

Green County 4-H Volunteer Role Description

Role Title: **4-H Club Organizational Leader**



Purpose: Serves as coordinator of a 4-H club and as the contact person between the County Extension Office and the club's volunteer leaders and members. Gives leadership to the 4-H club and shares responsibilities.

Success Criteria: School-age youth will feel welcome to join the 4-H club and those who do will develop independence, generosity, mastery and a sense of belonging. Leaders and parents will work in harmony and in a manner consistent with the ideals of the 4-H Youth Development program.

Time Required: Varies according to club size, number of people sharing responsibilities, and types of involvement

- Requires a minimum of one-year commitment, approximately 4-10 hours per month
- A minimum of 6 club meetings per year, but 9-11 club meetings per year is recommended to help families feel connected and engaged, and to support families in meeting the 4-H attendance requirements.

Overall Responsibilities: Leaders are encouraged to take a team approach and divide responsibilities (see page 3).

1. Guide and advise overall organization of the club.
2. Work cooperative with 4-H club families and county 4-H partners to promote 4-H, encourage new 4-H membership and actively recruit adult volunteers, youth leaders and resource people.
3. Actively welcome new families, provide clear communication and support a sense of belonging for all youth.
4. Oversee election of club youth officers and support youth in fulfilling their officer responsibilities.
5. Participate in the annual Club Leadership Team Training with club organizational leaders and club youth officers.
6. Work in partnership with youth officers to plan and lead engaging club meetings and program year that include a balance of business, recreation and education.
7. Complete and submit the [Annual Authorization Application](#) to Extension by the last Monday in August.
8. Support and encourage member and leader enrollments in [4HOnline](#), which includes regularly logging into 4HOnline to see who is enrolled (see [4HOnline Club Leader Guide](#)).
9. Ensure the Member Dues invoice from Extension is paid. Clubs can fundraise these dues or pass along the cost to members. Dues can be waived for any family for whom this cost is a financial barrier to participation in 4-H.
10. Ensure 4-H families are aware of Green County 4-H membership policies, including member-in-good-standing.
11. Encourage club members, leaders, and parents to keep informed of county programs, events and activities and 4-H Youth Development program policies and procedures.
12. Encourage 4-H parents/guardians to help and support members with projects and club responsibilities.
13. Complete and submit the annual 4-H Member Attendance report – due mid-April.
14. Ensure that at least 1 enrolled adult volunteer regularly participates in [4-H Adult Leaders Association meetings](#).
15. Coordinate club county fair participation, including communicating registrations deadlines, pay the invoice for club's junior exhibitors and possible adult leader passes, and other club participation at the fair.
16. Facilitate an annual review and potential updates of [club bylaws](#) and operating guidelines, including meeting time and location, and member dues – recommended by August.
17. Coordinate and encourage [4-H record books](#), as collect books and support the county review process.
18. Oversee the raising and spending of club funds in ways that are publicly accountable and align with 4-H educational purposes and the [4-H Club Financial Handbook](#). 4-H accounts must have two or three unrelated people authorized on all accounts (any adults on the account must be enrolled 4-H adult volunteers).
19. Communicate appreciation to and recognition of people who have contributed to the club's success.
20. Support youth voice and youth adult partnerships in the club.
21. Serve as a communication link between the club and county Extension office.
22. Ensure all 4-H meetings and activities are under the direction and supervision of an enrolled 4-H adult volunteer and align with minimum standards for volunteer to youth [supervision ratios](#) as established by UW-Madison.
23. In an injury/incident/accident occurs during a 4-H event, immediately notify the 4-H Educator and work together with the Educator to submit an [Accident/Injury Report](#) within 48 hours.

Timelines of Deadlines & Opportunities:

- August
 - **Records Books** - Collect books from members and fill out “Record Book Compliance Form” (emailed to 1 leader via Qualtrics) before last Monday of August.
 - **Annual 4-H Club Authorization Process** - Submit the [Annual Authorization Application](#) to the Extension Office by the last Monday of August. As part of this process, the club needs to...
 - Identify when and where the club is meeting for the next year
 - Identify any possible high risk 4-H projects or activities they will be doing in the next year
 - Identify past year’s community service activities
 - Complete a financial audit of their account, identify and resolve any financial issues (note: once every three years, will also need to submit financial records for county level audit)
 - **4-H Promotion** - Be looking ahead to promoting the club in September-November, including...
 - [Requesting promotional supplies and equipment](#) from Extension for any 4-H promotion booths
 - Provide Extension with pictures and quotes for National 4-H Week press releases
 - **Annual Budget** - Work with members to develop and approve an annual plan for raising and spending club money. A club should annual decide if it will fundraise the cost of 4-H dues* and County Fair entry fees or pass along these costs to 4-H members, in the form of 4-H Club dues. (*4-H dues are automatically waived for all first year 4-H families.)
 - **4-H Adult Leaders Meeting** - Last Monday of August at 7:30pm - In-person & Zoom attendance options.
- September
 - **4-H Enrollment** - Support and encourage enrollment of new and returning members and volunteers.
 - September 15th - Recommended deadline for all Club Organizational Leaders to Re-Enroll
 - November 1st - Enrollment deadline for Returning Members and Adult Volunteers
 - December 1st - Enrollment deadline for New Members
 - **Election of Youth Officers** - Most clubs elect officers in September/October. In the future, it may be recommended to move this process to May/June, so change over of treasurer aligns with fiscal year and so the new Club Leadership Team can be in place prior to the fall enrollment push.
 - **4-H Promotion** - Seek opportunities to promote or celebrate National 4-H Week (first full week in October) and encourage families to attend or volunteer at Explore 4-H Day in early October.
 - **Meals on Wheels Blizzard Boxes Donation** - Support the club members in deciding if and how they would like to make a donation to this annual service project (monetary or food donation).
- October
 - **Club Leadership Team Training** - All club organizational leaders and youth officers are encouraged to attend this annual training in late October/early November.
 - **4-H Awards Program** - Encourage 4-H members and volunteers who receive a postcard notifying them that they are receiving a 4-H award, to consider attending the Awards program in early November.
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- November
 - **4-H Adult Leaders Meeting** - First Monday of November at 7:30pm (Zoom only - computer or phone).
 - **New Family Orientation** - Encourage first and second year families to attend the county’s 4-H New Family Orientation and Pizza Party in mid-November.
 - **County 4-H Dues** - Ensure that dues of \$15 per youth from returning 4-H families is paid to “Extension Green County” by December 1st. Dues can be waived for any family for who this cost is a financial barrier to participation in 4-H.
- December
 - **Encourage Attendance** - Make sure that new and returning families are well aware of the 4-H attendance requirements, as the variety of 4-H opportunities that can count towards their attendance.
 - **4-H Shooting Sports Sign-up** - Make sure families interested in participating in 4-H shooting sports are registering for shoots and paying project fees to the Extension Office by deadline in early January.
- January

- **4-H Communication Contest** - Please help promote this valuable event in late February, which is open to all 4-H members and can count towards their attendance requirement.
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- February
 - **4-H Adult Leaders Meeting** - First Monday of February at 7:30pm (Zoom only - computer or phone).
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- March
- April
 - **4-H Adult Leaders Meeting** - First Monday of April at 7:30pm (Zoom only - computer or phone).
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 - **Attendance Report** - Complete the “4-H Member Attendance Report” (emailed to 1 leader via Qualtrics) by the third Tuesday of April.
- May
- June
 - **4-H Adult Leaders Meeting** - Third Monday of June at 7:30pm (TBD).
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- July

Team Leadership Examples: In team leadership models, responsibilities are divided between individuals. The division of responsibilities can be based on the individual strengths and assets each member of the team brings. There is no set number for a leadership team. Open and constant communication is key to success. Below are some suggested divisions of responsibility. Once a team has divided responsibilities, these should be recorded and shared with the entire club.

Two Member Team	Volunteer 1: Key club contact; Recruitment of volunteers; Program planning; Work with club officers; Recognition; Club evaluation; Club charter renewal; Club finances with club treasurer. Volunteer 2: Support for Club Project Leaders in coordinating meetings and events; Club communication; Member and leader enrollment; Fundraising
Three Member Team	Volunteer 1: Key club contact; Recruitment; Recognition; Club evaluation; Charter renewal Volunteer 2: Support for Club Project Leaders; Club communications; Work with club officers; Club finances with club treasurer Volunteer 3: Club program planning; Enrollment; Fundraising
Five Member Team	Volunteer 1: Key club contact; Recruitment; Club charter renewal Volunteer 2: Club communications; Recognition Volunteer 3: Work with officers; Club finances with club treasurer Volunteer 4: Support for Club Project Leaders Volunteer 5: Enrollment; Fundraising

Resources Available:

- Support and assistance from county Extension staff
- Volunteer leader training workshops (County & State, including [WI 4-H Fall Forum](#))
- Previous volunteer leaders of your club and current volunteer leaders of other clubs
- Wisconsin 4-H Volunteer Resources website: <https://4h.extension.wisc.edu/resources/volunteer-resources/>

Qualifications:

- Completion of the Extension Youth Protection process, which includes a background check, signing the volunteer expectation form, and completing required volunteer training.
- Interest in people and in 4-H educational programs
- Ability to organize, coordinate and delegate
- Ability to communicate with youth and adults

Rewards:

- Satisfaction of contributing to positive development of youth, families and community

- Opportunity for personal growth and gaining management and leadership skills
- Eligibility to receive a reduced price season pass to the Green County Fair

Accountable to: Extension 4-H Youth Development staff

For Questions, Contact: Ellen Andrews, 4-H Youth Development Educator – (608)328-9440, ellen.andrews@wisc.edu

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