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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** |