranged in any order to accommodate club and club member needs.

For more information about building a vibrant club, see our publication 4H 4004 Vibrant Clubs at <https://store.extension.iastate.edu/product/12893>.

LEADERSHIP TIP

Set up your meeting space so that the chairs are in a circle or rectangle facing each other. Avoid rows when possible. This will encourage more participation among members and will help keep them engaged.

ORDER OF BUSINESS FOR A 4-H MEETING

Here is a sample outline of a business meeting agenda. You can adjust this to fit your club's needs.

It may be beneficial to print copies of your agenda for each member. This way everybody can take notes and be sure to get information home to their caregivers. Taking notes also encourages engagement in the meeting.

1. Call to Order
2. Pledge of Allegiance, opening thought, or reflection
3. 4-H Pledge
4. Member roll call and introduction of visitors
5. Minutes of the previous meeting
6. Treasurer's report
7. Report of officers and committees
8. Unfinished business
9. New business
10. Announcements, leader's report
11. Adjournment

LEADERSHIP TIP

Consider making posters with each step of the meeting on them. As the meeting goes, flip the posters so that members and guests can follow along to keep them actively engaged.

LEADERSHIP IN ACTION: CURRENT CLUB PRESIDENT

"As the President of my club, I faced low involvement from the members and officers. To motivate members to be more involved I encouraged them to start projects that they feel passionate about. This motivated them to take more initiative and become more involved in our club and community."

-Logan | Club President, State 4-H Council Member

HOW CAN YOU HELP MEMBERS FIND WHAT THEIR INTERESTS ARE AND WHAT THEY ARE PASSIONATE ABOUT?

THE HISTORIAN'S BOOK

The purpose of the Historian's Book is to tell the club's story for the year. By keeping records, your club will be able to look forward with an understanding of the past to help set goals. The Historian's Book should be accurate and neat. You can choose to tell your club's story digitally or by creating a hardcopy. The following is a list of items that would be helpful in telling your club's story:

- Title page (club name, year, historian's name)
- Club members, officers, and leaders
- Secretary's book from the previous year
- Treasurer's book from the previous year
- Club Program Plan
- Newspaper Clippings (underline members' names)
- Captioned pictures of club events such as conferences, camps, tours, presentations, and family nights.
- Correspondence (i.e., thank you notes, Pioneer Grant acceptance letter)
- Club awards

CALLOUT: LEADERSHIP TIP

Working with other members of your club's officer team is crucial to the role of the historian. You need to work together with the secretary, treasurer, reporter, and photographer to tell your club's entire story. To create the Historian's Book, discuss the goals of the Historian's Book. It may be helpful to start early, plan how you will communicate with each other, and to be positive and respectful.

HARDCOPY

If you choose to make a hardcopy of the Historian's Book, the cover should be durable so it will last several years. Pages and items of the book need to be securely fastened and in good condition; they should be clear, unbent, and unmarked.

DIGITAL

Consider which digital platform would work best for you and your club. This format should be consistently utilized by the historians from year to year.

CAPTIONING PICTURES

A picture caption can help provide context to the photo or help to tell the story of an event your club participated in. A good caption should give information to help the reader understand the photo(s) they are looking at. Below is an example of a page from a Historian's Book properly captioned pictures. If it is necessary to include names in your picture caption, make sure all names are spelled correctly and you list them as they appear in the image, from left to right.



The collage features three photographs on a green background. The top-left photo shows a woman in a red shirt pointing at a green combine harvester, with a white caption box containing the text "St. Ansgar". The top-right photo shows a group of people in grey t-shirts gathered around a green combine harvester. The bottom-left photo shows a green helicopter with "Mercy AIR MED" written on its side, with a white caption box containing the text "June 15, 2022". A yellow warning sign with a black exclamation mark is positioned in the center. A white caption box with a torn-edge effect is located at the bottom right, containing the text "Farm Safety Day" and a paragraph of text.

St. Ansgar

June 15, 2022

Farm Safety Day

10 members of our club met outside of St. Ansgar, Iowa on June 15, 2022 for a farm tour. We learned more about farm safety with combines and saw a helicopter from Mercy Hospital.

USING THE ELEMENTS AND PRINCIPLES OF DESIGN

In addition to being informative, accurate, and organized, the Historian's Book should also be visually pleasing. Using the elements and principles of design to create your pages will help to make your club's story more effective. The elements of design include line, shape, texture, color and space. Some combinations of these elements are more visually appealing than others. The principles of design—rhythm, proportion, emphasis, balance, and unity—can help you understand why. To learn more about color and design, use our resources Elements and Principles of Design: <https://store.extension.iastate.edu/product/464> and our Color Wheel publication: <https://store.extension.iastate.edu/product/463>.

TWO METHODS TO USE FOR DECISION MAKING

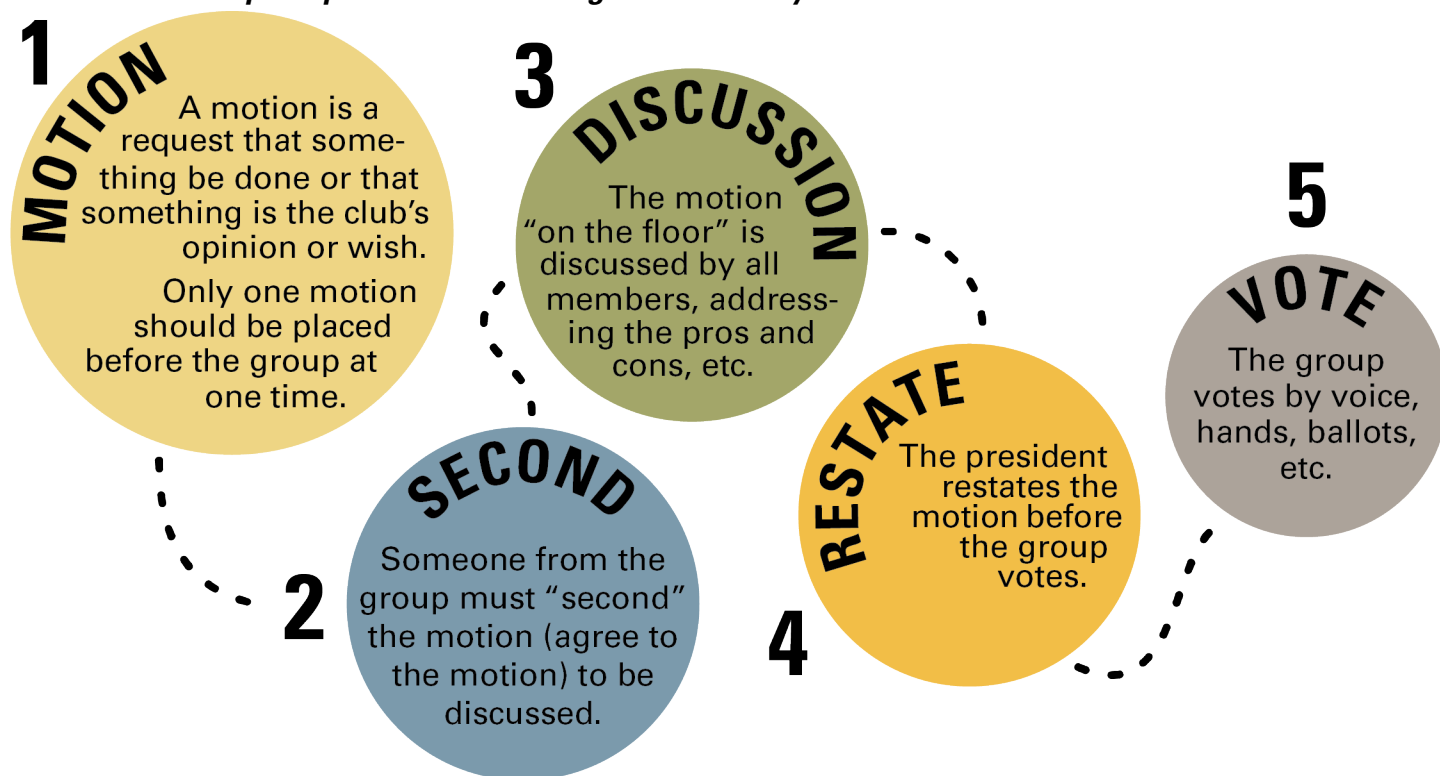
METHOD 1: PARLIAMENTARY PROCEDURE

Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure so that only one item is discussed at a time. It helps groups reach decisions through majority rule and ensures that everyone has a voice.

For an activity to help club members understand parliamentary procedure, reference 4H 3524 Trail Mix Parli Pro at <https://store.extension.iastate.edu/product/16325>.

STEPS FOR DECISION-MAKING WITH PARLIAMENTARY PROCEDURE

There are five steps to pass a motion using Parliamentary Procedure:



A SAMPLE SCRIPT FOR USING PARLIAMENTARY PROCEDURE

Club member A: "I move the club sell soup and cookies as our fundraiser this year."

Club member B: "I second that motion."

President: "There has been a motion and a second. Is there any discussion?"

The President calls on any members who would like to discuss.

President: "That was a good discussion. Let's vote. The motion stands that the club will sell soup and cookies as our fundraiser this year. All in favor say 'Aye', all opposed say 'Nay.'"

LEADERSHIP TIP

If a motion is made but not seconded, then the motion fails. If a motion is made and seconded, it can fail by not receiving a majority vote. If a motion is made and seconded, it can still be amended (changed or adapted).

For additional information, ask for PM 1781, *Simplified Parliamentary Procedure*, at <https://store.extension.iastate.edu/product/5347>.

METHOD 2: OTHER GROUP DECISION-MAKING MODELS

Sometimes groups encounter challenges when making decisions or solving problems with parliamentary procedure may not work. When this happens in your club, you can use other group decision-making models such as brainstorming, consensus, rapid response, a suggestion box, or a buzz group. These models provide opportunities for all club members to share their voices and help keep meetings interesting.

For more information, find our resource *4H 3507 Group Decision-Making Models* at <https://store.extension.iastate.edu/product/16017>.

STEPS FOR GROUP DECISION-MAKING

Definition

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

Ideas

- Discuss the suggested ideas.
- These ideas can be changed or improved as they are discussed.

Discussion

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

Selection

- Decide on the best way to solve the problem.
- Everyone may not agree, but everyone should accept the solution.

Action

- Decide who will do what, by when, and how.
- It is helpful to have the secretary record this in the minutes.

Reflect

- Evaluate the success of the solution after trying it.
- Make changes, if necessary.

CLOSING

Let the fun begin! It is time to lead your club. Don't hesitate to ask your club leader for assistance at any time throughout your term. If you would like additional resources related to your position, please see below for helpful tips and activities that will help you succeed in your role. Remember, the business meeting is just one component of a club meeting. As an officer, be sure to incorporate welcome activities, educational activities, and recreational activities to make club meetings engaging for all 4-H members. Refer to our *Vibrant Clubs 4H 4004* publication for guidance at <https://store.extension.iastate.edu/product/12893>.

THIS GUIDE BOOK BELONGS TO:

HISTORIAN

I PLEDGE

***MY HEAD TO CLEAR THINKING,
MY HEART TO GREATER LOYALTY,
MY HANDS TO LARGER SERVICE,
MY HEALTH TO BETTER LIVING,
FOR MY CLUB, MY COMMUNITY,
MY COUNTRY, MY WORLD.***



***FOR ADDITIONAL RESOURCES, CHECK OUT
THE CLUB OFFICER RESOURCE LANDING PAGE
BY SCANNING THE QR CODE:***



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