**PRESIDENT**

**Training Questions**

**\*Return answers by June 1st for training credit\***

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review your President Officer book and review the video before answering the following questions.**

1. **Who should you meet with in developing the agenda for each meeting?**

**2. What are the components of an agenda?**

**3. Which officer takes over duties of the President when he/she is absent?**

**4. True or False: \_\_\_\_\_True \_\_\_\_\_\_False**

**You should arrive early to your 4-H club meeting so that you are better   
prepared to start the meeting on time.**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ is important to use as it ensures meetings   
 are being conducted in a courteous manner.**

**6. Thinking on your own…. How can you as President make guests and   
 members feel welcomed and encouraged to participate in meetings and   
 other activities?**

**6. As President, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ responsibilities and make   
 a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attend every club meeting.**

**7. As a Henry County 4-H Club President, you should turn in your officer   
 report by \_\_\_\_\_\_\_\_\_ 1st.**

**8. In your own words, describe what you would do If you are unable to be at a club meeting.**

**9. How do you think the election of officers should be conducted? Please   
 share your ideas below:**