

LEADERSHIP TEAM FOR COUNTY 4-H PROGRAM

In our traditional approach to the involvement of volunteer leaders in the 4-H program, leaders have served in their local clubs and have been directly responsible to and supervised by the county extension agents. A new type of leader, a "middleman," has begun to evolve between the county extension staff and the local community or project club.

As the 4-H organization grows, the professional extension worker has increasingly less time to devote to a personal and intimate relationship with any one member, leader, or individual club. Therefore, if the 4-H program is going to reach more young people, it must involve volunteer leaders in new and more meaningful roles and responsibilities.

Two types of leaders who can be utilized as "middlemen" on an area or county basis are: 1) the area 4-H service leader and, 2) the county 4-H project or activity chairman.

Responsibilities of the Area 4-H Service Leader



An area 4-H service leader serves as a connecting link between the 4-H program of a local community and the county extension office. Each leader serves an area which has a community identity: in rural areas he might serve a commissioner district, township, small community, school district, local telephone service area, or area of potentially high membership, and in urban areas, a high school, junior high, or elementary school district, small suburb, ward, multi-block area, or natural neighborhood. Below is a partial list of responsibilities to give some idea of this person's role.

1. Promote the 4-H program within his service area.
2. Help local club leaders and members identify and recruit leaders for clubs within their areas.
3. Help club leaders understand their responsibilities and identify leadership training needs.
4. Encourage leaders to attend leader training meetings.
5. Occasionally attend community 4-H club meetings to observe, evaluate, and offer ideas and suggestions.
6. Help identify club problems and give leaders assistance where possible; refer more difficult problems to the extension agents for attention.

This archival publication may not reflect current scientific knowledge or recommendations.
Current information available from University of Minnesota Extension: <http://www.extension.umn.edu>.

7. Identify areas where clubs can be started; help organize new 4-H clubs and arrange and conduct the initial meeting. (The area 4-H service leader might work with either the county extension agent or a leader advisor in establishing new clubs.)
8. Help the clubs understand the needs and problems of their communities and then help them plan and conduct action and service programs.
9. Serve as a resource to answer local club leaders' questions regarding club work.

Responsibilities of the County 4-H Project or Activity Chairman



The county project chairman is to train and service local club project leaders, adult and junior, in a specific project area. This training and service would enhance the educational impact of the 4-H program on the boys and girls involved.

The county activity chairman's primary role is to serve as a trainer of leaders, adult and junior, and older club members in specialized fields. Examples of county activity chairmen are: 1) county recreation chairman, 2) county camping chairman, 3) county demonstration chairman, 4) county group singing chairman, and 5) county club tour chairman.

Some responsibilities of the county 4-H project or activity chairman are:

1. Keep informed on all 4-H materials, requirements, activities, and events related to their project or activity area.
2. Serve as a resource to answer local club leaders' questions regarding projects or activities.
3. Attend local, district, or state training sessions conducted in his area of responsibility.
4. With the help of the county extension staff, plan and conduct training sessions for local club leaders.
5. Help extension agents plan and conduct countywide events and activities in his area of responsibility.
6. Counsel with extension agents on training needs of local club leaders and the adaptation of materials for the 4-H member.
7. Assist local clubs and leaders with project or activity programs when requested.

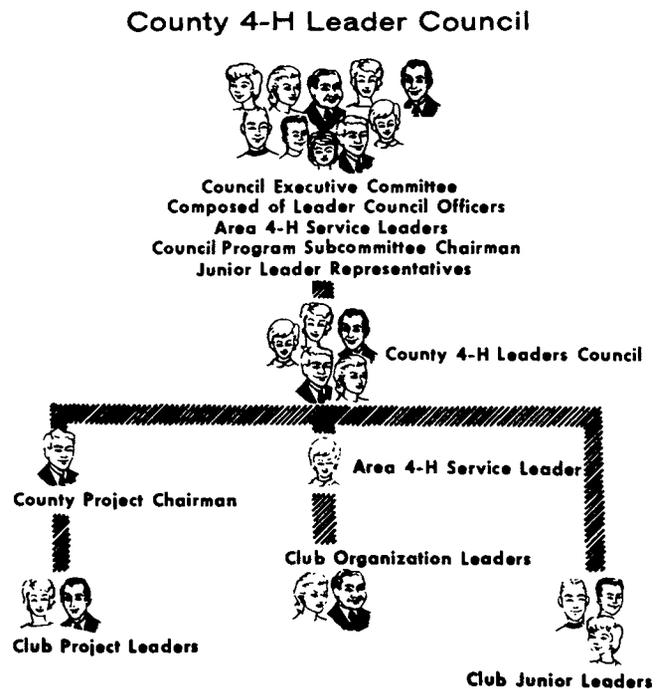
Involving Area Leaders and County Chairmen in the
County 4-H Leaders Council

The county 4-H leaders council is composed of the club organization leader, project and (in most counties) junior leaders, area 4-H service leaders, and county project or activity chairmen. Their responsibility is to help develop, carry out, and evaluate the youth phase of the county extension program. This group is expected to serve in an advisory capacity to the county extension staff and to work with them to:

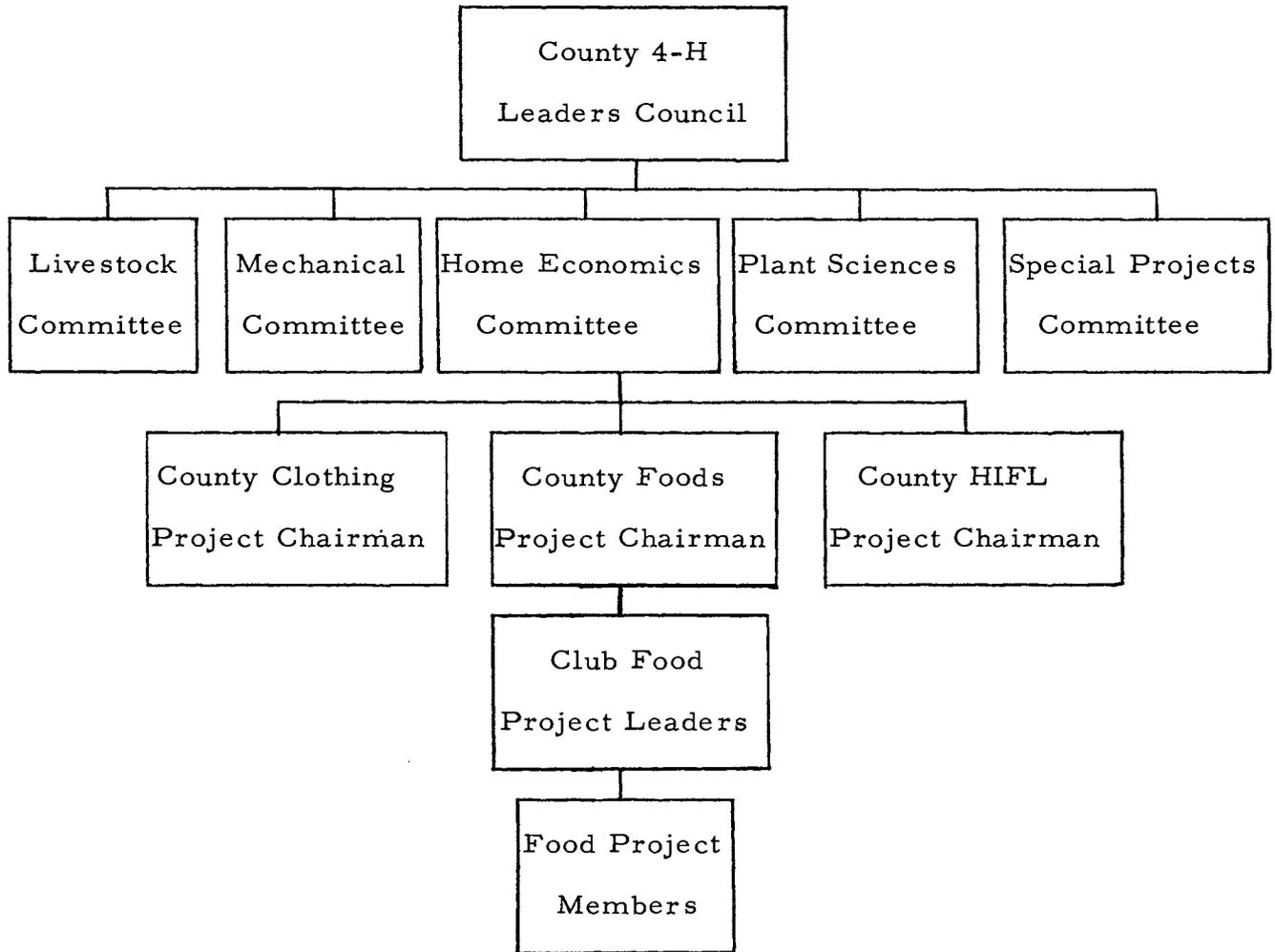
1. Conduct the youth phase of the extension program.
2. Determine leader training needs and establish training situations for leaders.
3. Develop annual and long-term youth program objectives.
4. Establish county policies and introduce new programs.
5. Evaluate existing county programs and reflect problems encountered.
6. Inform and gain community support for the extension youth program.

The area 4-H service leaders and the county project and activity chairmen are an integral part of the county 4-H leaders council as indicated in the county 4-H leaders council diagram.

For ease of operation and to give program direction and advice on specific programs, the county project chairmen could be grouped into county 4-H leader council subcommittees. These subcommittees would concern themselves with the evaluation of existing programs and activities within their area of concern and introduction of new ones. The coordinated approach would lead toward similar program policies and goals and a unified county 4-H program. Below is a suggested subcommittee grouping with the home economics subcommittee as a detailed example.



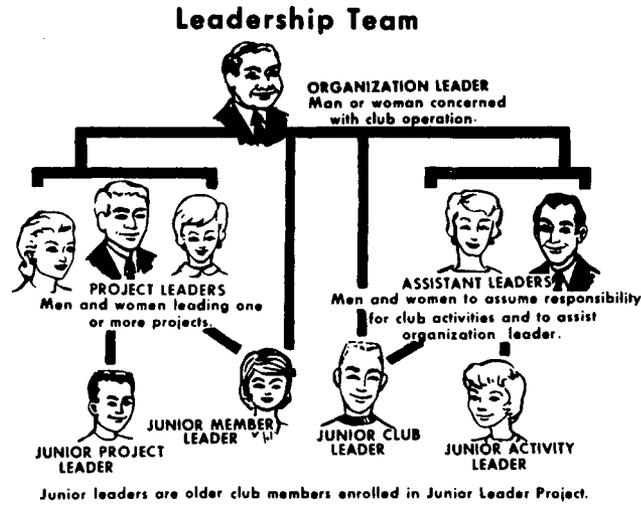
County 4-H Leader Council Program Subcommittee



LEADERSHIP TEAM FOR COMMUNITY OR NEIGHBORHOOD 4-H CLUBS

The number of adult and junior leaders needed for a 4-H Club is determined by the size of the club and the project enrollment. Every club needs at least one organization leader. Some clubs ask one or two couples to share the organization and assistant leader's responsibilities. Project leaders should be selected on the basis of project enrollment. A good rule of thumb is to have a project leader when five or more club members are enrolled in a project.

A typical club's leadership pattern is shown below:



Responsibilities of Organization Leaders



Success of the 4-H Club depends largely on how parents, project leaders, junior leaders, and other resource people are involved. The organization leader is not expected to and should not do all the work. Below is a partial list of responsibilities which will give some idea of this person's role.

1. See that the monthly meeting is successful:

Plan the yearly club program with the club planning committee.

Counsel with club officers so they are aware of their responsibilities.

Check signals with them before each meeting.

Give guidance (don't dictate) at meetings.

Encourage participation in club and county activities.

2. Enroll club members:

Help older club members recruit the new members.

See that enrollment material is available.

Help the club secretary maintain an enrollment list.

Counsel members on project selection.

3. Be the club contact person on general club matters such as: participation in county events, awards, policy matters, etc. Information on specific projects should go to the project leader concerned.
4. Meet at the beginning of the club year with junior leaders to plan and delegate leadership jobs. See the junior leader bulletin for suggestions.
5. Meet with project leaders at the beginning of the club year to check signals so that everyone knows his responsibility. Each leader should have a definite work area. There should be a food leader, a shop leader, or clothing leader, depending on the project enrollment.
6. Keep parents informed on 4-H work. Plan special club activities for parents. Remember: an informed parent + an asked parent = parent cooperation.

Responsibilities of the Project Leader

A project leader works with the club members on an assigned project. Older club members can serve as junior project leaders and assist the adult project leader. Some of the jobs of the project leader are to:



1. Help members decide which phase of the project they should take.
2. Help members understand project requirements.
3. Help members gain skills related to the project by holding at least three project meetings.
4. Help members with demonstrations to be given at project meetings or the monthly meetings.
5. Inform parents about projects when necessary.
6. Help members plan and prepare exhibits.
7. Attend county project leader training meetings that pertain to the project.

Responsibilities of Assistant Leaders

The responsibilities of the assistant leader vary with each club. Some jobs the assistant leaders might do are:

1. Help the organization leader carry out his responsibilities.
2. Help club members plan and prepare demonstrations.

3. Conduct judging training.
4. Plan and prepare a Share-the-Fun number.
5. Make arrangements for transportation to club meetings and county events.
6. Help members with records and reports.
7. Advise junior leaders in planning other club activities such as window displays, booths, tours, picnics, etc.

Responsibilities of the Junior Leader



One of the purposes of 4-H Club work is to develop leadership abilities in young people. One of the best ways to do this is to let older members serve in worthwhile leadership roles. A boy or girl should be 14 years old and have at least 1 year of 4-H experience before enrolling in a junior leadership project. There are four units in the project:

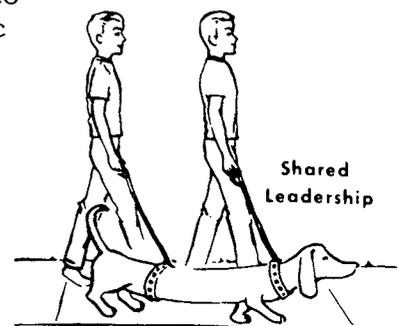
1. Unit A - Junior Member Leader: Serves as a "big brother or sister" to two or more beginning 4-H members.
2. Unit B - Junior Activity Leader: Helps plan and conduct many of the club activities such as window displays, tours, picnics, safety campaigns, etc.
3. Unit C - Junior Project Leader: Serves as a project leader for younger members in the beginning phase or assists an adult project leader.
4. Unit D - Junior Club Leader: Assists the organization leader improve the quality of the 4-H Club program.

The Junior Leadership Bulletin available at the county extension office goes into greater details on the jobs for junior leaders. Young people enjoy working on worthwhile activities providing they understand their responsibilities. It is important that the organization leader meet with the junior leader at the beginning of the club year to divide up the responsibilities. Everybody's job may be nobody's job.

Selecting Leaders

The greatest concern may be to get other adults to share the leadership responsibility. There is no magic formula; simply inform them how their assistance will help boys and girls, then ask them to serve.

Most adults want to do things for young people. Never ask in an apologetic way, afraid that the person may be too busy. Anything worth doing takes time. One will find the time to do the things he really wants to do if he feels they are worthwhile--4-H is worthwhile. Here are a few suggestions for getting leaders.





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1. Determine the leadership needed.
2. When selecting club project and assistant leaders and county project and activity chairmen, list people who may have a particular interest in the project or activity area. Mrs. Brown likes to sew. Jim Jones is handy with tools. Mrs. Lee may be willing to help with demonstrations.
3. Tell the individual what is involved and how long he is expected to serve. All adults have leadership capabilities and should have an opportunity to serve the club. Rotation of adult leaders at regular intervals gives everyone a chance and stimulates parent interest. Adults with outstanding capabilities and experience could serve as area 4-H service leaders and county project chairmen.
4. Ask him to serve in a positive way. Sometimes club members can do this better than adults. "We want you to be our leader" is complimentary. This is much more effective than saying, "we can't get anyone else to do it, so won't you do it?"