

<p align="center"><b>Organizational/Community Leader</b></p> <ul style="list-style-type: none"> <li>-Respond to correspondence from Extension Office</li> <li>-Inform County/District Office of Club Plans</li> <li>-Establish and maintain communications with Club Leaders and Members</li> <li>-Build and discuss agenda with officers before each meeting</li> <li>-Make arrangements for club meeting place</li> <li>-Communication link between families, club, Extension Office</li> <li>-Give encouragement to all leaders</li> <li>-Assist officers to involve all members to achieve club and personal goals</li> </ul>	<p align="center"><b>Project Leader Trainer</b></p> <ul style="list-style-type: none"> <li>-Help new leaders understand 4-H, the club and their responsibilities</li> <li>-Give list of members enrolled in projects to Project Leader</li> <li>-Give enrollment lists to O Leaders</li> <li>-Develop skills, knowledge, and attitude for teaching projects</li> <li>-Coordinate activities and schedules of project leaders</li> <li>-Provide praise or encouragement for PLeaders</li> <li>-Instruct Project Leaders of their responsibilities and assist when needed</li> </ul>	<p align="center"><b>New Family Coordinator</b></p> <ul style="list-style-type: none"> <li>-Help new members understand what they can do in 4-H</li> <li>-Welcome guests by introducing and following up on their interests</li> <li>-Help parents understand their responsibilities to support club and members</li> <li>-Assist new members in project selection</li> </ul>
<p align="center"><b>Project Leader</b></p> <ul style="list-style-type: none"> <li>-Help members acquire tools and other supplies for their projects</li> <li>-Explain to members the project, required materials, and conduct meetings</li> <li>-Involve experienced teens and other members in project teaching</li> </ul>	<p align="center"><b>Parents Committee</b></p> <ul style="list-style-type: none"> <li>-Recruit adult leaders for club..i.e. Organizational Leaders, Project Leaders</li> <li>-Recruit volunteers for the Club's 4-H Parents' Committee</li> <li>-Represent parents in policy decisions of the 4-H Club</li> <li>-Inform parents of club plans and get parents involved</li> <li>-Celebrate and honor accomplishments of Leaders</li> </ul>	<p align="center"><b>Records and Awards Trainer</b></p> <ul style="list-style-type: none"> <li>-Help members talk and evaluate their progress towards goals</li> <li>-Train 4-H members and parents the risks of competitive events</li> <li>-Commend 4-Hers for their progress, accomplishments</li> <li>-Help children in using and understanding 4-H records</li> <li>-Assist members in setting goals and planning for awards</li> </ul>
<p align="center"><b>4-H Council</b></p> <ul style="list-style-type: none"> <li>-Coordinate County/District Activities</li> <li>-Provide ideas and concerns for Youth and 4-H</li> <li>-Establish and maintain relationships with civic and public leaders</li> </ul>	<p align="center"><b>4-H Member</b></p> <ul style="list-style-type: none"> <li>-Management of 4-H finances</li> <li>-Evaluate accomplishments of club i.e. goals</li> <li>-Recruit 4-H members</li> </ul>	<p align="center"><b>Parents</b></p> <ul style="list-style-type: none"> <li>-Encourage their children to do project work</li> <li>-Help their children in roles as committee members, officer, and other functions</li> <li>-Be ready to host 4-H project meeting in home or locate a place</li> <li>-Attend 4-H meetings and activities with members</li> <li>-Help members plan time to attend 4-H activities and do 4-H responsibilities</li> <li>-Help their children decide about 4-H participation</li> </ul>

