



## Position Description: 4-H Club/Organizational Leader

When interacting with youth and adults, please keep in mind the Essential Elements of Positive Youth Development (Belonging, Mastery, Independence, and Generosity), and create opportunities for others to experience them.

### *Engaging with Youth:*

- Assists members and other leaders to enroll in 4HOnline and select projects, and to meet all required deadlines.
- Helps members understand and practice parliamentary procedure and good social skills within the group.
- Builds youth leadership within the club (helps organize the election of officers, partners older members with younger ones, etc.).
- Assists members plan, carry out, and evaluate their yearly 4-H program.
- Teaches demonstration/public presentation skills.
- Ensures that all members feel that they are an important part of the club.
- Provides guidelines and examples for completing the 4-H Record Book.
- Consults, and uses as appropriate, 4-H curriculum to teach leadership skills or other relevant topics.
- Supports 4-H'ers in successfully completing their year according to the San Juan County 4-H Leaders Council Policy.

### *Engaging with Club Officers:*

- Helps club officers with responsibilities, agenda items, and ways to include all members so that they feel that they belong.
- Assists Treasurer with Annual Financial Summary Report due at end of the 4-H year
- Helps Junior and Teen Leaders understand their roles.

### *Engaging with Parents/Guardians:*

- Helps parents understand the purpose of 4-H and the opportunities available.
- Involves parents in decisions about choosing projects, activities, completion of projects, purchasing supplies, and estimating reasonable amounts of time and money.
- Encourages parents to help their children do things that relate to 4-H projects and activities.
- Encourages parents to attend 4-H meetings and to get involved with the club.

### *Engaging with Project and Activity Leaders:*

- Recruits parents/guardians/community members to serve as project and activity leaders.
- Helps leaders understand the project or activity leader's role and teen leadership roles.
- Provides leaders with names and addresses of project/activity members in their groups.



**4-H GROWS HERE**



- Helps leaders locate sources of information for subject matter and leadership techniques.
- Meets periodically with project/activity leaders.

*Engaging with the County 4-H Program:*

- Keeps club informed of county programs and policy decisions.
- Has regular contact with the WSU Extension staff and key leaders.
- Encourages leaders to attend appropriate leader training programs.
- Encourages the club to take part in county programs, events, and activities.
- Encourages club to have a representative at Leaders Council meetings.
- Prepares club to participate in county 4-H fundraising activities
- Participates in Leaders Council and county project committees (livestock, horse, home economics, dog, rabbit/poultry/cavy, etc.) if one exists.

*Engaging with the Community:*

- Informs the community about 4-H and what the local club is doing (or engages club reporter to do so).
- Helps the club take part in community activities.
- Asks for help from the community when needed; recognizes and expresses appreciation to people who have helped make the club a success.

*Engaging with WSU Extension:*

- Keeps informed of current developments within the 4-H program and project area(s).
- Fulfills all volunteer requirements (for example: current enrollment, background check, reporting volunteer hours, completing required training) as defined by the WSU Extension Office and WA State 4-H.
- Coordinates with local WSU Extension Office to complete three hours of continued education that relates to volunteer work each 4-H year.
- If club has a bank account, fulfills annual financial reporting requirements as defined by WSU Extension and WA State 4-H.



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## Checklist and Timeline

All deadlines also on our webpage: <https://extension.wsu.edu/sanjuan/4h/deadlines/>

*September – October (for returning leaders):*

- Confirm next year's volunteer commitment/identify projects that will be supported

*October*

- Re-enroll leaders and members in 4-H Online: <https://v2.4honline.com/>
- Hold club officer elections
- Transition club signatures on bank account as necessary
- Plan club activities with members and leaders

*October – November*

- Clubs determine which process to use for auditing their financial accounts.
- Audit is implemented and an audit report is submitted to the club treasurer.
- Club Treasurer completes the Annual Financial Summary.

For complete guidance on 4-H Club finances, refer to:

<https://extension.wsu.edu/4h/for-clubs/club-financial-information/>

*December*

- 12/1:** Submit the Annual Financial Summary, Audit Report, and Property Inventory Form to the County Extension Office for the previous 4-H year.

*February*

- Confirm that all youth participating in an animal project are enrolled in that project on 4-H Online so that they meet the 3/1 animal project enrollment deadline.

*March*

- 3/1:** San Juan County 4-H Animal Project Enrollment. All clubs offering animal projects must be established by this date. 4-H members wishing to exhibit an animal at the San Juan County Fair must be enrolled in 4-H Online by this date: <https://v2.4honline.com/> For more information about these rules, please refer to the San Juan County 4-H Policy, please refer to this page: <https://extension.wsu.edu/sanjuan/4h/helpful-links-and-documents/>

*May*

- 5/15:** Horse Certificate and Horse Lease Agreement forms are due to Extension Office. These forms are necessary for participation in the San Juan County Fair. <https://extension.wsu.edu/sanjuan/4h/helpful-links-and-documents/>
- Confirm that all youth participating in still life (non-animal) projects are enrolled in those projects on 4-H Online so that they meet the 6/1 project enrollment deadline.





San Juan County

4-H 

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### *June*

- ❑ **6/1:** San Juan County 4-H Non-Animal (Still Life) Project Enrollment. All clubs offering non-animal (still life) projects must be established by this date. 4-H members wishing to exhibit a non-animal or still life item at the San Juan County Fair must be enrolled in 4-H Online by this date: <https://v2.4honline.com/>  
For more information about these rules, please refer to the San Juan County 4-H Policy, please refer to this page: <https://extension.wsu.edu/sanjuan/4h/helpful-links-and-documents/>

### *July*

- ❑ Support members preparing for the San Juan County Fair
- ❑ **7/31:** 4-H Club leaders check off youth 4-H Permanent Record Book for exhibit at Fair

### *August*

- ❑ Support members preparing for and attending the San Juan County Fair

### *September*

- ❑ **9/30:** Submit list of 4-H members who successfully completed their year to County Extension Office. For the completion requirements, please refer to: <https://extension.wsu.edu/sanjuan/4h/to-join/>

Updated: October 2021



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