

## Washington County 4-H Club General Leader or Co-General Leader Role Description

**Title:** Club General Leader or Co-General Leader (sometimes also referred to as Club Organizational Leader/Co-Organizational Leader)

**Purpose:** To provide leadership to the club organization, the structure and operation of the club, and to be the primary contact person between the UW-Extension staff and the 4-H club's volunteer leaders and members.

### Responsibilities:

1. Guide and advise overall organization of the club.
2. Complete and submit Annual Charter Renewal.
3. Coordinate member enrollments and project selection.
4. Coordinate financial audit and report.
5. Advise in planning of the yearly club program and submitting in Annual Charter Renewal.
6. Oversee election of club officers and execution of their responsibilities in office.
7. Assist club officers in planning effective club meetings by helping them with their agenda and parliamentary procedure.
8. Facilitate a review and potential updates of club bylaws or operating guidelines.
9. Recruit adult and youth volunteers and resource people.
10. Serve as a communication link between the club and county Extension office.
11. Work with a community to build understanding and support of 4-H, as well as assist the community with the development of service projects.
12. Coordinate club reports, entries, record books and county fair participation.
13. Continually help club to evaluate and update their programs, activities and projects.
14. Involve parents/guardians in helping members with projects and club responsibilities.
15. Keep club members, leaders, and parents informed of county programs, events and activities and 4-H Youth Development program policies and procedures.
16. Attend Washington County 4-H general leader meetings and additional volunteer leader trainings.
17. Communicate appreciation to and recognition of people who have contributed to the club's success.
18. Provide adequate leadership or delegate leadership for projects and activities of the club.
19. Secure and distribute project manuals and other resources for members and leaders.
20. Support youth voice and youth adult partnerships in the club.

**Accountable to:** Washington County UW-Extension 4-H Youth Development staff

- Brianna Stapleton Welch, 4-H Youth Development Educator  
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- Megan Buehler, 4-H Staff Assistant  
[megan.buehler@ces.uwex.edu](mailto:megan.buehler@ces.uwex.edu), (262) 335-4478

**Time Required:** Time commitment varies according to club size, number of people sharing responsibilities, and types of involvement. This role requires a minimum of a one year commitment, with approximately 10-20 hours per month.

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**Resources Available:**

- Support and assistance from Washington County UW-Extension staff
- Volunteer leader training workshops (at the county, region, and state level)
- County general leader meetings (held in August, October, and April each year)
- Previous volunteer leaders of your club and current volunteer leaders of other clubs
- 4-H Club Financial Handbook for Leaders <http://www.uwex.edu/ces/4h/clubs/money.cfm>
- Washington County 4-H General Leader Handbook

**Websites:**

- Washington County 4-H Website: <http://washington.uwex.edu/4-h-youth-development/>
- 4-H Community Club Central: <http://www.uwex.edu/ces/4h/clubs/>
- Wisconsin 4-H Youth Development Website: [www.uwex.edu/ces/4h/](http://www.uwex.edu/ces/4h/)
- 4-H National Headquarters: [www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov)
- 4-H Mall: [www.4hmall.org](http://www.4hmall.org)

**Qualifications:**

- Completed or willing to complete the 4-H adult volunteer orientation and Youth Protection process.
- Interest in people
- Interest in 4-H educational programs
- Ability to organize, coordinate, and delegate
- Ability to communicate with youth and adults
- Ability to maintain communication with UW-Extension 4-H Youth Development staff

**Rewards:**

- Satisfaction of contributing to positive youth development of youth, families, and community
- Opportunity for personal growth and gain of management and leadership skills

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Adapted by Brianna Stapleton Welch, 4-H Youth Development Educator, from role description adapted by Sue Pleskac, Volunteer Leadership Specialist, based on 4-H Team Leadership Role Description by Jeanne Baum and Kay Buelke Schroeder, UW-Extension.