



## ***Purpose***

Serve as coordinators of a 4-H club and as the contact person between the County Extension Office and your club's leaders and members. Give leadership to 4-H clubs and shares responsibilities. Open to adult or youth/adult teams.

## ***Responsibilities***

1. Guide and advise overall organization of the club.
2. Coordinate member enrollments and project selection.
3. Advise in planning of the yearly club program and submitting to UWEX office.
4. Oversee election of club officers and execution of their responsibilities in office.
5. Assist club officers in planning effective club meetings by helping them with their agenda and parliamentary procedure.
6. Recruit adult and youth volunteers and resource people.
7. Serve as a communication link between the club and county Extension office.
8. Work with a community to build understanding and support of 4-H, as well as assist the community with the development of service projects.
9. Coordinate club reports, entries, record books and county fair participation.
10. Continually help club to evaluate and update their programs, activities and projects.
11. Involve parents/guardians in helping members with projects and club responsibilities.
12. Keep club members, leaders, and parents informed of county programs, events and activities and 4-H Youth Development program policies and procedures.
13. Attend leader training sessions and/or county leader association meetings
14. Communicate appreciation to and recognition of people who have contributed to the club's success.

## ***Advisor***

County 4-H Youth Development professional staff

## ***Resources***

- Support and assistance from county UWEX staff
- Leader training workshops (County, District, State)
- Previous leader of your club
- Current leaders of other clubs
- 4-H Leader Handbook
- 4-H Club Financial Handbook for Leaders

## ***Websites:***

- [www.uwex.edu/ces/4h/](http://www.uwex.edu/ces/4h/)
- [www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov)
- [www.4hmall.org](http://www.4hmall.org)

## ***Time Commitment***

Varies according to club size, number of people sharing responsibilities, types of involvement. Requires a minimum of one-year commitment, approximately 4-10 hours per month.

## **Qualifications**

- Interest in people
- Interest in 4-H educational programs
- Ability to organize, coordinate and delegate
- Ability to communicate with youth and adults
- Completed or willing to complete the volunteer orientation process

## **Rewards**

- Satisfaction of contributing to positive development of youth, families and community
- Opportunity for personal growth and gain of management and leadership skills

Developed by Jeanne Baum, Outagamie County 4-H Youth Development Agent

## **SUGGESTED DIVISION OF RESPONSIBILITY**

One leader needs to serve as Chairman of the Team regardless of its size.

### **Two Member Team**

#### **Leader I**

Chairman and Contact Person  
Coordinate Leaders  
Recruit New Leaders  
Program Planning  
Club Activities  
Work with Club Officers  
Provide Recognition  
Evaluation

#### **Leader II**

Work with Project Leaders  
Work with Youth Leaders  
Communications  
Enrollment  
Advise on Project Selection  
Fundraising  
Evaluation

### **Three Member Team**

#### **Leader I**

Chairman and Contact Person  
Coordinate Leaders  
Recruit New Leaders  
Provide Recognition  
Evaluation

#### **Leader II**

Work With Project Leaders  
Work with Youth Leaders  
Communications  
Enrollment  
Advise on Project Selection  
Evaluation

#### **Leader III**

Program Planning  
Work with Officers  
Club Activities  
Fundraising  
Evaluation

## Five Member Team

### Leader I

Chairman and Contact Person  
Coordinate Leaders & Youth Leaders  
Recruit New Leaders  
Provide Recognition  
Evaluation

### Leader II

Work With Project Leaders  
Work with Youth Leaders

### Leader III

Program Planning  
Work with Officers

### Leader IV

Communications  
Enrollment  
Advise on Project Selection

### Leader V

Club Activities  
Fundraising

## All Team Members Should Assist With

1. Recruitment of new members
2. Communications
3. Evaluation
4. Attend Leaders' Association Meetings

Developed by Kay Buelke Schroeder, Ozaukee County 4-H Youth Development Agent



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