



Wisconsin 4-H Community Clubs

Club Organizational Team Leadership Role Description

4-H Club Leadership

Revised 6 2010

Purpose:

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

Overall Responsibilities:

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

Accountable to:

County 4-H Youth Development staff

Resources:

- Support and assistance from county UW-Extension staff
- Volunteer leader training workshops (County, District, State)
- Previous volunteer leaders of your club and current volunteer leaders of other clubs
- 4-H Club Financial Handbook for Leaders <http://www.uwex.edu/ces/4h/clubs/money.cfm>

Websites:

- 4-H Community Club Central: <http://www.uwex.edu/ces/4h/clubs/>
- Wisconsin 4-H Youth Development Website: www.uwex.edu/ces/4h/
- 4-H National Headquarters: www.national4-hheadquarters.gov
- 4-H Mall: 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

Qualification:

- 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

In team leadership models, responsibilities are divided between individuals. The division of responsibilities can be based on the individual strengths or assets each member of the team brings. There is no set number for a leadership team. Open and constant communications are keys to success. Below are some suggested divisions of responsibility. Once a team has divided the responsibilities, these should be recorded and shared with the entire club.

Two Member Team	Volunteer 1: Key club contact; Recruitment of volunteers; Program planning; Work with club officers; Recognition; Club evaluation, Club charter renewal; Club finances with club treasurer Volunteer 2: Support for Club Project Leaders in coordinating meetings and events; Club communications, Member and leader enrollment, Fundraising
Three Member Team	Volunteer 1: Key club contact, Recruitment, Recognition, Club Evaluation, Club charter renewal Volunteer 2: Support for Club Project Leaders; Club communications, Work with club officers including club finances with club treasurer Volunteer 3: Club program planning, Enrollment, Fundraising
Five Member Team	Volunteer 1: Key club contact, Recruitment, Club charter renewal Volunteer 2: Club communications, Recognition Volunteer 3: Work with officers, Club finances with club treasurer Volunteer 4: Support for Club Project Leaders Volunteer 5: Enrollment, Fundraising

Adapted by Sue Pleskac, Volunteer Leadership Specialist. From 4-H Team Leadership Role Description by Jeanne Baum and Kay Buelke Schroeder, UW-Extension



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