



ENHANCING THE CLUB EXPERIENCE.....

ROLES & RESPONSIBILITIES OF 4-H CLUB MANAGERS

THE BIG PICTURE

The local 4-H club is managed by the club manager(s) and assistant manager(s). These volunteers are one of the key ingredients to success of a 4-H club and serve an important role in being a significant adult role model for youth. The club managers also give leadership to recruiting other volunteers to help provide quality 4-H projects and activities for the membership. The club managers are responsible for forming a team with the club officers and creating a strong youth-adult partnership.

It is important for the club managers to guide the officers and ensure that all members of the leadership team are involved in some level of the club. The leadership team includes:

- Club officers
- Project leaders
- Activity leaders
- Committee advisors
- Committee chairmen
- Committee members
- Teen leaders
- Junior leaders

The club manager pays special attention to helping each team member to develop relationships with each other. In order for a team to function, they must get to know each other and understand the strengths that each member brings to the team. They must also promote, model and maintain open communication with the leadership team as well as all families in the club. The club manager is an active participant in club functions. That does not mean that they must do all the work themselves, but they must empower the other members of the leadership team to carry out their duties and provide a quality 4-H club experience for all members.

QUALIFICATIONS AND EXPECTATIONS OF CLUB MANAGERS

Club managers must meet some basic qualifications and expectations to effectively carry out the duties of the volunteer role which include:

- Be at least 18 years of age. (Overnight chaperones must be at least 21 years of age.)
- Complete a Texas 4-H Adult Volunteer Application annually online through 4-H Connect.
- Be subject to and pass a criminal background check and screening process.
- Submit payment for Volunteer Application Fee annually.
- Complete the 4-H Adult Orientation and Ensuring a Safe Environment trainings on 4-H Connect.
- Recommended to complete additional trainings on 4-H including Club Manager and Financial Management trainings, or others as deemed necessary by the county Extension agent.
- Participate in Club Manager Training.
- Work with volunteers and Extension professionals to teach and motivate youth while nurturing positive self-esteem, decision-making, responsibility and leadership.
- Effectively organize, delegate, and communicate with others.
- Work with minimal supervision from professional staff.



- Become familiar with and work within the rules of the county 4-H program, the Texas 4-H Youth Development program, and Texas A&M AgriLife Extension Service.

DUTIES OF A CLUB MANAGER

Specific roles and responsibilities of a club manager are:

- Serve as the primary link between the county Extension office, agent(s), and 4-H club.
- Complete the charter application annually.
- File the Form 990-N (e-postcard) with the IRS annually between September 1 and January 15.
- Share enrollment information with families.
- Recruitment of members and volunteers.
- Train and supervise club officers.
- Train and supervise committee chairman and committees.
- Manage executive committee meetings.
- Manage monthly club meetings and club organization. Submit required and requested paperwork to the county Extension office.
- Inform and involve adult leaders, parents, and youth in club activities, and projects. (This may need to be broken down into more specific activities and projects.)
- Assist executive committee in planning and publishing the annual 4-H club program.
- Provide recognition for members and leaders.
- Uphold Texas 4-H Rules & Guidelines.
- Be a positive role model for youth and other adults.

TIME REQUIRED

The policies or procedures in each county 4-H program may vary. A typical recommendation is that 4-H club managers serve a two-year term. One year the volunteer serves as the assistant club manager and the following year serves as the lead club manager. Visit with your county Extension agent to better understand the process for your specific county.

The 4-H year runs from September 1 through August 31 of the following year. There are 4-H activities, including club meetings, that are implemented throughout the year. Some clubs may be more active during different times of the year when compared with other clubs. Some training expectations may begin before the 4-H year starts in September. Visit with your county Extension agent to learn what the seasons are like for your club.

EXTENSION'S ROLE IN 4-H CLUB MANAGEMENT

Volunteers are a critical ingredient of the success of the 4-H club program. We could not effectively manage all 4-H clubs or provide all of the support needed for clubs to be successful. Extension can provide volunteers with the tools they need to manage the 4-H club program. Extension's commitment will be to:

- Provide training opportunities to assist volunteers to meet needs of members and parents.
- Provide access to educational materials and resources.
- Have professional staff available to consult with and listen to volunteers.
- Provide appropriate recognition and awards to volunteers and youth.

YOUTH ADULT PARTNERSHIPS

Youth adult partnerships (YAP) are another key ingredient for success in 4-H. YAP is defined as:

youth and adults working together in a positive, mutually respectful environment with the recognition that each group contributes unique strengths to the relationship.

Volunteers must be willing to let go of some of the control and allow youth to join them at the table. Youth will value their experience more if they have a voice and believe that adults will value their opinion and ideas. Youth will be more likely to take ownership of the 4-H program if they have been actively involved in the development of the program.



Kids have great ideas. So do adults. Sometimes ideas work. Sometimes they don't. That is a part of the learning process. It is okay for things to fail, provided everyone learns from the experience and makes a better choice next time! Too many times adults squash the ideas of kids because they think they know what is best for them or what the outcome will be. Sometimes adults are wrong! And that's okay! The idea is for the youth and adults to grow together and to build a safe, positive learning environment for our 4-H members.