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# 4-H LEADS FOR LEADERS

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## THE ORGANIZATION LEADER

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Leader's Guide



Your role as organization leader is that of a communication coordinator and manager. You work with and through others to help youth and the club accomplish their goals. The more you involve club members, junior leaders, leaders and community people in different phases of the club's program, the stronger and more satisfying the club will be for youth. It is the job of the organization leader to coordinate the efforts of all participants to achieve the desired results.

### Qualifications

The qualifications necessary for anyone assuming the role of organization leader are:

- sincere interest in youth and youth programs;
- willingness to devote time and energy to working with youth and to receiving training;
- knowledge of the community and its resources;
- ability to work cooperatively with adults and youth;
- organizational ability; and
- enthusiasm, patience and understanding in working with 4-H members and leaders.

## **Responsibilities**

- Work with Cooperative Extension staff to promote and market 4-H programs.
- Work with Cooperative Extension staff to meet affirmative action and cultural diversity goals.
- Work with the club members to secure additional leaders if needed.
- Guide and help members recruit new members. Help youth select projects and other learning experiences that match their interests and goals.
- Help with club organization. Serve as advisor to the program planning committee and help locate resources to carry out the plan.
- Assist club officers in their responsibilities. Meet with the officers prior to each meeting and discuss the agenda, their specific responsibilities and how to use parliamentary procedure in managing the meeting.
- Ensure that 4-H enrollments are turned in as soon as possible and 4-H literature is distributed.
- Provide leadership experiences for members appropriate to their individual capabilities.
- Act as advisor at regular meetings of the total membership. (Project or activity leaders will assume this responsibility at their project or activity meetings.)
- Attend training meetings offered through the Colorado State University Extension office for new volunteers (the first year) or organizational or project leaders.
- Keep parents informed of club activities; promote parental support through understanding and involvement with the program.
- Keep club leaders, parents and members informed of county-wide programs, events and activities.
- Coordinate with club leaders and parents to maintain a balanced schedule and to continually evaluate the club's progress.
- Promote understanding of the 4-H program in the community; involve people in special events and programs; help secure sponsorship of local activities as needed; assist in establishing good relationships with other organizations and groups in the community.
- Counsel junior leaders in planning their responsibilities; provide advice or training needed for them to carry out their jobs. Assist in evaluating their leadership growth.
- Serve as a liaison between club and Extension agents. Report enrollment and program plans, meetings and events. Request training needs and other assistance.

## Selecting Leaders

Your greatest concern as organization leader may be to get other adults to share leadership responsibility. Most adults have a sincere desire to help young people and find time to do things they really want to do if they feel they are worthwhile. 4-H is worthwhile!

There is no magic formula for finding leadership.

- Determine the number of leaders needed for the enrollment.
- List people who have a particular interest in a project or activity area.
- Consult young people, parents and other adults for suggestions.

Tell prospective leaders what the need is, what's involved in the job, how it fits into the overall plan, and how long they are expected to serve. All adults have leadership capabilities in some area. Involving many people in smaller segments of the program strengthens 4-H.

Approach a prospective leader in a positive way. Saying, "Our young people need guidance to do the project they have chosen, and we want you to be our leader," is more effective than, "Will you help me with the 4-H club," or, "We can't get anyone else to do it—won't you help out?"

There are times when the club members should ask the adults to be leaders. Being accepted and wanted by the youth often can be more persuasive than adult acceptance.

## Leader Support

Each Extension office can provide help for leaders. This may be given through personal visits, telephone calls, scheduled training meetings, manuals or printed materials, letters, newsletters, radio or TV programs. Ask what your county offers.

Helps also are given at county, district and state meetings and through the Leads for Leaders materials.

## Position Descriptions

You may develop a position description for yourself or other leaders by putting the following headings on a sheet of paper and filling in the information for the specific job and person: purpose, responsibilities, advisor, resources, time

commitment and qualifications.

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