# The 4-H Club Leadership Team Chart

<table>
<thead>
<tr>
<th>Club Need</th>
<th>Team Position</th>
<th>Responsibilities</th>
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| • Guiding officers  
• Club planning/calendar  
• Coordinating the leadership team | Organizational | • Generate and guide club officers.  
• Guide club program development.  
• Coordinate club calendar.  
• Coordinate leadership team. |
| • Subject matter/project  
• Knowledge/skill development in response to youth learning interests | Project | • Guide project selection process.  
• Establish/guide project groups.  
• Apply project/demonstration learning methods.  
• Identify/recruit necessary resource/support volunteers. |
| • “Learning by doing” through “educational/social/service/fund raising activities” | Activity | • Coordinate club activities.  
• Work closely with organizational/project leaders to enhance club/project meetings and activities.  
• Identify/recruit necessary resource/support volunteers. |
| • Training in 4-H project record keeping procedures | Records | • Know the record keeping process.  
• Train 4-H members, parents and project leaders in record keeping procedures.  
• Cooperate with other team members to establish record keeping as a part of the 4-H club program. |
| • Using learned leadership knowledge/skills in club program development | Teen | Apply knowledge/skills where needed for:  
• Club/project group program development.  
• Activity planning, doing and reviewing.  
• Projects/demonstration guidance.  
• Work to complement organizational/project/activity/record leaders. |

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The 4-H Club Leadership Team Chart (cont.)

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| Using human resources in response to club program | Resource/Support | Use personal knowledge/skills to:  
- Support the club program in a pre-defined job.  
- Work closely with other leadership team members to accomplish appropriate meeting or activity goals. |
| Organizing and advising the 4-H club | 4-H Club Advisory Committee | This committee is composed of people from the area where the club is located.  
- The committee has the following responsibilities:  
  - Linkage between the community and the club.  
  - Conducting a 4-H informational meeting in their area to determine interest in organizing a 4-H club or clubs.  
  - Securing people to fill the 4-H club leadership team positions and recruiting the youth membership.  
  - Assisting the club leadership team in organizing the club and serving as an advisory group once the club is operating.  
  - Providing assistance and dealing with problems or needs that arise within the club. |

The above chart was developed by Treva Sawatski, former 4-H Program Specialist, and was updated by Lynn R. Russell, Ph.D., State Leader - Family and Consumer Sciences.

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