

VOLUNTEER ROLE DESCRIPTION

4-H Club Organizational Leader(s)

- Purpose:** To provide leadership to the club or group organization, the structure and the operation of the club and to be the primary contact person for the club with the Sawyer County UW Extension staff and the 4-H program.
- Success Criteria:** The club/group goals are met. Members and leaders are informed of club and countywide 4-H activities. The club meetings involve members in leadership. Management tasks are carried out. Club leadership will perform effectively.
- Responsibilities:** To see that the club is organized by arranging for the club to:
- Complete Charter, including annual goals, and annual financial statements
 - meet regularly
 - recruit new members, recognize graduating members
 - conduct enrollment and help members to select projects
 - elect, install, and train youth club officers
 - plan the yearly program and activities
 - provide help for officers in preparing meeting agendas, learning skills and carrying out other duties
 - secure and distribute project manuals and other resources for members and leaders
 - conduct group activities and events
 - participate in county, regional and statewide events and programs to help members evaluate individual and group progress
 - provide adequate leadership for project and activities of the club
- To provide a system for support of youth and adult volunteer leaders including:
- share the responsibilities among club families
 - recruit volunteers to support the 4-H program
 - help volunteers understand their roles
 - reinforce with all volunteers behavior expectations of volunteers working with youth
 - involve volunteers in learning experiences to help them do a good job
 - help volunteers plan and implement learning experiences with members and families
 - help volunteers evaluate individual and group progress
- To maintain communication within the club and between the 4-H club and county, regional and state 4-H program including:
- establish processes to disseminate information in the club
 - maintain regular contact with Extension staff
 - attend training and keeping up-to-date on county, regional, state and national programs

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- report enrollment and other requested data to the Sawyer County Extension staff

Time Required: 10-15 hours monthly from September through August (depends on club size and activities)

Target Dates: Monthly or more frequent club meetings, September through August

Resources Available: Support and assistance from other leaders, mentor volunteers, and parents
4-H Volunteer Orientation
Guidance with support from the Sawyer County UW Extension 4-H Youth Development Agent
Printed 4-H materials for members and organization leaders
4-H supplies from National 4-H Supply Service

Training Opportunities: Sawyer County, regional, and state volunteer training sessions

Report to: Lori Laberee, 4-H Youth Development Agent
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