



The 4-H program requires a team effort. Leading a club can be challenging and rewarding—having a strong leadership team in place can make a club function better and reduce stress! There is no single right way to delegate leadership within a club. As a group, develop an organizational structure that works for your club. Here are some possible leadership roles.

Leadership duties may vary for each role. If a club only has a “club leader”, they will assume additional roles.

Club Leader

- Act as a contact person with county 4-H staff
- Ensure club documents are filed with the county office
- Coordinate the general operations of the club

Enrollment Leader

- Ensure that 4-H members and volunteers complete enrollment steps by county deadlines
- Work with club treasurer and secretary to ensure membership records are updated

Activity Leader

- Help plan regular recreation programs
- Coordinate special events
- Coordinate community service activities

Clover Kids Leader

- Develop and coordinate Clover Kids activities/meetings

Officer Advisor

- Ensure officers understand their role and responsibilities; provide guidance as necessary
- Coordinate officer elections and installation
- Ensure club record books are compliant with county guidelines
- Serve as adult club representative on the county 4-H council
- Serve as the point of communication between the council and 4-H club

Project Coordinator

- Secure club project leaders and coordinate with county project leaders
- Encourage project leaders to order MU 4-H project curriculum or locate project curricula
- Ensure project sessions are being held
- Work with secretary to ensure project attendance is recorded

Project Leaders

- Become an “official” 4-H volunteer
- Help members set goals, learn project and life skills, and develop exhibits
- Help members keep accurate records and prepare demonstrations
- Encourage members to participate in other 4-H events and activities

Parents

- Attend club meetings and events
- Be willing to support the work of the club
- Encourage ALL members to participate in other 4-H events and activities

NOTE: All adult leaders must successfully complete the Missouri 4-H application and screening process and the required orientation before working with 4-H'ers.