

Farm Bureau Youth Council



Vice Chair's Manual

**Congratulations – you're the Vice
Chair! Now what?**

You have a key position in your council. As a vice chair, your leadership is in demand. Not only do you help the president and your advisor, but you also step into the president's shoes in their absence.



Here are a few things to consider as you get ready to tackle your new responsibilities:

Behind the Scenes

Great meetings don't "just happen". They are a result of some great pre-planning and thinking about what your group wants to accomplish. A few days prior to your meeting, call your council president. Make sure they are planning to be at the meeting. There's nothing worse than showing up and finding out you're unprepared to be in charge.

If your council president will be absent, here are a few items to help you succeed.

- Ask your president if there are any unfinished tasks for this meeting. Is the agenda planned with the advisor? Do you need to help plan the agenda?
- What committees will need to report at the meeting?
- Is there some action that needs to take place or decisions that need to be made regarding a future project or social event? What assignments have already been made? What still needs to be done?
- Meet with the advisor prior to the meeting. The advisor can give you crucial updates to help you be prepared for your leadership role.

During the meeting.

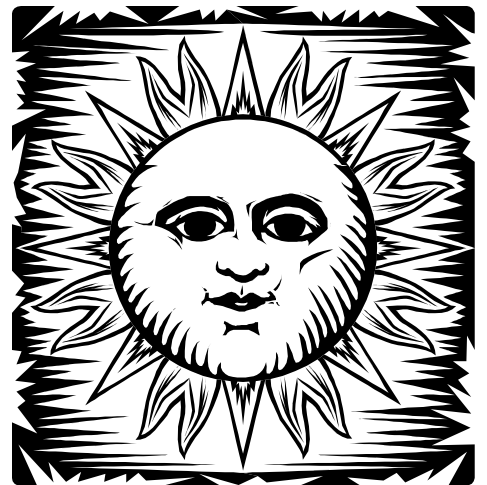
Meetings are strange animals. They sometimes get wild, boring, out-of-control, or just wander around aimlessly until time is up. Here are a few ideas that can help you direct your meeting animal down the right paths.

- Encourage others to get involved. Some people are a bit shy and do not get involved in meetings or projects. Instead, they sit there like bumps on a log. Your job is to help them to get involved. Ask them for their ideas and input. Invite them to work with you on special projects. **You also are in a special role of helping develop other teens as leaders – never take this for granted!**
- Who's new and who's news? Make sure that your new members/guests are introduced and made to feel welcome. You may want to have everyone in the group introduce themselves or even play a short "mixer" type game to break the ice. Who's news? Have anybody in the group who has done something outstanding since the last meeting? Make sure they get recognized! One of the best things a leader can do is to recognize members and let them know they are appreciated.
- **Help your Discussion Leader!** Sometimes your council will get stuck on a question or discussion topic. Lots of dead air time is a bad thing. Instead, help get the discussion going!

Gotta Love Those People!

As a leader of your group, you have the opportunity to have a huge, positive impact. Here are a few tips to help you be a "people" leader.

- Be positive. A leader who is frequently negative or sarcastic will quickly bring down group morale. Instead, be the one who leads by example. The others will quickly follow you.
- Be an encourager. How often do people get a pat on the back or told their appreciated? Not enough. Think back to a time when someone you admire gave you an encouraging word and just the right time. Remember



how great it felt? Guess what? Now it's your chance to do that for someone else. Take some time to build up and to encourage. That positive comment, given at just the right time, can make all the difference in someone else's life.

- Make sure everyone participates. There will usually be one person who does most of the talking. By the way, that should not be you! There will also be a few people that are pretty quiet. Make sure you ask for their ideas and opinions. Many times, it is those quiet people who can give just the right advice to make your project a success. Don't demand their participation, but be sure you encourage it!

After the meeting:

What you do after the meeting is just as important as what you do before the meeting.

- Have fun! Make sure you take the time to mingle with your council after the meeting. Join in the games and be sure to get something to eat!
- Welcome wagon. New members or guests? Make sure you go over and speak to them before they leave. Thank them for joining you and be sure to invite them to attend future meetings and functions.
- Double check with your president. Did you miss anything? Is there something that needs further action before the next meeting? Was anything decided at this meeting that requires more attention or action?

Tips for the Vice chair

- Call your president at least a week before the meeting/event.
- If your president will not be attending the function, find out what you need to do.
- Keep in touch with both your president and advisor.
- Be alert to regional and state-wide youth activities as noted in Buckeye Highlights.
- Involve your whole council in decisions and planning activities.
- Encourage everyone to participate in discussions.
- Include all members in events. Work with your president and advisor to involve everyone in leadership.
- Encourage the wallflowers to participate. Are they sharing their ideas?
- Welcome new members and visitors to the meeting. Make sure they feel welcome and get a chance to be introduced to everyone.
- Be sure to be involved in county, regional and state Farm Bureau Youth events. You owe it to yourself and your council to develop your own leadership skills.
- Serve as a role model for others in your council.
- Be an encourager to your group.
- Step forward to lead.
- Step beside to teach.
- Step back to learn.
- Have a positive attitude. Remember – your council takes its cue from you.