

**4-H Volunteer Leaders' Series**

# The 4-H Club Leadership Team Chart

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<b>Club Need</b>	<b>Team Position</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Guiding officers</li> <li>• Club planning/ calendar</li> <li>• Coordinating the leadership team</li> </ul>	Organizational	<ul style="list-style-type: none"> <li>• Generate and guide club officers.</li> <li>• Guide club program development.</li> <li>• Coordinate club calendar.</li> <li>• Coordinate leadership team.</li> </ul>
<ul style="list-style-type: none"> <li>• Subject matter/ project</li> <li>• Knowledge/skill development in response to youth learning interests</li> </ul>	Project	<ul style="list-style-type: none"> <li>• Guide project selection process.</li> <li>• Establish/guide project groups.</li> <li>• Apply project/demonstration learning methods.</li> <li>• Identify/recruit necessary resource/support volunteers.</li> </ul>
<ul style="list-style-type: none"> <li>• “Learning by doing” through “educational/ social/service/fund raising activities”</li> </ul>	Activity	<ul style="list-style-type: none"> <li>• Coordinate club activities.</li> <li>• Work closely with organizational/project leaders to enhance club/project meetings and activities.</li> <li>• Identify/recruit necessary resource/support volunteers.</li> </ul>
<ul style="list-style-type: none"> <li>• Training in 4-H project record keeping procedures</li> </ul>	Records	<ul style="list-style-type: none"> <li>• Know the record keeping process.</li> <li>• Train 4-H members, parents and project leaders in record keeping procedures.</li> <li>• Cooperate with other team members to establish record keeping as a part of the 4-H club program.</li> </ul>
<ul style="list-style-type: none"> <li>• Using learned leadership knowledge/skills in club program development</li> </ul>	Teen	<p>Apply knowledge/skills where needed for:</p> <ul style="list-style-type: none"> <li>• Club/project group program development.</li> <li>• Activity planning, doing and reviewing.</li> <li>• Projects/demonstration guidance.</li> <li>• Work to complement organizational/project/activity/ record leaders.</li> </ul>



\*18 U.S.C. 707

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**chart continued on back**

## The 4-H Club Leadership Team Chart (cont.)

Club Need	Team Position	Responsibilities
<ul style="list-style-type: none"> <li>Using human resources in response to club program</li> </ul>	Resource/Support	Use personal knowledge/skills to: <ul style="list-style-type: none"> <li>Support the club program in a pre-defined job.</li> <li>Work closely with other leadership team members to accomplish appropriate meeting or activity goals.</li> </ul>
<ul style="list-style-type: none"> <li>Organizing and advising the 4-H club</li> </ul>	4-H Club Advisory Committee	<ul style="list-style-type: none"> <li>This committee is composed of people from the area where the club is located.</li> <li>The committee has the following responsibilities:               <ul style="list-style-type: none"> <li>Linkage between the community and the club.</li> <li>Conducting a 4-H informational meeting in their area to determine interest in organizing a 4-H club or clubs.</li> <li>Securing people to fill the 4-H club leadership team positions and recruiting the youth membership.</li> <li>Assisting the club leadership team in organizing the club and serving as an advisory group once the club is operating.</li> <li>Providing assistance and dealing with problems or needs that arise within the club.</li> </ul> </li> </ul>

The above chart was developed by Treva Sawatski, former 4-H Program Specialist, and was updated by Lynn R. Russell, Ph.D., State Leader - Family and Consumer Sciences.

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