



ENHANCING THE CLUB EXPERIENCE.....

CLUB MANAGER DIVISION OF DUTIES

Club managers will work together to define how the duties will be divided. Write the name of the club manager responsible for each duty below in the column labeled "Whose Job Is It?" Blank lines have been provided to add other duties specific to the county or the club.

4-H Club Name: _____

Club Manager Duty		Whose Job Is It?
1	Serve as the primary link between the county Extension office, agent(s), and 4-H club.	
2	Complete the charter application annually.	
3	File the Form 990-N (e-postcard) with the IRS annually between September 1 and January 15.	
4	Share enrollment information with families.	
5	Recruitment of members and volunteers.	
6	Train and supervise club officers.	
7	Train and supervise committee chairman and committees.	
8	Manage executive committee meetings.	
9	Manage monthly club meetings and club organization. Submit required and requested paperwork to the county Extension office.	
10	Inform and involve adult leaders, parents, and youth in club activities, and projects. (This may need to be broken down into more specific activities and projects.)	
11	Assist executive committee in planning and publishing the annual 4-H club program.	
12	Provide recognition for members and leaders.	
13	Uphold Texas 4-H Rules & Guidelines.	
14	Be a positive role model for youth and other adults.	
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TEXAS 4-H YOUTH DEVELOPMENT PROGRAM

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.