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| **Organizational/Community Leader**  **-Respond to correspondence from Extension Office**  **-Inform County/District Office of Club Plans**  **-Establish and maintain communications with Club**  **Leaders and Members**  **-Build and discuss agenda with officers before each meeting**  **-Make arrangements for club meeting place**  **-Communication link between families, club, Extension Office**  **-Give encouragement to all leaders**  **-Assist officers to involve all members to achieve club and personal goals** | **Project Leader Trainer**  **-Help new leaders understand 4-H, the club and their responsibilities**  **-Give list of members enrolled in projects to Project**  **Leader**  **-Give enrollment lists to O Leaders**  **-Develop skills, knowledge, and attitude for teaching projects**  **-Coordinate activities and schedules of project leaders**  **-Provide praise or encouragement for PLeaders**  **-Instruct Project Leaders of their responsibilities and assist when needed** | **New Family Coordinator**  **-Help new members understand what they can do in**  **4-H**  **-Welcome guests by introducing and following up on their interests**  **-Help parents understand their responsibilities to support club and members**  **-Assist new members in project selection** |
| **Project Leader**  **-Help members acquire tools and other supplies for their projects**  **-Explain to members the project, required materials, and conduct meetings**  **-Involve experienced teens and other members in project teaching** | **Parents Committee**  **-Recruit adult leaders for club..i.e. Organizational**  **Leaders, Project Leaders**  **-Recruit volunteers for the Club's 4-H Parents' Committee**  **-Represent parents in policy decisions of the 4-H Club**  **-Inform parents of club plans and get parents involved**  **-Celebrate and honor accomplishments of Leaders** | **Records and Awards Trainer**  **-Help members talk and evaluate their progress towards goals**  **-Train 4-H members and parents the risks of competitive events**  **-Commend 4-Hers for their progress, accomplishments**  **-Help children in using and understanding 4-H**  **records**  **-Assist members in setting goals and planning for awards** |
| **4-H Council**  **-Coordinate County/District Activities**  **-Provide ideas and concerns for Youth and 4-H**  **-Establish and maintain relationships with civic and public leaders** | **4-H Member**  **-Management of 4-H finances**  **-Evaluate accomplishments of club i.e. goals**  **-Recruit 4-H members** | **Parents**  **-Encourage their children to do project work**  **-Help their children in roles as committee members, officer, and other functions**  **-Be ready to host 4-H project meeting in home or locate a place**  **-Attend 4-H meetings and activities with members**  **-Help members plan time to attend 4-H activities and do 4-H responsibilities**  **-Help their children decide about 4-H participation** |