



Clark County



WASHINGTON STATE UNIVERSITY  
EXTENSION

## WASHINGTON STATE UNIVERSITY EXTENSION CLARK COUNTY 4-H KEY LEADER for PROJECT AREAS POSITION DESCRIPTION (2015)

### **Basic Function**

The 4-H Key Leader is an unpaid employee of Washington State University (WSU) Extension and a vital, elected member of the WSU Clark County Extension 4-H Clubs volunteer management structure. The goal of Washington State University Clark County Extension is to be a viable educational organization in reaching and empowering young people and adults to help them achieve better lives. The mission of 4-H Youth Development is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive, and contributing members of society.

### **The role of the 4-H Project Area Key Leader is the following:**

- Develop and coordinate the educational, training, and activities program for the project area across the 4-H year.
- Work with leaders to develop project guidelines, rules, and regulations for exhibiting at Clark County Fair.
- Provide communication between the 4-H Superintendent and 4-H leaders to ensure information is shared.
- Communicate regularly with the WSU Clark County Extension 4-H Office, 4-H Leaders' Association Executive Board project liaison and 4-H leaders in other project areas.
- Connect 4-H leaders and members with the WSU Clark County Extension 4-H Youth Development Program.

### **Lines of Responsibility**

4-H Volunteers serve at the discretion of Washington State University. The Key Leader is ultimately accountable to the WSU Extension Clark County 4-H Youth Development Program Faculty. The 4-H Leaders' Association Executive Board project area liaisons are a valuable resource for 4-H key leaders. Key Leaders are encouraged to work with their project liaison and communicate with the WSU Clark County Extension 4-H Office regularly.

### **Selection**

Elections of Key Leaders take place annually in the first meeting of the new 4-H year, typically in October.

- Each club will have one vote (General Club Leader or representative)
- In case of a tie, the 4-H Leaders' Executive Board Project Liaison will cast the

deciding vote.

- All clubs may participate in selection of key leader.
- If a vacancy occurs during the 4-H year, the 4-H Leaders' Association Executive Board Project Liaison will consult project leaders and provide a recommendation to the WSU Clark County Extension 4-H Office for appointment.
- Project areas with limited enrollment may be combined and appointed a key leader when necessary.
- Key Leader position elections are reviewed by the 4-H Leaders' Association Executive Board and approved by the WSU Clark County Extension 4-H Faculty.

### **Terms of Service**

- Term of service is one year in length (October to October).
- Incumbent Key Leaders are eligible for re-election.
- An individual may serve as Key Leader for only one project area at a time.

### **Duties**

#### ***1. Professionally Represent the WSU Extension 4-H Youth Development Program.***

- Act in accordance to Volunteer Expectations of Behavior (WSU document C1000) and the Washington 4-H Ethics Statement.
- Know and uphold State laws regarding child protection and the Washington State 4-H Youth Development Program Policy (WSU document EM0758) and disseminate this information to all project area leaders and parents.
- Remain current with relevant 4-H Youth Development policies and practices by attending all mandatory Key Leader Training

#### ***2. Plan Programs and Training that Reflect and Promote the 4-H Mission.***

- Plans project-related programs and trainings for the 4-H year (with input from 4-H leaders, parents, and members).
- Address project concerns and develop all project goals and activities in a way that prioritizes positive youth development, acquiring life skills, child protection and safety.
- Ensure Record Books, Judging, and Public Presentations are represented as an educational part of meetings.
- Recognize project participants regularly.

#### ***3. Communicate Regularly With Multiple Partners in the 4-H Program Structure.***

##### **With Project Leaders:**

- Share important information, coordinate events and activities, provide training, and make project-related decisions with 4-H project leaders.
- Provide project area meeting details with leaders and parents in a timely manner (two weeks in advance)

##### **With the Project 4-H County Fair Superintendent:**

- Communicate decisions related to fair that have been made by the project leaders and/or the Clark County 4-H Leaders' Association.

##### **With the 4-H Leaders' Association Executive Board Representative:**

- Send minutes for each project area meeting to the 4-H Leaders' Association

- Executive Board project liaison and the WSU Clark County Extension 4-H Office.
- Relay any project area concerns or problems to the project liaison and the 4-H Office.

*With the Clark County 4-H Leaders' Association:*

- Attend the quarterly 4-H Leaders' Association meetings or appoint a representative. Failing to represent the project area at quarterly meetings may result in removal the Key Leader position at which time, the 4-H Leaders' Association Executive Board and the WSU Clark County Extension 4-H office may appoint a new Key Leader.

*With the WSU Extension Clark County 4-H Youth Development Office:*

- Communicate regularly with the WSU Clark County Extension 4-H Office to ensure:
  - (1) project area concerns are understood and/or addressed by the County and State 4-H Offices
  - (2) the efforts of the 4-H Office and project area are collaborative, complementary, and unduplicated
  - (3) the practices and procedures of the project area are consistent with the requirements of the most current County and State 4-H guidelines and policies
  - (4) 4-H opportunities are publicized to leaders and members
  - (5) the project area has maximal knowledge of and access to the resources of the County and State 4-H Offices
  - (6) data vital to continued funding for 4-H is submitted.
- Provide the following to the WSU Clark County Extension 4-H Office:
  - o Annual calendar of dates and locations for project meetings and events
  - o Concerns related to personnel issues within the project area

***4. Connect Youth with 4-H Opportunities***

*Youth Placement:*

Work with the 4-H Program Coordinator in placing youth in 4-H clubs.

*Local, Regional, State & National 4-H Events:*

Remain aware of and apprise leaders of opportunities for involvement in local, regional, state, and national 4-H events.

*Responding to Requests for Community Service:*

Work with the WSU Extension 4-H Office to recruit 4-H members to assist with local requests for community service.

***5. Assist 4-H Faculty in Evaluating Project Goals and Learning Outcomes***

Work with the WSU Extension 4-H Office to conduct Project Evaluations of project goals and learning outcomes.

***6. Promote Public Awareness of 4-H***

Sponsor special events and/or designs and disseminates materials to promote 4H

in collaboration with the WSU Clark County Extension 4-H Office.

**\*\*All promotional materials MUST have appropriate logos and be approved by the WSU Clark County Extension 4-H Office before using.\*\***

When scheduling special 4-H events, contact the local newspapers to publicize the event and the WSU Clark County Extension 4-H Office.

### ***7. Facilitate Project Elections***

- Incumbent Key Leader is responsible for facilitating project area elections for the positions of Key Leader and Superintendent.
- Provide notification to all club leaders in their project areas, the 4-H Leaders' Association Executive Board, and the WSU Extension 4-H office at least two weeks in advance of the election meeting.
- Key Leader and Superintendent position elections are to be held in October at the first project leaders' meeting of the new 4-H year, as soon as possible after October
- Communicate the results of the elections to the 4-H Leaders' Association Executive Board for review and the WSU Clark County Extension 4-H Office for final approval.