

# Rock County 4-H Volunteer Responsibilities and Duties

## CLUB LEADERSHIP/CLUB CHAIRPERSON

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**(NOTE: Club Chairpersons are encouraged to delegate duties to Advisory Board members and other leaders, officers and members as appropriate and needed. These responsibilities and duties apply to all volunteers in club leadership positions.)**

1. CLUB OFFICERS:
  - Support and advise all Club Officers in their roles. Encourage them to attend county Club Officer Training.
  - Be familiar with Club Officer roles and responsibilities. Assist them with their responsibilities as needed.
  - Include Club Officers in Advisory Board meetings and encourage their active participation.
  
2. ADVISORY BOARD:
  - Facilitate meetings of the Advisory Board as defined in club by-laws or as needed.
  - Assist the Advisory Board and Club Officers developing agendas for monthly club meetings.
  - Assist the Advisory Board and Club Officers in developing the required annual calendar of club meetings and activities.
  - Assist the Advisory Board and Club Officers in compiling a Club Directory if desired.
  
3. CLUB MEETINGS AND ACTIVITIES:
  - Support Club Officers in running the monthly club meetings.
  - Be available to answer questions and provide information as needed.
  - Insure that meetings and activities are held at accessible sites.
  - Work with the Advisory Board and Club Officers to create and maintain a welcoming environment for all members and families.
  
4. ENROLLMENT:
  - Distribute Project Guides (including instructions for 4hOnline) to returning and new families.
  - Approve re-enrollments and enrollments in 4hOnline prior to county deadlines or as soon as possible after member re-enrollment and enrollment deadlines.
  - Collect enrollment fees from families. Complete the county Enrollment Fee Sheet and return, WITH CORRECT AMOUNT OF FEES, to the UWEX Office by the deadline.
  
5. MANAGEMENT OF CLUB FUNDS:
  - Review monthly Treasurer reports and bank statements.
  - If requested or needed, assist Club Treasurer in compiling monthly Treasurer reports and the annual Financial Report.
  - Monitor and assist with club fundraising efforts.

(continued)

Rock County 4-H Club Chairperson Responsibilities and Duties, continued

6. NEW FAMILIES:

- Recruit new members and families through methods appropriate for the community. Face-to-face, word of mouth methods are the most effective.
- Provide new families with club resources, including yearly calendar, by-laws and club directory as available.
- Assist the Advisory Board and Club Officers in planning and conducting an orientation session for new families. A face-to-face session is the most effective and preferred method.
- Insure the Advisory Board and Club Officers avoid any type of hazing in attempting to welcome new members and families.

7. SENIOR COUNCIL:

- Attend monthly Senior Council meetings (no meeting in July or December.) If unable to attend, send a designee.
- Serve as a liaison between the club and Senior Council by relaying information to the club.
- Obtain club votes on county policy changes, the Leaders Council budget and other issues as requested.
- Attend the annual Leader Training session and encourage other leaders to attend.

8. UW EXTENSION:

- Complete the Wisconsin 4-H Charter Annual Renewal and Financial Report and submit it, with the club's annual calendar, to the UW Extension Office by the deadline specified.
- Work with the Advisory Board and Club Officers to update club by-laws as needed. Submit a current copy of club by-laws to the UW Extension office whenever updated.
- Be accountable to UW Extension staff.

