

How to be an effective representative....



If you are in a position to be your club's representative at District 4-H Council, it is important that you do this to the best of your ability. Representing others is a big responsibility.

Others views not yours

The most important thing to remember is that as your club's representative, your role is to represent your club member's views, not your own.

Qualities of a good representative:

Club representatives will possess the following qualities:

- An understanding they represent their club, not themselves as individuals.
- Regularly consult others before attending meetings to gather their views and opinions.
- Ensure that the opinions and views of others are passed on.
- Regularly attend meetings, ensuring that they contribute to discussions.
- Always report back to their club on the meeting's outcomes and decisions and the responses to issues raised on other people's behalf.
- Maintain two-way communication between you and your club; your club and the District Council; and other clubs in the district.
- Stick to deadlines for gathering and passing on information.

Obtaining others views:

To assist in obtaining others views, before attending a meeting, it is wise to introduce a system of gathering information. This can be done in a variety of ways including:

- Meetings – held with others before a meeting;
- Email – sent before a meeting requesting any issues that others want you to raise on their behalf;
- Comment box/sheet – a box or sheet where others can write or submit their issues.

Being a representative can be fun and exciting, it enables an individual to gain new skills.

Top five tips to be an effective representative:

- Put forward the views and opinion of your organization not your personal views.
- Consult with others before attending any representative meeting.
- Report back too others in your organization on the outcome of meetings.
- Establish two-way communication with yourself between members and external organizations.
- Stick to deadlines.

Adapted from "How 2 ... be an effective representative". Used with permission from the British Youth Council (BYC) – the voice of young people in the United Kingdom. Visit their website at www.byc.org.uk.



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