

November

4-H Club Leadership Roles

4-H Focus

While October is the first official month of the new 4-H year, November is when clubs will likely start meeting to conduct business. This is an exciting time as most clubs will look to elect new leadership, also known as club officer positions. These positions provide the club with guidance, consistency, accountability, and a welcoming place for all membership to feel empowered to do their best! Commonly, clubs will elect a President, Vice President, Secretary, Treasurer, Reporter, and Historian position. Other officer positions exist but are dependent on the needs of the club and its membership. As a 4-H member, a decision to run for club office is a commitment to developing and expanding an individual's leadership skills and potential. It is important that those running for office understand the role of the position. Visit the Officer Position Descriptions document in the supporting downloads to explore the expectations of each role.

Another important part of effective and efficient 4-H club operation throughout the year is the use of committees. Committees provide the 4-H members with an opportunity to build their teamwork skills, while also getting to play a role in the accomplishments of the club. There are two types of committees: standing and special. A standing committee will exist the entire 4-H year and the group will work to accomplish an overall objective for the club. The President can either appoint the membership of the standing committees or allow 4-H members to select a committee they wish to serve on for the year. Examples of standing committees may be programs, fundraising, recruitment/promotion, and others. To the contrary, a special committee is a committee that is formed when a particular task needs to be accomplished and it would be too difficult for the entire club to be a part of the planning process. The President will appoint the committee and its membership during a club meeting. The President will also give guidance on the power of the committee (to act or report back) and when the action needs to be complete. Examples of special committees may be for a food stand, community service project, t-shirt sales, and more.

4-H club officers, members and leaders can find additional helpful club resources within the supported downloads. These resources include the following:

- Meeting Agenda Template (for the President)
- Secretary Minutes Template (for the Secretary)
- Sample Meeting Minutes (for the Secretary)
- Yearly Budget Template (for the Treasurer)
- Treasurer Report Template (for the Treasurer)
- Yearly Financial Report Template (for the Treasurer)



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Quote

"A leader is one who knows the way, goes the way, and shows the way."



John Maxwell, American author, speaker, and pastor focusing on leadership

Building Leaders

Still not sure if you are ready to take the leap into being a 4-H club officer? What better way than to hear about the day in the life of an officer from several current and former State 4-H Ambassadors serving in officer positions. Watch the videos referenced below to learn more. As you may notice, the video for the Historian position is missing. That is because this group does not see a purpose in having that position, but 4-H clubs are strongly encouraged to make the decision that best fits their needs.

- President - <https://youtu.be/HsF3XZubBkc>
- Vice President - <https://youtu.be/-ypjiatTg8E>
- Secretary - <https://youtu.be/0IWTGPIRdCs>
- Treasurer - <https://youtu.be/3nnmwF9FLr0>
- Reporter - <https://youtu.be/OXJjf2ucCR0>

Learning Life Skills

Each year, 4-H members must agree to a Behavioral Expectation and Code of Conduct. This means that they agree to and are committed to ensuring that all youth have a positive environment in which to learn and grow. Within the expectations of behavior, youth agree to be trustworthy, respectful, responsible, fair, caring and a good citizen. It is crucial that these character traits are exemplified throughout 4-H club work, as it assures that our 4-H clubs are a welcoming environment for any young person. Using and exemplifying these terms during club meetings will help build a strong foundation for young people to be positive characters in their communities.

4-H Spotlight

The start of the 4-H year is a fantastic opportunity for members to create goals for themselves to accomplish throughout the year. The first step to accomplishing a goal is having one. The second step is documenting it and the third is finding someone to be an accountability buddy. In 4-H, we create SMART goals. These are goals that are specific, measurable, achievable, relevant and time bound. For guidance on creating a SMART goal, reference the Is Your Goal SMART? and SMART Goals Worksheet documents in the appendix. After you have figured out what your SMART goal is, it is crucial that you write your goal down somewhere, perhaps your 4-H journal or record book would be a good place to keep it. This allows you to reference your goal throughout the year to remind yourself of what you hoped to accomplish. Another helpful strategy in accomplishing your goal is to find someone that can be your 'hype person'. This individual should be someone that you trust, but that will help motivate you to accomplish your goal. Just as this individual can be your 'hype person', you can be theirs. Meeting with this person on an occasion to discuss each other's goal accomplishments will be helpful in keeping you both on track to successfully completing your goal!