

4-H Leadership Guide

A guide to Progressive Leadership Development in a 4-H club.



A guide to be used by Club Leaders, 4-H Volunteers and Teen Leaders to develop leadership skills and strengthen the committee structure in a 4-H club.

Content includes how to develop Committee Chairs and Officers such as Vice President, Reporter, and Recreation/Song Leader. Also includes a position description for a club Teen Leader.



4-H LEADERSHIP GUIDE

NOTE TO PARENTS, VOLUNTEERS AND TEEN LEADERS

This guide is intended to be used by 4-H Volunteers – adult and teen, to instill and develop leadership skills in club members using a logical sequence of developmental stages which will grow an individual's leadership skills and knowledge and strengthen the club's committee structure. In turn the club will be stronger, the youth will learn and practice life skills and leadership will be shared between youth and adults.

This guide contains position specific materials for *Committee Chairs*, *Vice President*, *Reporter*, and *Recreation/Song Leader*. It also contains a position description for a club Teen Leader. For extensive Teen Leader training use a multi-lesson curriculum called

Teen Action and Growth (T.A.G. Lit. 80).

There are separate guides for the President (4-H Lit. 435), Secretary (4-H Lit. 31) and Treasurer (4-H Lit. 438).

Each 4-H club will be in a different stage of development. Club leaders, with the assistance of a county educator, should determine and develop a plan which will grow the skills of youth under the guidance of a volunteer who believes in empowering youth through a supervised and structured educational plan.

A 4-H club is intended to be youth lead. Adults work as partners with the youth, allowing them to stretch and grow through a variety of new experiences and challenges.

It is important to understand that the "youth" leadership structure in a Cloverbud, Junior and Senior 4-H Club will be different. With each level, the young people assume greater responsibility for decision making and the structure of "their" program. In the progressive leadership development model **Cloverbuds will be primarily in Stage 1. Juniors (9-12 yrs) will primarily be in Stages 1 and 2.** The 11-12 year olds, who have exhibited responsibility and dedication to their club will proceed to Stage 3 in the Junior Club. **Senior members (13-19 yrs) should be functioning in Stages 2 and 3.**

The "Progressive Leadership Development Model" is described in detail on page 3-4.

References and Resources

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Oklahoma 4-H for Century III, A Model for 2000 and Beyond. Oklahoma Cooperative Extension Service. 1979, revised 2006

Oklahoma 4-H Volunteer Management System. Oklahoma Cooperative Extension Service. 1998, revisions 1999, 2004 and 2005.

Oklahoma 4-H Club Management System. Oklahoma Cooperative Extension Service. 2005

Fertman, C. & van Linden, J. **Youth Leadership: A Guide to Understanding Leadership Development in Adolescents**. Jossey-Bass Publishers. San Francisco, CA. 1998

Developing Leadership Skills through 4-H Youth Development

The ultimate goal of the 4-H leadership project is to allow members to explore the various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

Leadership is much more than being an “officer.” Effective leaders start by being “participants” and good club members who regularly attend meetings and participate in activities planned by the club. As members gain knowledge about 4-H, the club and demonstrate responsibility they then combine their own unique talents and apply their skills to the various leadership teams serving the club. **No “one” leadership role is more important than another.** All youth leadership experiences are important to the growth of the individual and the club.

Leadership development starts at the local club level early in the 4-H career by introducing leadership opportunities, other than elected office. There are three stages of leadership development: Awareness, Interaction and Mastery,

(Fertman & Van Linden, 1998). We will call the three stages, “Progressive Leadership Development.”

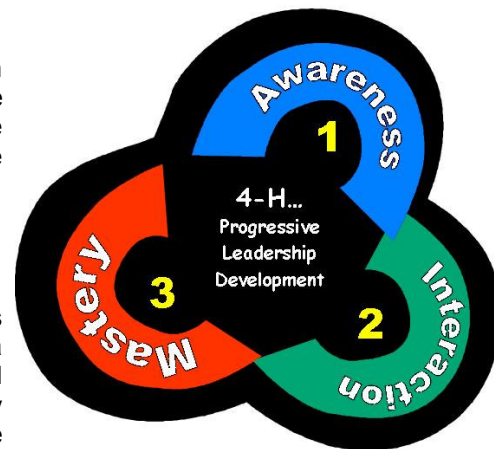
Progressive leadership development is based on the idea that an individual/4-H member gradually acquires knowledge and skills through participation. With each new and more challenging experience, the individual determines the level of leadership in which they feel most capable and comfortable. Eventually, the individual possesses fundamental skills and knowledge necessary to take on and be successful in an “elected” office.

The **awareness stage** of leadership development can be as simple as choosing to participate in a group activity planned by club members. The next stage of leadership development is **interaction**. Interaction can be making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to

help the experience grow. The final stage of leadership development is **mastery**. Mastery occurs when the individual makes the decisions to serve in an important leadership role (such as committee chair, sub-committee chair, officer or teen leader).

Think of “Progressive Leadership Development” as a series of events much like a series of dominos standing on end. When each domino is positioned correctly and one is nudged to fall forward it causes the next to fall, and so on. The energy is passed from one

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3 Stages of Leadership Development

(Fertman & van Linden, 1999)

Inside this Guide:

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Special points of interest:

- Grow leadership skills in youth in three stages.
- For the benefit of the 4-H member, be sure youth are prepared with and exhibit mastery of the skills and knowledge necessary to advance to the next stage of leadership.
- Committees are an excellent means for developing leadership skills in youth.
- Develop youth who exhibit good *Character*.

NOTE TO PARENTS AND VOLUNTEERS CONTINUED...

(Continued from page 3)

domino to the next. If one domino is out of place the chain of events stops. Effective leadership development depends on the 4-H member participating in all three stages of leadership development. Each stage prepares a stable foundation for the next. 4-H members who gradually assume additional responsibility and skills are prepared for future leadership experiences.



Club leaders, parents and teen leaders should provide opportunities to help youth identify, develop, apply and enhance *personally* significant leadership skills, through assumed leadership roles. As a result, members are prepared with confidence, competence and are conscientious about the leadership roles they assume.

Clubs are encouraged to use the **“Building Leaders for Tomorrow”** (B.L.T.)

curriculum to develop a 4-H members understanding and application of “leadership” through the 4-H experience.

B.L.T. is hands on team building activities that, once learned, can then be repeated by club members with club members in an effort to pass on the knowledge and experience gained while in a leadership role.

Are you ready to serve?

Questions 4-H members should ask themselves to determine where they are in the various stages of development.

Ask yourself the following questions to determine your stage of leadership development.		Need more experience/time	Yes	Fully Committed
Stage 1 Awareness	Participated in a variety of club activities, service projects and meetings.			
	Enjoyed participating and want to get more involved in my 4-H club.			
Stage 2 Interaction	Want to take on responsibilities other than being a participant in my club.			
	Committed to actively and responsibly serving on a committee(s) planning activities and service projects in my local club.			
Stage 3 Mastery	Personally understand commitment and responsibility for being a leader – chairman, officer or teen leader.			
	I am a self-starter and can manage my time well.			
	Understand that as a leader, others will rely on me and “I” must make my club/ team/committee/office a priority.			
	Committed to actively and responsibly serving in a significant leadership role in the local club.			

Character COUNTS!

Character is a very important to leadership development. The CHARACTER COUNTS! framework includes the family and community as important to developing character. It is important that children and youth see and hear the six pillars in action in family, school, business, government, law enforcement, media, house of worship, sports, and youth programs.

Good character is important to all areas of 4-H .

Trustworthiness

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable — do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal — stand by your family, friends and country.

Respect

- Treat others the

way you want to be treated.

- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility

- Do what you are supposed to do.
- Persevere; keep on trying!
- Always do your best.
- Be self-disciplined.
- Think before you act — consider the consequences.
- Be accountable for your choices.

Fairness

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others

carelessly.

Caring

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

Citizenship

- Make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules and respect authority.
- Protect the environment.

6 Pillars of Character

Trustworthiness : blue
Think "true blue"

Respect : yellow/gold
Think "The Golden Rule"

Responsibility : green
Think being responsible for a garden or finances; or as in being solid and reliable like an oak

Fairness : orange
Think of dividing an orange into equal sections to share fairly with friends

Caring : red
Think of a heart

Citizenship : purple
Think regal purple as representing the state



Character grows over the lifetime and is influenced by everything.

Mary Pipher

CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.
<http://www.charactercounts.org/defsix.htm>

Leadership Development

Stage 1—Awareness

Leadership Development starts by being an active participant in the local club.

Awareness can be described as regularly attend club meetings, participant in activities planned by the club, and actively participate in at least one 4-H project.

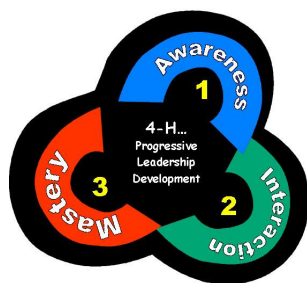
Attend activities at the county level and meet 4-H members from other clubs and communities.

Volunteer to help at club activities. Show people you are responsible and interested in what the club is doing.

Volunteer to serve on a

club committee. Be an active participant on the committee by attending meetings, accepting responsibility and following through with what you say you will do.

Let everyone know how important 4-H is and how proud you are to be a member of 4-H.



3 Stages of Leadership Development
(Fertman & van Linden, 1999)

Leadership Development

Stage 2—Interaction

The second stage of leadership development is **interaction**.

Interaction can be described as making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to help the

experience grow.

Interaction begins with active and meaningful committee work and may progress to elected leadership positions for some.

The key is to allow members to explore the

various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

Defining a Committee

4-H committees are important to the club. They are a way to share the responsibilities, develop potential leaders and to get everyone actively involved!

Committees are an excellent training ground for developing, refining and demonstrating individual leadership characteristics. Through these small teams, members practice and even master “quality” leadership skills while learning about how the club functions and providing a meaningful

service to the group. These skills and experiences in turn make for better elected leadership.

There are several types of committees. Some committees are a year long appointment. These are called **standing committees**.

Examples of standing committees:

- Program Committee—speakers, workshops, etc.
- Finance Committee—budget and fundraising

- Recreation Committee—games, activities and snacks
- Membership Committee—recruit, orient and mentor new members
- Publicity Committee—promote club activities and events in the community

Special committees are appointed by the president to study and recommend action in the best interest of the club. These committees are

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Types of Committees:

- Standing
- Special

Defining a Committee continued...

(Continued from page 6)

short term. An example might be a committee appointed to plan and prepare for:

- Parent-Volunteer Recognition Day
- Club Picnic
- T-shirt, etc.
- Share the Fun

Role of a Committee Member

It is important members understand a committee is made up of several people—not just one. The success of a committee depends on the contributions every member makes and that their work begins when the chair appoints the committee and tells them of their duties.

Depending on the assignment and the length of time given by the chair for completion, the first committee meeting may be short to discuss the task and

make specific assignments to individual committee members. Such assignments might include: gathering facts about the task, exploring different ways to solving a problem, determining cost or brainstorming/planning with volunteers and club members. At the second committee meeting, all facts and ideas will be brought together and discussed.

The table below outlines the responsibilities of a committee member.

As a mentor or coach our role is to have each member of the committee reflect and apply their experience at the conclusion of the assignment. This will allow committee members to see relationships and the application of new skills and knowledge in other life situations.

Reflect—Have the 4-H member(s) reflect on what was learned, liked and what “one” would do

differently.

Apply—Help the members to see how the knowledge and skills gained through the committee experience will help them be better students, family members and employees.

Growth through Experience

Encourage members to choose another 4-H committee/leadership role that they want to learn more about. If a member chooses the same committee, encourage them to try a different set of duties so new skills are being learned.

Effective Committees Equal Efficient Business Meetings

Functioning and effective committees equal efficient business meetings. By using committees, business meeting become a place where “minutes” are kept, not lost. Most importantly members are more involved and less bored!



Effective committees equal efficient business meetings where “minutes” are kept and not lost.

Committee Member Position Description

DUTIES	AUTHORITY	REPORTING
Tasks that a committee member must do for the committee to be successful	Action the 4-H committee member may take without approval by someone else.	Actions taken by the 4-H committee member need to be recorded. This column shows who should be informed.
1. Attend committee meetings.	You agreed to be on the committee.	Use agenda and write down your committee assignments. Transfer due dates to a personal calendar.
2. Participate in decision making process.	Give your opinion during the decision making process. Support committee decision.	Committee decisions should be written down for public record. Keep a copy of the minutes.
3. Complete duties assigned by committee chairperson.	Agree to follow through with assigned duty(s). Ask questions and gain skills so the duty can be completed.	Report committee work to committee chairperson and inform other committee members.
4. Help with the actual project or be at the activity.	Be an active and <i>contributing</i> committee member.	Submit copies of all records/agendas/ letters/receipts/etc. for future planning efforts and reference.

Leadership Development

Stage 3—Mastery

The final stage of leadership development is **mastery**. Mastery occurs when the individual makes the decisions to serve in a significant leadership role such as committee chair, sub-committee chair, officer or teen leader.

In this guide we provide information for the Committee Chair, Vice

President, Reporter, Recreation/Song Leader and Teen Leader. There are separate guides for the President (4H•VOL•301), Secretary (4H•VOL•302) and Treasurer (4H•VOL•303). For extensive Teen Leader training use a multi-lesson curricula called Teen Action and Growth (T.A.G. 4H•VOL•501).

4-H members who are ready to serve in an appointed or elected office must possess and demonstrate characteristics and skills that show they are qualified to be successful in serving the organization.

Below are characteristics and qualifications which illustrate readiness.

Characteristics and Qualifications for Stage 3

4-H members who are ready to serve as a committee chair or officer must possess and demonstrate characteristics and skills that show they are qualified to be successful in serving the organization. Among these characteristics and qualifications:

Being a good citizen and student. Members of youth groups have many opportunities to appear before the public. Because an organization or group is judged by the actions of its members, the young person should be sure to conduct themselves properly at all times.

A “good” member of an organization wears any official dress correctly and proudly, respects the rights of others at all times, uses proper manners for both private and public occasions and is a good listener. Attention to all these

points will communicate a positive reflection on both the individual and the organization.

The young person must have good judgment; they must be able to think and make sound decisions. As good citizens they will gain the support and respect from persons in the community; as good students they will gain the approval and respect from teachers and other students.

Initiative and willingness to work. Youth leaders must be self-starters and able to “spark” others in the organization. Being a leader requires considerable work; it has specific responsibilities, demands time and effort. The organization should be high on the personal activities list.

Ability to work with others. Youth leaders must work with the entire membership. They must be able to earn the

respect of, and to get along with other members. Leaders should be able to identify ability and qualities in others and to delegate responsibility to individual members.

Instead of evading responsibility or doing things alone, the leader works with others to help them do their assigned work successfully.

Leadership. An officer/chair/teen leader belongs to that small group of people who make things happen. With experience gained as an active member, an officer can provide guidance and motivate others to follow or accomplish a common goal for the organization.

Being able to organize your thoughts and verbally communicate those ideas is important because officers are regularly required to speak while carrying out

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Stage 3

Characteristics

- **Being a good citizen and student.**
- **Initiative and willingness to work.**
- **Ability to work with others.**
- **Leadership**
- **Dependability and responsibility.**
- **Committee Work**
- **Regular Officer Team Meeting**

Characteristics and Qualifications continued...

(Continued from page 8)

the responsibilities of their office.

A knowledge of parliamentary procedure and how to use the rules are essential to any organization. An officer should have knowledge of parliamentary rules, when they should be used and how to help younger or less-experienced members understand their use.

Dependability and responsibility. Youth leaders have many responsibilities to fulfill and members must be able to count upon them. For members the golden rule—“*Do unto others as you would have them do unto you,*” is important. Leaders must be willing to accept the results of their actions. If they finish what they start and do a

good job, they will have no reason to be ashamed of their actions, regardless of their measure of success.

Committee Work. 4-H committees are important to the club. They are a way to share the responsibilities, develop potential leaders and to get everyone actively involved! Good elected officials start as committee members. Valuable experience gained through active participation in committees.

Regular Officer Team Meetings. The importance of regular meetings of the executive committee (officer team) should not be overlooked. The preparation of an agenda should be a priority. An officer team is comparable to a board of directors of a business

organization; their actions and thoughts are the basis for much of the final action taken by the membership. A well-planned meeting, with an agenda prepared and shared with the membership in advance, will help to ensure wise use of time.

At general or public meetings interest frequently lags when time is spent needlessly on minor details that should have been handled during the officers meeting or a committee meeting.

Training programs differ from one organization to another, but there is no substitute for a good officer-training. Capable and trained officers provide the kind of leadership an organization needs to be effective.



Basic Parliamentary Procedure is important to any leadership role.

Committee Chair

Regardless of the length of time for which the committee is appointed, there are certain things that a chairman/officer should know to help the committees operate efficiently. Here are some basic decision-making steps for a committee chair:

- Set a meeting time convenient to all or most of the committee members.
- Prepare an agenda outlining what the task

is and what needs to be done to accomplish the task. (In Latin, agenda means “To Do List.”)

The chair, therefore, is important, not as the one who does all the thinking and talking but as the one who pulls all the ideas together and encourages

participation by “all” members in solving the problem or making the decision.

It is important that a chair remembers, a

committee is made up of several people--not just one. The success of a committee depends on the contributions every member makes.

- Depending on the assignment and the length of time given by the chair/president for completion, the first committee meeting may be brief.

Its purpose will be to

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Committee Chair continued...

(Continued from page 9)

Committee Chairs must remember, a committee is made up of several people-- not just one.

discuss the task and make specific assignments. Such assignments might include gathering more facts about the task, exploring different ways to solving a problem, determining cost, or brainstorming/planning with volunteers and club members.

- At the second committee meeting, all facts and ideas will be brought together and discussed. It may be that following this meeting the committee can make its decision and prepare a report for the next club meeting.

- The **committee report** to the club is important. The committee was charged with a responsibility. Now it must report to the club on how well the task was handled.

The written report is detailed. The oral report is brief and highlights what is necessary for club action or in the best interest of the club.

A written reports includes the following:

1. A statement of the committee's task, as originally stated by the president.
2. As much information as needed so that all

club members understand the situation.

3. A brief statement about the different solutions discussed or researched.
4. The recommendation by the committee as to the best possible approach and reason (s) for selecting this approach (cost, maximum member involvement, other advantages).
5. If further action is required, the committee should include this in their recommendations. Such things as expenses to be paid

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Committee Chair Position Description

DUTIES	AUTHORITY	REPORTING
Tasks that a committee chairperson must do for the club to be successful.	Action the 4-H committee chairperson may take without approval by someone else.	Actions taken by the 4-H committee chairperson need to be recorded. This column shows who should be informed.
1. Call committee meeting.	After checking with committee members, set meeting time and place. Prepare an agenda.	Tell committee members and club leader of the meeting time and place. Provide an agenda at least one week in advance.
2. Appoint vice-chair or assistant.	Appoint or select according to club or group by-laws.	Record name of vice-chairperson.
3. Conduct meetings.	Facilitate committee meeting(s) by following the agenda.	Keep good notes.
4. Assign committee duties to committee members.	Appoint people to do specific tasks.	Be sure jobs are recorded in committee minutes along with deadlines/timeline for assignments.
5. Write down committee action correctly.	Appoint someone to take minutes of committee meeting.	Include committee minutes in the club records.
6. Serve as a link between committee and officers, leaders and club.	Speak for committee.	Report committee work to officers, members and leaders.
7. Present committee recommendations to the local club for action.	Speak for committee or assign task.	Report committee work to club.

Committee Chair continued...

(Continued from page 10)

by the club treasury, other committees needed and their specific duties, as well as dates, places and other actions may be included in this section of the report.

The oral report is brief and highlights what is

necessary for club action or in the best interest of the club.

At the conclusion of the oral report, the person making the report will say, *"I move that we adopt this report."*

The club can then act on the motion. If the committee has done a

thorough job of studying the situation and preparing and presenting its report, all club members can vote intelligently.

- The committee chair must file a written copy of the committee report with the club Secretary, President, Advisor/Leader/Volunteer.

Effective meetings require:

1. prepared youth leadership,
2. an agenda,
3. sharing the agenda with membership in advance, and
4. using effective committees.

Effective Meetings—House Rules

As already noted in this publication effective meetings require 1) prepared youth leadership 2) an agenda, 3) sharing the agenda with membership in advance, and 4) using effective committees.

House or standing rules are another method for conducting efficient meetings and curbing the controversy. The membership must approve house rule.

Common questions about establishing house/standing rules:

"Can we limit additions to the Agenda?" Yes, adopt a rule that members must submit agenda items in writing or call the president/secretary at a specified time, to have business included in the agenda.

Follow the printed agenda. Avoid discussion of things not on the agenda. Inform members those items will be considered for discussion on the next

agenda/meeting.

"Can we assign time limits to each agenda item?" Yes, give each order of business a time allocation and write it in bold print by each agenda heading. Then have the assembly adopt the agenda. When the time is up, the assembly must decide what to do—"vote on it," "postpone it to another time" or "refer it to a committee." No more spinning your wheels! Go forward.

"Can we make a motion at the beginning of the meeting that states the time that we adjourn?" Yes, you can

"Can we limit the amount of time each member speaks?" Adopt a rule at the beginning of the meeting that limits a member's debate/discussion to three or four minutes each time he or she speaks. Or, members can only speak twice to each motion unless the members adopt rules that are different.

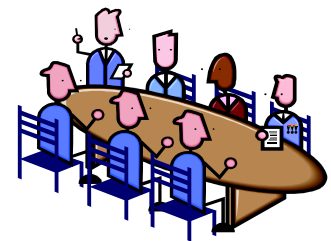
"What is the best way to recognize the person who has permission to speak (has the floor)?"

To obtain the floor – a member must rise and be recognized by the chair before beginning to speak

In groups under twelve participants and depending how the meeting room is arranged, it may not be necessary for the member to rise, but to raise his hand instead to be recognized by the chair.

"Can we insist that motions are presented in writing?" Yes, a well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. This saves time in having to reword a motions.

By putting a motion in writing the secretary can accurately record the motion and president can repeat the motion as stated.



Ask that motions be presented in writing and given to the secretary.

Agenda in Latin means “Things to be Done.”

Preparing an Agenda

Have a plan. Agenda in Latin means “Things to be Done.” Make your self a well thought out list of what and when the task at hand needs to be done.

Ask these questions as you prepare the agenda:

1. "What do we want to accomplish at this meeting?" Make “your purpose” a high priority.
2. "Can certain things be done more efficiently by a committee/sub committee with final approval by the members?" Don't waste the assembly's time by having it act like a committee. How much time needs to be dedicated to this project?
3. Prepare a timeline of the task to be done and when they need to be done. This helps everyone see the big picture and the importance of them doing their part. How can others be involved?
4. The agenda should break the task down into manageable pieces which others can do. What needs to be done to make things happen?
5. Follow the agenda or you will not get the most important things done. At the end of your hour the group will have not discussed the important items identified on the agenda.

Sample

Committee Agenda

Purpose—task at hand

Timeline of the project

Budget

Location, Date, Time

Program—educational program, games, tour, speaker, etc.

Publicity—flyers, news, invitation, correspondence, registration, decorations

Food—estimated number of people, menu, paper products

Club Picnic Committee

3/3/15

3:30-4:30 pm

Ms. Jones Office

Purpose—Plan End-of-Year Picnic

Timeline:

1. Committee Assignments March 3
2. T-shirt design and cost by April 1
3. Publicity complete by April 1
4. Decoration list due May 1
5. Menu and grocery list due May 1
6. Games and supply list due May 1

Budget—Total \$100

Date—June 12, 2015 at Andrews Park, 6-9 pm

Theme—

1. Theme
2. T-shirt color
3. Cost

Program—

1. Games

Publicity—

1. flyers,
2. newsletter article
3. invitations,
4. registration deadline
5. decorations

Food— \$75

1. estimated number of people
2. menu
3. paper products

Vice President

The Vice President is the “right-hand” person to the President. This officer coordinates committee work and is fully knowledgeable of all club functions in the event they must assume the role of President.

Areas of Responsibility

The Vice-President assists the President and is prepared to assume the President’s duties and responsibilities if the need arises. The V.P. also presides at meetings in the absence of the Presi-

dent or when requested to do so by the President. This office also serves as ex officio member on committees or boards, supervises the work of committees and assists the team in accomplishing goals.



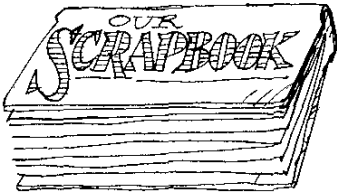
Specific duties of the Vice President

- Be knowledgeable of the Presidents duties and responsibilities. Refer to 4-H Literature No. 435.
- Lead the 4-H Club Ritual at all club business meetings.
- Assist committee chairpersons in carrying out their committee responsibility.
- Understand committee structure and preparation. See that committee work and reports (oral and written) are complete and submitted in advance of the business meeting.
- Be sure plans are made and carried out as they relate to team goals. Monitor regularly the completion of goals and provide the necessary leadership to see that goals are accomplished.
- Accept all duties as delegated by the President.
- Assist president on questions of Parliamentary Procedures.

Reporter

Your job is to sharpen both your pencil and your “nose for news.” Know what club members are doing—individually and as a group.

Get accurate and timely details of who, what, where, when and why.



The reporter is the Public Relations person for the club.

Responsibilities of the Reporter :

- keep public informed about activities of the club and club members
- prepare news releases or stories for publication or broadcast (radio or TV);
- takes pictures of activities;
- assists in maintaining a web page;
- assists in planning and arranging displays;
- serves as historian by keeping a scrapbook/e-scrapbook of reports, pictures and other materials (programs, flyers, brochures, agenda, minutes etc.) of historical interest.

Specific duties of the Reporter

- Turn scrapbook/e-scrapbook in at designated time each year.
- Work with the secretary in preparing scrapbook/e-scrapbook.
- Gather and organize officer and activity reports. File clippings and pictures of activities in a scrapbook or as an e-scrapbook.
- Prepare articles for various publications and other news media.
- Assist in the planning and completion of displays, flyers, brochures, etc.
- Supply template for committee and activity reports being put in the scrapbook/ e-scrapbook.
- Assist in establishing/maintaining a web page.

What is an E-scrapbook?

An e-scrapbook is an "electronic" scrapbook – a disk containing the records of the club. It can be organized by the following headings:

- **On TRAC plans**
- **Agendas**
- **Secretary's Book**
 - Minutes
 - Attendance Records, etc.
 - Club Goals
- **Treasurer Reports and Records**
- **Correspondence**
 - Thank you notes
 - Letters to donors
- **Committee Reports -** Materials generated to plan, promote, conduct and evaluate activities and events.
 - Share the Fun
 - Club Picnic
 - Public Speaking Event
 - Healthy Living Fair
 - Club Exhibit
- **Project Groups –** Materials, lesson plans, agendas, minutes, projects, pictures, etc.
 - Food Science
 - Health & Fitness
 - Animal Science
 - Shooting Sports
- **Service Projects -** Materials generated to plan, promote, conduct and evaluate project.
 - Pull-tab Collection
 - Ronald McDonald Campaign
 - Each One Reach One Campaign
- **Awards and Recognition**
- **Publicity**
 - Newspaper Articles
 - News Release
 - Scanned newspaper articles printed
- **Website -** Web-pages managed/maintained by the team.
- **Other –** Include other headings and sub-files appropriate to your club.
- **Activities -** Materials generated to plan, promote, conduct and evaluate activities and events.

Each file will contain materials, photo's, reports, agendas, etc. related to that activity/ event/office, etc.

To summarize and show case the clubs activities, the Reporter and Secretary could prepare a PowerPoint presentation **highlighting** materials in the e-scrapbook. The PPT can be used with decision-makers or at an end-of-year celebration.

PowerPoint

1. Keep the slides simple, yet **informative**.
2. Provide detail about each project in the "notes" section of the slide.
3. Pictures should reflect size, scope and growth of the program or activity. LIMIT "grip n' grin" and posed "hugs" they do not tell a story.
4. Slides should communicate
 - Club goals and how the goals were accomplished.
 - Activities and projects undertaken by the club. Provide a written narration/summary about each in the note section of the PowerPoint slide.
 - Showcase activities and events members participated in throughout the year.



Cassity Green, NW Vice President

Make A Difference Day

October 27, 2006

Purpose:
Community wide fun-filled activity for families. All proceeds for the Ronald McDonald House.

Impact:

- 200+ participants
- \$350 raised and then matched by Wal-Mart for a total of **\$680** for the Ronald McDonald House
- Experienced teamwork and cooperation in action




Sample Slide

Preparing News Copy



News stories should be typed and double spaced. Use only one side of the paper and leave wide margins. Write "more" at the bottom of the page if the story continues to a second page. Be sure to include your name, address, phone number, email address and the date at the top of the page.

The Story. In a news story, the important parts are called the five W's; Who, What, Where, When and Why. Use club's activities to explain each "W" and you will have a story ready for the local newspaper or radio station.

Answering the 5-W's:

WHO- Jim Racer, a member of the 4-H Gait and Trotters.

WHAT - will represent the club at a Horse Nutrition Workshop.

WHERE - in Saddleton, Oklahoma.

WHEN - Saturday, June 6, 20__.

WHY - he was elected as a delegate at the club's weekly meeting May 1, 20__.

Putting the 5-W's together:

Jim Racer, a member of the 4-H Gait and Trotters, will represent the club at a Horse Nutrition Workshop in Saddleton, Oklahoma, Saturday, June 6., 20__. He was

elected as a delegate at the club's weekly meeting.

Answering the 5-W's:

WHERE - Greenfield Village, Oklahoma

WHAT - going on a photo tour

WHO - 15 members of the Snapshot 4-H Club

WHY - They will spend two days doing a photo story journal of the popular historic village

WHEN - June 20__

Note that the parts are arranged in a different order. All stories do not have to start with the WHO. Here is another set of parts, with a different order:

Answering the 5-W's:

WHAT - Sewing school kept two dozen hands busy making 12 garments and 16 household items

WHERE - at the Green County Extension Office

in Seamville

WHEN - July 6-10, 20__

WHO - Twelve 4-H members Thimble Fingers 4-H Club

WHY - started their sewing projects for the Green County Fair.

These examples contain the facts/details but are not very interesting. The details are referred to as the "lead" or opening of a story. For most stories, the reporter will have other less important parts, called "details." These explain more about the five W's and make the story more interesting.

As you fit the story together, put the more important details first and the less important ones last. This allows the editor to leave the end off if space is limited. Don't be disappointed if all of your stories aren't used. Editors never have enough space or time to use all the news received.

Do you have the 5 W's?

- Who
- What
- Where
- When
- Why

Final Copy

Racer Attends OSU Workshop

A Horse Nutrition workshop, sponsored by the Oklahoma State University, will offer training in how to feed horses to maintain good health. Approximately 75 representatives from the eight counties in the NE Extension District will take part, according to 4-H volunteer, John Reins.

Charles Hutton, Extension specialist in Animal Science at OSU, will conduct the all-day workshop. He will be assisted by members of the

University Animal Science faculty and veterinarians specializing in equine.

Jim, Racer, son of Mr. and Mrs. Harry Racer, has completed several horse projects in his 4-H experiences. He won first place in last year's county fair western pleasure class. A sophomore at Ponytail High School, he raised his horse, Red Roan, from a colt.

Quality Pictures

A good picture strengthens a story. Pictures catch the eye of the reader and make the article more attractive. However, good pictures don't happen; they are planned. Follow these hints when taking pictures for the newspaper:

- Do not have more than three people in the picture, if possible.
- Take close up pictures whenever possible.
- Crop digital pictures.
- Have a single center of interest.
- Show action or have the people doing something. Avoid "grip n' grin" pictures.
- Identify the people in your picture accurately (from left to right).
- Spell names correctly.
- Use only sharp, crisp photos. If the original print does not look good, it will look even worse in print or on the web.
- Take black and white photos for use in the newspaper.



Make YOUR News NEWS Worthy

Print and radio sources will look for materials with the following content:

Stories written in third person. Don't write that "I" or "we" did something; but that the club members or John Worker or Sally Green did something.

Use names correctly. A familiar saying among reporters is "names make news." People like to see their names in print or hear them on the radio if they have done something worthwhile. Use first and last names such as Sue Winner or Alan Gaining.

Keep sentences and paragraphs short. Use two or three sentences to a paragraph. Make each paragraph a complete thought.

Be prompt. Timing makes material news worthy. Late advance (before) stories will miss deadlines; late follow-up (after) stories will lose their reader appeal.

Keep trying. Look for unusual and out-of-the-ordinary items. Check with club members, officers, leaders, volunteers and extension educator for news ideas.

Keep stories timely. After submitting a few stories, you will better understand what the newspaper or radio station will use. Some newspapers like to tell what is going to happen; others like to tell what has happened. And some will use both--if it is an important event. Just be sure to get your advance stories in early so they can be used before the events. Submit your follow-up stories as soon after the event as possible, while the event is still of interest to the readers or listeners.

Correspondents/Reporters can be helpful. Find a contact at the newspaper or radio station who will work with

you and possibly be a mentor.

Some newspapers want to write the story (thus they will interview you), others want you to submit the story in writing (most papers are doing things electronically or via the internet). Find out your newspapers preference.

Pictures are worth a thousand words. Take action pictures showing the magnitude/impact of what is being reported. Everyone likes to see what is happening and who is involved. Avoid "grip and grin" pictures.

Check with your newspaper editor to see what type and quality of photos he/she can use. If you have a good idea for a photo, your editor may be willing to send someone from his/her staff. Digital pictures are preferred to film.

Is it News worthy?

- Timely
- Informative
- Descriptive, yet to the point
- Action Photos

Recreation Leaders are important to the club because they:

- Create interest.
- Help hold club members who might otherwise drop out.
- Promote cooperation and sense of fair play among members.
- Put less outgoing people and visitors at ease.
- Unite or bind members together.
- Provide an opportunity to relax and unwind.
- Develop hidden talent and bring out unusual abilities in members..
- Help develop appreciation for others.
- Give some people a chance to “create” something.

Recreation Leader

The Recreation Leader uses a variety of songs and games to create enthusiasm and a feeling of unity.

Social recreation provides a positive atmosphere for the development of leadership and good character. Members are able to participate in activities of their choice.

A variety of social and recreational activities can provide a healthy change of pace, fun and laughter. Recreation can also teach and develop cooperation through guided and healthy competition.

Recreation is important to the “Health” of a 4-H club. Recreational activities promote healthy physical, mental and

social activity.

The recreation leader coordinate activities at club meetings, educational programs, picnics, parties, camp, etc.

A recreation leader is always prepared with a bag of games, puzzles, crafts, assorted activities and songs.

Successful Recreation Leaders...

- Put safety first—accidents ruin the fun!
- Show enthusiasm!
- Plan activities well in advance.
- Know and understand the activities and briefly explain or demonstrate

actions.

- Speak clearly. Stand where everyone can see and hear.
- Respectfully get audiences attention-- use definite signals for starting and stopping.
- Overlook mistakes-- games are for fun. Learn to laugh at yourself and with others.
- Know when to stop or change games. Stop while everyone is still having fun.
- Enlist the help of others to share responsibility and train future recreation leaders.

Specific duties of the Recreation Leader

- Develop a “recreation kit” include resource books, directions for games, puzzles, song books, CD’s and equipment for games.
- Plan recreation suitable for age, desire, space and time.
- Several days before the meeting organize a list of games in the order to be played. Learn and understand new games before introducing them to the club/group. Collect the necessary equipment or materials.
- Explain the rules and always talk about safety before starting.
- For a party or special event organize activities:
 1. Alternate active and quiet games.
 2. Build up to a climax just before refreshments
 3. Close the program with a good snappy game that will be a hit. Stop the game at its height and end with certainty.
- Serve as chair of the recreation committee—planning special parties, arts and crafts shows, musical program, Share-the Fun programs, etc.
- Work with the county Recreation leader in planning county activities.

Song Leader

Music is an important part of the 4-H meeting. Group singing helps members feel at ease, gain poise and confidence. Music is a very therapeutic form of recreation. Music can stimulate enthusiasm or quiet a noisy group.

Being a 4-H song leader means more than leading the same song every month. A song leader learns a variety of songs: fun song, action songs inspirational songs, and quiet songs to put life into the club!



Specific duties of the Song Leader

- Several days before the meeting, choose the songs. Begin with songs the group knows then introduce new songs. End with a song everyone likes to sing.
- Carefully select songs...be very careful to sing the right song at the right time. Music can set the mood and pace of a meeting and should fit the occasion to have a powerful effect.
- Learn new songs—know the words and tune. Provide words via print or projection when teaching a new song. Be sure to teach the new song and any movements.
- With confidence and enthusiasm lead the club in singing.
- Give the list of songs to a pianist/guitarist/musician (if you have one) so he or she can practice the songs and possibly even tape the music for the meeting. Or...use a pitch pipe or other means to properly pitch the starting notes of the song.
- Distribute and collect song books or song sheets at the meeting.
- Encourage everyone to sing. But...remember singing is not everyone's "thing."
- Work with the County song leader to provide music at county events.

Oklahoma 4-H Club Volunteer Position Description

POSITION: Teen Leader

PURPOSE

To assist adult volunteers and develop the skills and knowledge so the teen can assume roles such as Project, Activity Leader or Organizational Leader.

BENEFITS

Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.

PRIMARY RESPONSIBILITIES:

- Study, understand and practice the purpose and philosophy of the 4-H youth development program and OCES.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious and socio-economic groups in your community.
- Assist 4-H members with demonstrations, talks, records and officer training.
- Assist Project and Activity Leaders with teaching 4-H members.
- Take the lead in special projects of the club. Assist with planning, conducting and evaluating of meetings, recreation and other special programs of the club.
- Assume responsibilities for communication with members – perhaps a telephoning system to inform members of meetings and other activities.
- Serve as a resource person to provide project related information.
- Communicate regularly with county Extension Educator, club leader, families and members.
- Provide a positive educational environment that will enable youth to grow, learn and develop friendships.
- Work with members and volunteers to develop an annual program plan.
- Commit to the 4-H philosophy of “Learn by Doing.”
- Understand the effective use of three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
- Stay current and familiar with educational information available from the Oklahoma Cooperative Extension Service.
- Support participation in county activities and events.
- Follow the “Behavioral Guidelines for Extension Educators and Volunteers” serving as a positive role model for youth.

EXTENSION EDUCATOR AND COOPERATIVE EXTENSION AGREE TO:

- Provide orientation session to the Oklahoma 4-H program’s mission, purpose and goals as they relate to youth development and programming.
- Provide orientation, educational programs and resource materials to develop an individual’s understanding and management of volunteer assignments.
- Effectively communicate and encourage opportunities for continuing education on the district and state levels.
- Set educational tone and direction for 4-H and extension programs. Serve as a resource person on the basic philosophy of the 4-H youth development program and 4-H organizational structure.
- Provide access to educational materials and resources for programming.
- Provide position descriptions for leadership roles and committees for use at the local and county level.
- Maintain sound working relationship with volunteers and parents involved in the 4-H program providing assistance, support and encouragement.
- Give recognition for time and energy devoted by volunteers at all levels of the 4-H program.
- Inform volunteers in a timely manner of events and activities via Extension newsletter, general correspondence, by telephone or the Internet.
- Provide educational support for program planning and evaluation.
- Complete annual evaluation of volunteer.

ORGANIZATIONAL LEADER RESPONSIBILITY

- Communicate information in a timely manner and maintain a positive relationship with the project group.
- Provide support for program planning and evaluation.

QUALIFICATIONS

- Subject to Oklahoma 4-H Volunteer Management System approval and annual review.
- Interest and desire to educate and develop life skills through positive youth development, programs and activities.
- Ability to work well with 4-H members (ages 5-19) and their parent/guardian.
- Able to provide 4-H members with positive encouragement and support.
- Good organizational and communication skills.
- Dependable transportation, home telephone and Internet access are desired, but not required.

TIME REQUIRED

- One-year commitment with the option of continuing service at the end of each year. Year begins July 1.
- Average of 8-12 hours per month, but will vary based upon scheduled activities and needs and goals of the 4-H members.



TRAINING AND CONTINUING EDUCATION

- Annually attend four 4-H Parent-Volunteer training/continuing education opportunities. Two trainings should be at the county level or part of the Oklahoma Volunteer Self-Study Series. The remaining training can be at the district or state level or through relevant professional development conducted by another organization. File documentation with the Extension Office.
- Attend District and State Volunteer Conferences.
- Participate in Teen Leaders’ Club.
- Participate in district and state youth conferences that will develop and enhance leadership skills.