



4-H LEADERSHIP GUIDE

A GUIDE TO PROGRESSIVE LEADERSHIP DEVELOPMENT IN A 4-H CLUB.



A NOTE TO PARENTS, VOLUNTEERS AND TEEN LEADERS...

This guide is intended to be used by 4-H Volunteers – adult and teen, to instill and develop leadership skills in club members using a logical sequence of developmental stages which will grow an individual's leadership skills and knowledge and strengthen the club's committee structure. In turn the club will be stronger, the youth will learn and practice life skills and leadership will be shared between youth and adults.

This guide contains position specific materials for Committee Chairs, Vice President and Recreation/ Song Leader. It also contains a position description for a club Teen Leader. There are separate guides for the President, Secretary, Reporter and Treasurer.

Each 4-H club will be in a different stage of development. Club leaders, with the assistance of a county educator, should determine and develop a plan which will grow the skills of youth under the guidance of a volunteer who believes in empowering youth through a supervised and structured educational plan.

A 4-H club is intended to be youth lead. Adults work as partners with the youth, allowing them to stretch and grow through a variety of new experiences and challenges. It is important to understand that the "youth" leadership structure in a Cloverbud, Junior and Senior 4-H Club will be different. With each level, the young people assume greater responsibility for

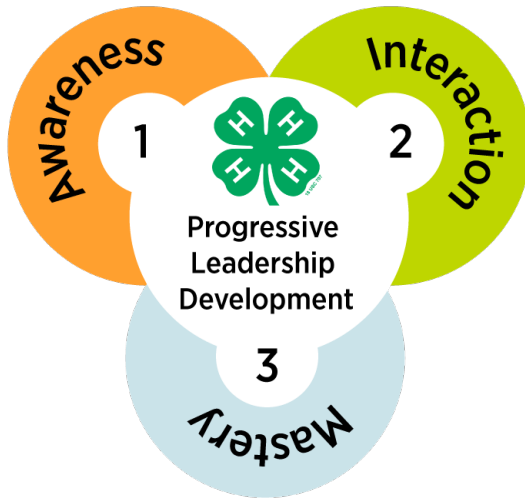
decision making and the structure of "their" program. In the progressive leadership development model Cloverbuds will be primarily in Stage 1. Juniors (9-12 years) will primarily be in Stages 1 and 2. The 11 to 12-year-olds, who have exhibited responsibility and dedication to their club will proceed to Stage 3 in the Junior Club. Senior members (13-19 years) should be functioning in Stages 2 and 3. The "Progressive Leadership Development Model" is described in detail on page three.

The ultimate goal of the 4-H leadership project is to allow members to explore the various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

Leadership is much more than being an "officer." Effective leaders start by being "participants" and good club members who regularly attend meetings and participate in activities planned by the club. As members gain knowledge about 4-H, the club and demonstrate responsibility they then combine their own unique talents and apply their skills to the various leadership teams serving the club. No "one" leadership role is more important than another. All youth leadership experiences are important to the growth of the individual and the club.

Leadership development starts at the local club level early in the 4-H career by

introducing leadership opportunities, other than elected office. There are three stages of leadership development: Awareness, Interaction and Mastery. We will call the three stages, "Progressive Leadership Development."



Progressive leadership development is based on the idea that an individual/4-H member gradually acquires knowledge and skills through participation. With each new and more challenging experience, the individual determines the level of leadership in which they feel most capable and comfortable. Eventually, the individual possesses fundamental skills and knowledge necessary to take on and be successful in an "elected" office.

The awareness stage of leadership development can be as simple as choosing to participate in a group activity planned by club members. The next stage of leadership development is interaction. Interaction can be making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to help the

experience grow. The final stage of leadership development is mastery. Mastery occurs when the individual makes the decisions to serve in an important leadership role (such as committee chair, subcommittee chair, officer or teen leader).

Think of "Progressive Leadership Development" as a series of events much like a series of dominos standing on end. When each domino is positioned correctly and one is nudged to fall forward it causes the next to fall, and so on. The energy is passed from one domino to the next. If one domino is out of place the chain of events stops. Effective leadership development depends on the 4-H member participating in all three stages of leadership development. Each stage prepares a stable foundation for the next. 4-H members who gradually assume additional responsibility and skills are prepared for future leadership experiences.

Club leaders, parents and teen leaders should provide opportunities to help youth identify, develop, apply and enhance personally significant leadership skills, through assumed leadership roles. As a result, members are prepared with confidence, competence and are conscientious about the leadership roles they assume.



Clubs are encouraged to use the "Building Leaders for Tomorrow" (B.L.T.) curriculum to develop 4-H members understanding and application of "leadership" through the 4-H experience.

B.L.T. is hands on team building activities that, once learned, can then be repeated by club members with club members in an effort to pass on the knowledge and experience gained while in a leadership role.

ARE YOU READY TO SERVE?

QUESTIONS 4-H MEMBERS SHOULD ASK THEMSELVES TO DETERMINE WHERE THEY ARE IN VARIOUS STAGES OF DEVELOPMENT

Ask yourself the following questions to determine your stage of leadership development.

Stage 1
Awareness

Do I participate in a variety of club activities, service projects and meetings?

Have I enjoyed participating and want to get more involved in my club?

Stage 2
Interaction

Do I want to take on responsibilities other than being a participant in my club?

Have I committed to actively and responsibly serving on a committee(s) planning activities and service projects in my local club?

Stage 3
Mastery

Do I personally understand commitment and responsibility for being a leader – chairman, officer or teen leader?

I am a self-starter and can I manage my time well?

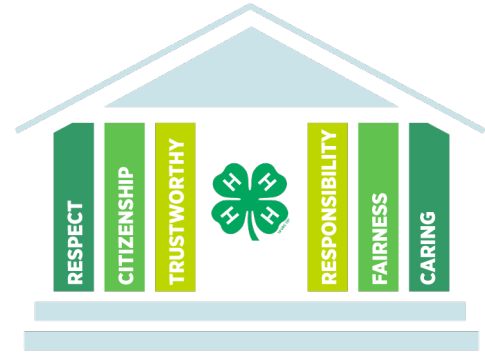
Do I understand that a leader, others will rely on me and I must make my club/team/committee/office a priority?

Am I committed to actively and responsibly serving in a significant leadership role in the local club?

Need More Time	Yes	Fully Committed

CHARACTER COUNTS!

Character is a very important to leadership development. The **CHARACTER COUNTS!** framework includes the family and community as important to developing character. It is important that children and youth see and hear the six pillars in action in family, school, business, government, law enforcement, media, house of worship, sports, and youth programs.



Good character is important to all areas of 4-H.

TRUSTWORTHINESS

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

RESPECT

- Treat others the way you want to be treated.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

RESPONSIBILITY

- Do what you are supposed to do.
- Persevere; keep on trying!
- Always do your best.
- Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

CARING

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

CITIZENSHIP

- Make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules and respect authority.
- Protect the environment.

STAGE 1 - AWARENESS

Leadership development starts by being an active participant in the local club.

Awareness can be described as regularly attending club meetings, participating in activities planned by the club, and actively participating in at least one 4-H project.

Attend activities at the county level and meet 4-H members from other clubs and communities.

Volunteer to help at club activities. Show people you are responsible and interested in what the club is doing.

Volunteer to serve on a club committee. Be an active participant on the committee by attending meetings, accepting responsibility and following through with what you say you will do.

Let everyone know how important 4-H is and how proud you are to be a member of 4-H.

STAGE 2 - INTERACTION

The second stage of leadership development is interaction.

Interaction can be described as making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to help the experience grow.

The key is to allow members to explore the various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

Interaction often begins with active and meaningful committee work and may progress to elected leadership positions for some.

DEFINING A COMMITTEE

4-H committees are important to the club. They are a way to share the responsibilities, develop potential leaders and to get everyone involved!

TYPES OF COMMITTEES:

- Standing
- Special



Committees are an excellent training ground for developing, refining and demonstrating individual leadership characteristics. Through these small teams, members practice and even master leadership skills while learning about how the club functions and providing meaningful service to the group. These skills and experiences in turn make for better elected leadership.

There are several types of committees. Some committees are a year-long appointment. These are called standing committees.

Examples of standing committees:

- Program Committee – speakers, workshops, etc.

- Finance Committee – budget and fundraising
- Recreation Committee – games, activities and snacks
- Membership Committee – recruit, orient and mentor new members
- Publicity Committee – promote club activities and events in the community



Special committees are appointed by the president to study and recommend action in the best interest of the club. These committees are short term.



An example might be a committee appointed to plan and prepare for:

- Club Picnic
- Club T-Shirts
- Share the Fun

ROLE OF A COMMITTEE MEMBER

It is important members understand a committee is made up of several people – not just one. The success of a committee depends on the contributions every member makes and that their work begins when the chair appoints the committee and tells them of their duties.

Depending on the assignment and the length of time given by the chair for completion, the first committee meeting may be short to discuss the task and make specific assignments to individual committee members. Such assignments might include: gathering facts about the task, exploring different ways to solve a problem, determining cost or brainstorming/planning with volunteers and club members. At the second committee meeting, all facts and ideas will be brought together and discussed.

As a mentor or coach our role is to have each member of the committee reflect and apply their experience at the conclusion of the assignment. This will allow committee members to see relationships and the application of new skills and knowledge in other life situations.

REFLECT

Have the 4-H member(s) reflect on what was learned, liked and what they would do differently

APPLY

Help the members to see how the knowledge and skills gained through the committee experience will help them be better students, family members and employees

COMMITTEE MEMBER POSITION DESCRIPTIONS

DUTIES

Tasks that a committee member must do for the committee to be successful.

AUTHORITY

Actions the 4-H committee member may take without approval by someone else.

REPORTING

Actions taken by the 4-H committee member need to be recorded. This column shows who should be informed.

1. Attend committee meetings.	You agreed to be on the committee	Use agenda and write down your committee assignments. Transfer due dates to a personal calendar.
2. Participate in the decision-making process.	Give can give your opinion during the decision-making process. Support committee decision.	Committee decisions should be written down for public record. Keep a copy of the minutes.
3. Complete duties assigned by committee chairperson.	Agree to follow through with the assigned duty(s). Ask questions and gain skills so the duty can be completed.	Report committee work to committee chairperson and inform other committee members.
4. Help with the actual project or be at the activity.	Be an active and contributing committee member.	Submit copies of all records/agendas/letters/receipts/etc. for future planning efforts and reference.

GROWTH THROUGH EXPERIENCE

Encourage members to choose another 4-H committee/leadership role that they want to learn more about. If a member chooses the same committee, encourage them to try a different set of duties so new skills are being learned.

EFFECTIVE COMMITTEES EQUAL EFFICIENT BUSINESS MEETINGS

Functioning and effective committees equal efficient business meetings. By using committees, business meetings become a place where minutes are kept, not lost. Mors Importantly members are more involved and less bored.

STAGE 3 - MASTERY

The final stage of leadership development is mastery. Mastery occurs when the individual makes the decisions to serve in a significant leadership role such as committee chair, sub-committee chair, officer or teen leader.

4-H members who are ready to serve in an appointed or elected office must possess and demonstrate characteristics and skills that show there are qualified to be successful in serving the organization.

CHARACTERISTICS AND QUALIFICATIONS FOR CLUB OFFICERS

4-H members who are ready to serve as a committee chair or officer must possess and demonstrate characteristics and skills that show they are qualified to be successful in serving the organization. Among these characteristics and qualifications:

Being a good citizen and student.

Members of youth groups have many opportunities to appear before the public. Because an organization or group is judged by the actions of its members, the young person should be sure to conduct themselves properly at all times.



A "good" member of an organization wears any official uniform correctly and proudly, respects the rights of others at all times, uses proper manners for both private and public occasions and is a good listener. Attention to all these points will communicate a positive reflection on both the individual and the organization.

The young person must have good judgment; they must be able to think and make sound decisions. As good citizens they will gain the support and respect from persons in the community; as good students they will gain the approval and respect from teachers and other students.

Initiative and willingness to work.

Youth leaders must be self-starters and able to "spark" others in the organization. Being a leader requires considerable work; it has specific responsibilities, demands time and effort. The organization should be high on the personal activities list.

Ability to work with others.

Youth leaders must work with the entire membership. They must be able to earn the respect of, and to get along with other members. Leaders should be able to identify ability and qualities in others and to delegate responsibility to individual members.

Instead of evading responsibility or doing things alone, the leader works with others to help them do their assigned work successfully.



Leadership.

An officer/chair/teen leader belongs to that small group of people who make things happen. With experience gained as an active member, an officer can provide guidance and motivate others to follow or accomplish a common goal for the organization.

Being able to organize your thoughts and verbally communicate those ideas is important because officers are regularly required to eloquently represent the organization to the public, their actions and thoughts are the responsibilities of their office.

A knowledge of parliamentary procedure and how to use the rules are essential to any organization. An officer should have knowledge of parliamentary rules, when they should be used and how to help younger or less-experienced members understand their use.

Dependability and responsibility.

Youth leaders have many responsibilities to fulfill and members must be able to count upon them. For members the golden rule - "Do unto others as you would have them do unto you," is important. Leaders must be willing to accept the results of their actions. If they finish what they start and do a good job, they will have no reason to be ashamed of their actions regardless of their measure of success.

Involvement in Committee Work.

4-H committees are important to the club. They are a way to share the responsibilities, develop potential leaders and get everyone actively involved! Good elected officials start as committee members. Valuable experience gained through active participation in committees.

Attendance of Regular Officer Team Meetings.

The importance of regular meetings of the executive committee (officer team) should not be overlooked. The preparation of an agenda should be a priority. An officer team is comparable to a board of directors of a business basis for much of the final action taken by the membership. A well-planned meeting, with an agenda prepared and shared with the membership in advance, will help to ensure wise use of time. See an example of an agenda on page 14.



At general or public meetings interest frequently lags when time is spent needlessly on minor details that should have been handled during the officers meeting or a committee meeting.

Training programs differ from one organization to another, but there is no substitute for a good officer-training. Capable and trained officers provide the kind of leadership an organization needs to be effective.

COMMITTEE CHAIR

Regardless of the length of time for which the committee is appointed, there are certain things that a chairman/officer should know to help the committees operate efficiently. Here are some basic decision-making steps for a committee chair:

- Set a meeting time convenient to all or most of the committee members.
- Prepare an agenda outlining what the task is and what needs to be done to accomplish the task.

The chair, therefore, is important, not as the one who does all the thinking and talking but as the one who pulls all the ideas together and encourages participation by "all" members in solving the problem or making the decision.

It is important that a chair remembers, a committee is made up of several people-not just one. The success of a committee depends on the contributions every member makes.

ARRANGING COMMITTEE MEETINGS

- Depending on the assignment and the length of time given by the chair/president for completion, the first committee meeting may be brief. Its purpose will be to discuss the task and make specific assignments. Such assignments might include gathering more facts about the task, exploring different ways to solving a problem, determining cost, or brainstorming/planning with volunteers and club members.
- At the second committee meeting, all facts and ideas will be brought together and discussed. It may be that following this meeting the committee can make its decision and prepare a report for the next club meeting.
- The committee report to the club is important. The committee was charged with a responsibility. Now it must report to the club on how well the task was handled. The written report is detailed. The oral report is brief and highlights what is necessary for club action or in the best interest of the club. (See page 12 for guidelines on written and oral reports)

COMMITTEE CHAIR POSITION DESCRIPTIONS

DUTIES

Tasks that a chairperson must do for the club to be successful.

AUTHORITY

Actions the 4-H committee chairperson may take without approval by someone else.

REPORTING

Actions taken by the 4-H committee chairperson need to be recorded. This column shows who should be informed.

1. Call committee meetings.	After checking with committee members, set meeting time and place. Prepare an agenda.	Tell committee members and club leaders of the meeting time and place. Provide an agenda at least one week in advance.
2. Appoint vice-chair or assistant.	Appoint or select according to club or group by-laws.	Record name of vice-chair.
3. Conduct meetings	Facilitate committee meeting(s) by following the agenda.	Keep good notes.
4. Assign committee duties to committee members.	Appoint people to do specific tasks.	Be sure jobs are recorded in committee minutes along with deadlines/timeline for assignments.
5. Write down committee action correctly.	Appoint someone to take the minutes of the committee meeting.	Include committee minutes in the club records.
6. Serve a link between committee and officers, leaders and club.	Speak for committee.	Report committee work to officers, members and leaders.
7. Present committee recommendations to the local club for action.	Speak for committee or assign the task.	Report committee work to club.

REPORTING

A written report includes the following:

1. A statement of the committee's task, as originally stated by the president.
2. As much information as needed so that all club members understand the situation.
3. A brief statement about the different solutions discussed or researched.
4. The recommendation by the committee as to the best possible approach and reason(s) for selecting this approach (cost, maximum member involvement, other advantages).
5. If further action is required, the committee should include this in their recommendations. Such things as expenses to be paid by the club treasury, other committees needed and their specific duties, as well as dates, places and other actions may be included in this section of the report.



The oral report is brief and highlights what is necessary for club action or in the best interest of the club. At the conclusion of the oral report, the person making the report will say, "/ move that we adopt this report." The club can then act on the motion. If the committee has done a thorough job of studying the situation and preparing and presenting its report, all club members can vote intelligently.

The committee chair must file a written copy of the committee report with the club Secretary, President, Advisor/Leader/Volunteer

EFFECTIVE MEETINGS

As already noted in this publication effective meetings require

1. Prepared youth leadership
2. An agenda (See page 14)
3. Sharing the agenda with membership in advance
4. Using effective committees

House or standing rules are another method for conducting efficient meetings and curbing the controversy. The membership must approve house rule.

Common questions about establishing house/standing rules:

"Can we limit additions to the Agenda?"

Yes, adopt a rule that members must submit agenda items in writing or call the president/ secretary at a specified time, to have business included in the agenda.

Follow the printed agenda. Avoid discussion of things not on the agenda. Inform members those items will be considered for discussion on the next agenda/meeting.

"Can we assign time limits to each agenda item?"

Yes, give each order of business a time allocation and write it in bold print by each agenda heading. Then have the assembly adopt the agenda. When the time is up, the assembly must decide what to do-"vote on it," "postpone it to another time" or "refer it to a committee." No more spinning your wheels! Go forward.

"Can we make a motion at the beginning of the meeting that states the time that we adjourn?"

Yes, you can

"Can we limit the amount of time each member speaks?"

Adopt a rule at the beginning of the meeting that limits a member's debate/discussion to three or four minutes each time he or she speaks. Or, members can only speak twice to each motion unless the members adopt rules that are different.

"What is the best way to recognize the person who has permission to speak (has the floor)?"

To obtain the floor - a member must rise and be recognized by the chair before beginning to speak. In groups under twelve participants and depending how the meeting room is arranged, it may not be necessary for the member to rise, but to raise his hand instead to be recognized by the chair.

"Can we insist that motions are presented in writing?"

Yes, a well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. This saves time in having to reword a motion. By putting a motion in writing, the secretary can accurately record the motion and president can repeat the motion as stated.

PREPARING AN AGENDA

Have a plan. Agenda in Latin means "Things to be Done." Make yourself a well thought out list of what and when the task at hand needs to be done.

Ask these questions as you prepare the agenda:

1. "What do we want to accomplish at this meeting?" Make "your purpose" a high priority.
2. "Can certain things be done more efficiently by a committee/sub-committee with final approval by the members?" Don't waste the assembly's time by having it act like a committee. How much time needs to be dedicated to this project?
3. Prepare a timeline of the task to be done and when they need to be done. This helps everyone see the big picture and the importance of them doing their part. How can others be involved?
4. The agenda should break the task down into manageable pieces which others can do. What needs to be done to make things happen?
5. Follow the agenda or you will not get the most important things done. At the end of your hour the group will have not

discussed the important items identified on the agenda.

SAMPLE COMMITTEE AGENDA

PURPOSE - task at hand

TIMELINE of the project

BUDGET

LOCATION, DATE, TIME

PROGRAM - educational programs, games, tour, speaker, etc.

PUBLICITY - flyers, news, invitation, correspondence, registration, decorations

FOOD - estimated number of people, menu, paper products

Sample 4-H Meeting Agenda

Place: Jim Bailes Home

Date: Sept. 2020

Time: 7:30 p.m.

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In: WHAT I LIKED BEST ABOUT MY PROJECT
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader
- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees
 1. Community Service
 2. Fund Raising
 - B. Special Committees
 1. Club T-shirt
 2. County Fair Educational Display
 - C. Project Groups
 1. Speaking Easy
 2. Keepin’ ya in Stitches
- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)
- X. New business:
 1. Election of officers
 2. Approve Monthly Program Plans for 20__ - __
 3. Appoint committee for Oklahoma 4-H Month
- XI. Announcements
 - A. County Council, December 1, 7 p.m. at the Extension Office
 - B. Fair Entries due August 15. Register on line at www.clovercountyfair.com
 - C. Next meeting for Speaking Easy Project Group, October 14, 7 p.m. at Bob’s Plumbing Shop
 - D. Community Service Committee meeting, September 24, 4 p.m. at Irving Middle School
- XII. Adjournment for Program

EDUCATIONAL PROGRAMS (Presented by special guests, adult volunteers or parents, members or a project groups. Every club member should be encouraged to present at least one speech, illustrated talk or demonstration during the club year.)

“My Woodwork Project” — Bill Rainey (illustrated presentation)

“Judging Clinic on Clothing Selection” — Clothing Project Group Members

“How Environment Affects Our Health” — Mary Ray (speech)

CLUB ACTIVITIES (health, safety, community involvement, etc.)

- Award certificates to those who finished first aid course.
- Report summary on home safety checks. — Bob Mullins

RECREATION

Recreation and/or Song leader(s) in charge.

REFRESHMENTS

Bill Jones, Sue White, and Rob Gilpin

VICE PRESIDENT

The vice president is the "right-hand" person to the president. This officer coordinates committee work and is fully knowledgeable of all club functions in the event they must assume the role of president.

AREAS OF RESPONSIBILITY

The vice-president assists the president and is prepared to assume the president's duties and responsibilities if the need arises. The V.P. also presides at meetings in the absence of the president or when requested to do so by the president. This office also serves as ex-officio member on committees or boards, supervises the work of committees and assists the team in accomplishing goals.

SPECIFIC DUTIES OF THE VICE PRESIDENT

- Be knowledgeable of the Presidents duties and responsibilities. Refer to 4-H Literature No. 435.
- Lead the 4-H Club Ritual at all club business meetings.
- Assist committee chairpersons in carrying out their committee responsibility.
- Understand committee structure and preparation. See that committee work and reports (oral and written) are complete and submitted in advance of the business meeting.
- Be sure plans are made and carried out as they relate to team goals. Monitor regularly the completion of goals and provide the necessary leadership to see that goals are accomplished.
- Accept all duties as delegated by the president.
- Assist president on questions of parliamentary procedures.



RECREATION LEADER

The Recreation Leader uses a variety of songs and games to create enthusiasm and a feeling of unity. Social recreation provides a positive atmosphere for the development of leadership and good character. Members are able to participate in activities of their choice.

A variety of social and recreational activities can provide a healthy change of pace, fun and laughter. Recreation can also teach and develop cooperation through guided and healthy competition.

Recreation is important to the "Health" of a 4-H club. Recreational activities promote healthy physical, mental and social activity.

The recreation leader coordinate activities at club meetings, educational programs, picnics, parties, camp, etc.

A recreation leader is always prepared with a bag of games, puzzles, crafts, assorted activities and songs.

SUCCESSFUL RECREATION LEADERS...



- Put safety first - accidents ruin the fun!
- Show enthusiasm!
- Plan activities well in advance.
- Know and understand the activities and briefly explain or demonstrate actions.
- Speak clearly. Stand where everyone can see and hear.
- Respectfully get audience's attention - use definite signals for starting and stopping.
- Overlook mistakes - games are for fun. Learn to laugh at yourself and with others.
- Know when to stop or change games. Stop while everyone is still having fun.
- Enlist the help of others to share responsibility and train future recreation leaders.

SPECIFIC DUTIES OF THE RECREATION LEADER

- Develop a “recreation kit” including resource books, directions for games, puzzles, song books and equipment for games.
- Plan recreation suitable for age, desire, space and time.
- Several days before the meeting, organize a list of games in order to be played. Learn and understand new games before introducing them to the club/group. Collect the necessary equipment or materials.
- Explain the rules and always talk about safety before starting.
- For a party or special event, organize activities:
 - Alternate active and quiet games.
 - Build up to a climax just before refreshments.
 - Close the program with a good, snappy game that will be a hit. Stop the game at its height and end with certainty.
- Serve as chair of the recreation committee-planning special parties, arts and craft shows, musical program, Share the Fun programs, etc.
- Work with the county Recreation leader in planning county activities.



SONG LEADER

Music is an important part of the 4-H meeting. Group singing helps members feel at ease, gain

poise and confidence. Music can be a very therapeutic form of recreation. Music can stimulate enthusiasm or quiet a noisy group. Being a 4-H song leader means more than leading the same song every month. A song leader learns a variety of songs: fun song, action songs inspirational songs, and quiet songs to put life into the club!

SPECIFIC DUTIES OF THE SONG LEADER

- Several days before the meeting, choose the songs. Begin with songs the group knows, then introduce new songs. End with a song everyone likes to sing.
 - Carefully select songs...be very careful to sing the right song at the right time. Music can set the mood and pace of a meeting and should fit the occasion to have a powerful effect.
 - Learn new songs – know the words and tune. Provide words via print or projection when teaching a new song.
- Be sure to teach the new song and any movements.
- Distribute and collect song books or song sheets at the meeting.
 - Encourage everyone to sing, but remember singing is not everyone's thing.
 - Work with the county song leader to provide music at county events.
 - With confidence and enthusiasm lead the club in singing.

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