



CREATING A CLUB LEADERSHIP TEAM

Intended Audience:

- Adults and youth providing 4-H Club leadership

Learning Objectives:

Club leaders will:

- Consider traits and abilities most needed for different club leadership roles
- Explore the value of a club leadership team and the sharing of leadership responsibilities
- Learn how club leadership teams can be structured and roles divided

Target Essential Elements:

Successful use of club leadership teams contributes to participants feeling *belonging, independence, generosity and mastery.*

Time: 20-30 minutes

Supplies Needed:

Matching Abilities with Club Leader Roles Activity

- Leader role signs
- Slips of paper with leader abilities
- Tape

Handouts

- Team Role Description
- Suggested Division of Responsibility
- Leader Roles
- Leader Abilities
- Club Leader Shuffle (optional)
- Evaluation

BACKGROUND

Some 4-H clubs are led by one person who does it all: works with the officers, supports project and activity leaders, communicates with county UW-Extension office, and more. We often see this person as “Superwoman” or “Superman.” But even people who can leap tall buildings and move heavy objects need help. Today we’re going to talk about a team approach to club leadership with two or more people sharing these responsibilities.

WHAT TO DO

Let’s start by looking at the responsibilities that organizational volunteers perform and the different types of traits or characteristics that people in the club probably possess.

Activity: Matching Abilities with Club Leader Roles

(Hand out strips of paper with leader abilities.) Traits or abilities that people possess are on these slips of paper. We all have different talents or abilities. None of us have all of these abilities. (See handout with this lesson.)

On the wall are signs posted with leadership roles and responsibilities that clubs need performed. Think about each of these roles. Tape your trait by the role that most needs this ability. (Note: The group will quickly bring up that there are multiple places a trait can fit. The group can decide where to put it, or you can give them additional copies of that trait to put under each category. For example, “Loves children” would fit all roles.)



What do you observe? Reviewing the list of traits with roles that are needed for 4-H club management, what conclusions or results do you observe? Do most clubs have people who possess some or all of these abilities/traits? How can we maximize our youth and adult volunteers and their skills to effectively manage our 4-H club?

Value of a Club Leadership Team

When 4-H clubs started, the majority had one organizational leader. Across the country, many clubs still operate this way. Today, we’re asking you to consider an approach that would involve two or more people in these roles. What advantages do you see of using a team approach?

Do Ahead:

- Tape leader role signs on a wall.
- Recruit someone to record the reflection discussion to use as an evaluation (optional).

Sources:

- Created by Wendy Holloway, former Adams County 4-H Youth Agent, and Linda Kustka, Professor Emeritus, Department of Youth Development, UW-Extension.
- Jeanne Baum, 4-H Youth Development Agent Outagamie County, "Team Role Description," and Kay Buelke Schroeder, 4-H Youth Development Agent Ozaukee County, "Suggested Division of Responsibility," at www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription.pdf.

Some advantages include:

- Shared organizational leadership = Less time and energy demands on one person.
- 4-H club is less dependent on one person, which is very helpful when other life demands (good and bad) need attention at the same time as 4-H club meetings and activities.
- People can assume tasks that more closely fit their interests and talents.
- 4-H club leadership is more stable as people change their levels of involvement (e.g., people move away, employment changes, youngest child graduates from 4-H).
- Multiple youth and adult leaders assuming responsibility provides many ideas coming to the 4-H club and more ownership of the club by those assuming these roles.
- Experience has demonstrated that transitioning 4-H club leadership to additional youth and adults is easier when a team leadership system is in place.
- 4-H members have multiple people they can call for support and answers to questions.
- More youth and adults are given leadership opportunities.

Expectations of a Club Leadership Team

Let's look at the handout "Team Role Description." As we review the purpose of club leadership teams, note that these can be adult and youth positions. The responsibilities listed are generic. Think about your club. Are there responsibilities that should be added or dropped? This description is written to be a discussion piece to help clubs organize their teams in a way that suits them.

Consider the personal rewards of serving on the club leadership team that are listed. Are there other rewards that people might experience? We know that youth who list these kinds of experiences on scholarship forms, and job and college applications, are viewed very positively by decision makers. These leadership opportunities also help adults improve their skills for other volunteer and employment situations.

Options in Organizing a Club Leadership Team

"Suggested Division of Responsibility" is a tool that can assist 4-H clubs in dividing the leadership responsibilities. The size of the club can be a determining factor for how tasks are divided. Individual talents and skills can be a factor as are the number of people that wish to be part of the team. One person can serve as the Chair of the team regardless of the number of youth and adults on the team. This person facilitates meetings and communications between members of the team.

Look at how responsibilities are divided in two, three and five-member teams. These are suggestions for clubs to use when discussing responsibilities. Clubs need to revise the responsibilities and how they are divided to fit their needs.

Closing

Your reactions to this session help us evaluate the helpfulness of this information. Your thoughts will also help us know what additional topics we should cover in the future. We appreciate your completing the evaluation.

TALK IT OVER**Reflect:**

- What seem to be useful ideas when thinking about club leadership teams?
- What disadvantages do you see with the club leadership team idea?

Apply:

- How might you overcome any disadvantages of the club leadership team approach?
- How might your club use the club leadership team approach?

ENHANCE/SIMPLIFY

Enhance:

- Consider using the “Club Leader Shuffle” activity before the “Matching Abilities with Club Leader Roles” activity. The “Shuffle” gets the audience interacting and identifies leadership traits of participants. This activity can be started as people arrive. Reinforce the guideline that one person’s signature can only appear twice on any one sheet and only one name per square is needed.
- If you have clubs already using the team leadership approach, invite them to share their experiences.

Simplify:

- To save time, the “Matching Abilities with Club Leader Roles” activity can be modified to become an individual paper and pencil activity. Develop a handout with two columns: 1. Roles and 2. Abilities. Ask participants to take one ability at a time and draw a line to the role best suited for that ability. One ability can only be connected to one role.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under “Talk It Over.” Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

Finalized by the Strengthening 4-H Club Leadership Work Team on September 2005.

Matching Abilities with Club Leader Roles Activity

Leader Roles

Roles often performed by club organizational leaders are listed below. Add or delete roles to fit clubs in your county. Increase the font size of these roles to make signs for the “Matching Abilities with Club Leader Roles” activity.

Officer Advisor

Enrollment/Records Coordinator

Recruits Project/Activity Leaders

Club Contact with UW-Extension Office

Meeting Facilities Coordinator

Recreation Leader/Advisor

Communications Leader

Awards Leader

Financial Advisor

Guides Overall Club Organization

Supports Club Community Service

Other (List _____)

Other (List _____)

Matching Abilities with Club Leader Roles Activity

Leader Abilities

Below are common abilities or traits that people possess. Increase the font size of these abilities to make separate slips of paper that will be taped under the club leader role for the matching activity.

Likes to help others

Able to coordinate schedules

Keeps "To Do" lists

Enjoys looking for bargains and discounts

Always on time

Has great craft ideas for kids

Loves children

Is detail oriented

Has contacts with community leaders

Knows how to handle conflict

Always reads the 4-H newsletter

Is able to answer questions about enrollment

Bakes the best brownies

Has easy access to a copy machine

Loves filing paperwork

Lives or works closest to county UW-Extension office

Enjoys calling people on the phone

Knows how to run a business meeting

Uses e-mail to communicate

Can access the Internet

Always has a game ready for kids to play

Enjoys meeting new people

Has free time

Likes to work with officer teams and agendas

Is organized

Knows the 4-H Youth Development Agent/Educator

Likes to work with money

Can leap tall buildings in a single bound

Able to lift chairs and tables

Enjoys working with data bases

Likes to ask for help

Add other traits

Club Leader Shuffle

(1 name/square. 1 person may sign only 2 boxes.)

Likes to help others	Keeps "To Do" lists	Always on time	Has a clean home	Loves children
Has contacts with community leaders	Always reads the 4-H newsletter	Bakes the best brownies	Enjoys calling people on the phone	Loves filing paperwork
Uses e-mail to communicate	Always has a game ready for kids to play	Has an abundance of free time	Is organized	Likes to work with money
Able to lift chairs and tables	Likes to ask for help	Free Space	Able to coordinate schedules	Enjoys looking for bargains and discounts
Has great craft ideas for kids	Is detail-oriented	Has "Pie in the Sky" ideas	Knows how to handle conflict	Is able to answer questions about enrollment
Can leap tall buildings in a single bound	Has easy access to a copy machine	Lives or works closest to the county Extension office	Knows how to run a business meeting	Has historical knowledge of county 4-H program
Is a first-year leader	Can access the internet	Enjoys meeting new people	Likes to work with officer teams and agendas	Knows the 4-H Agent/Educator in the county

Creating a Club Leadership Team

Evaluation

1. How useful will this information be in developing a club leadership team? (Circle one response.)

Very Useful Somewhat Useful Not Sure Not Useful

2. Do you feel better prepared to start a club leadership team?

Yes No

3. What will you do as a result of this program?