



ENHANCING THE CLUB EXPERIENCE.....

4-H CLUB LEADERSHIP TEAM MODEL

It is important that 4-H clubs develop a plan to organize their club leadership team. The leadership team consists of club managers, club officers, project leaders, activity leaders, committee advisors, committee chairs, committee members, teen leaders and junior leaders. Each leadership position plays an important part in the organization of the club and provides opportunities for leadership growth of many different people.

LEADERSHIP TEAM ROLES

Club Manager: The club manager is recommended by the club each year with approval of the county Extension agent and provides leadership to the overall organization and management of the 4-H club. The club manager serves as coordinator for all the team members and provides general guidance to the 4-H club unit. The club manager is not expected to run every aspect of the club. To ensure that one person is not too overwhelmed, it is important to draw on other youth and adult volunteers to help too. Additionally, this provides more leadership experiences and helps develop people to be future club managers.

Assistant Club Manager: The assistant club manager(s) is recommended by the club each year with approval of the county Extension agent and assists the club manager by taking responsibility for one of the major duties and/or by assisting the club manager as needed.

Club Officers: The club officers are an important part of the 4-H club leadership team. Officers are elected each year, and it is their responsibility to work with the club managers as an executive committee to involve all members in leadership roles by appointing club committees, committee chairpersons and committee advisors.

Project Leaders: 4-H project leaders provide structured learning experiences, personal guidance and counseling for 4-H members enrolled in a specific project.

Activity Leaders: These leaders provide structured learning experiences and/or personal guidance for members involved in a specific activity such as educational presentations, share-the-fun, judging events, exchange programs, community service or fundraising.

Committee Advisors: The committee advisor is an adult volunteer who assist the 4-H club committee chairmen and members in accomplishing their assigned task. The committee advisor counsels with the committee and helps the 4-H members plan and make decisions. Parents/adults of a committee chairman or member can easily serve as an advisor. These advisors are considered activity leaders.

Committee Chairs: 4-H committee chairmen provide leadership to club committees in accomplishing their assigned task. Committee chairs develop agendas and call committee meetings to accomplish a specific task. Example committees and their tasks are:

- Program: Develop monthly meeting programs for the year.
- Recreation: Plan recreation for each meeting and special social functions.
- Membership: Plan promotion and recruitment drives for club. Enroll and orient new members. New Member/Family: Responsible for orienting new members and their families to the 4-H program and



- helping them get involved in the 4-H program during their first year.
- Finance: Plan fundraising projects. Arrange for an annual financial review of the club's financial accounts.
- Community Service: Plan a community service project for the club.
- Health: Plan an activity each month that promotes healthy lifestyle choices.

Committee Members: Committee members are club members who do not have an officer role who volunteer or are appointed by the Club President to serve on a club committee.

Teen Leaders: Teen leaders are youth ages 13 to 19 who accept primary leadership responsibility for a project group or club activity. They recruit an adult advisor and plan and conduct a project. Their role is the same as those of adult volunteers but under supervision of an adult.

Junior Leaders: Junior leaders are active members for at least one year and assist an adult volunteer leader. Junior leadership provides ways that younger members can help the club and develop leadership skills. Some of the jobs that junior leaders can complete are:

- Helping plan 4-H activities.
- Recruiting members and leaders.
- Calling members and encouraging participation.
- Assisting a project leader in teaching a lesson or leading an activity.
- Accompanying the project leader on home visits.

4-H CLUB LEADERSHIP TEAM TIME LINE

The recommended time line of tasks for staffing the 4-H club leadership team are outlined below.

March/April:

Ask club membership and parents/adults to make suggestions for club officers and leaders for the coming year. Appoint a nominating committee of experienced 4-H members and one or two experienced leaders. Have the nomination committee:

- Meet, review suggestions and make nominations for club officers and club managers for the coming year.
- Contact each officer candidate personally and seek his or her permission before putting their name on the ballot.
- Recruit adults for club manager positions and get their consent to fill the position for the coming year. Get approval from your county Extension agent.

April/May:

Nomination committee presents slate of officers to club. President asks for nominations from the floor and club members vote on officers by secret ballot, following guidelines outlined in the club's bylaws.

Nominating committee announces the club managers for the coming year and recognizes them at a meeting.

Officers' and club managers' names and addresses are turned into county Extension office.

June/July:

Club officers and managers (executive committee) meet and select staff for the rest of the club leadership team needed for the coming year. Those needed may include:

- Project leaders
- Activity leaders
- Committee advisors
- Committee chairs
- Committee members
- Teen leaders
- Junior leaders



Club officers and managers contact all adult and teen volunteers to recruit them or gets their consent to assume a specific role on the leadership team. Club officers should recruit as many leadership team members as possible because they are effective recruiters.

July/August:

Names of club leadership team members, addresses and phone numbers are turned into the county Extension office. This information will be used by the Extension agent to plan county leader training, compile the county 4-H handbook, and programs for the coming year.