



## 4-H Club Leaders Succession Plan

New club leaders bring new ideas, new leadership styles and a new perspective to the club. Having a club leader succession plan in place outlining club leadership is necessary for clubs to be successful and to grow.

A 4-H Club Leaders Succession Plan is a planned rotation of club leadership. Term limits are established. In a three year rotation, for the first year, a leader observes and assists in tasks that familiarize them with how the club functions. The second year, they become more involved as the Assistant Club Leader. The third year they serve in the key leadership position as Club Leader.

### Club Leader Roles:

**First year:** “Observer” or “Leader in training”.

**Second year:** Assistant Club Leader

**Third year:** Club Leader or Key Leader. In this role, the person serves as the main leader of the club.

Each of these roles will have varying responsibilities as outlined by the club.

The Club Parents Committee should:

- Determine how many club leaders will provide leadership to the club
- Support writing the position description for each club leader
- Recruit volunteers to serve

### **Example #1:** *Willing Workers 4-H Club in the Central Kansas Extension District* ORGANIZATIONAL LEADERS

There shall be 3 Organizational Leaders representing different families and must have completed the VIP (Volunteer Information Profile) orientation. The Organizational Leaders will serve a 3 consecutive year term, and their main objective is to directly work with the 4-H youth in organization, recognition, record keeping, and life skills. Each leader will work with the Coordinator/Trainer volunteers, and the Parent’s Committee, accordingly, to obtain and review the successful accomplishment of each 4-H member. All three leaders will be expected to serve on a county 4-H council committee.

Advancement and responsibilities area as follows:

First Year: “Leader in training.” This leader will be responsible for the easel, birthday and notebook recognition, present 4 monthly Leader’s reports, attend club executive meetings, regular club monthly meetings, 4-H Council meetings, County Organizational Leader trainings, and any Leadership trainings.

Second Year: This leader will be responsible for typing and distributing monthly club newsletters, present 4 monthly Leader's reports, conduct club officer training, attend club executive meetings, regular club monthly meetings, 4-H Council meetings, County Organizational Leader trainings, and any Leadership trainings.

Third Year: This leader will be the club's main contact and liaison, reserve the meeting location, pick up mail and distribute, delegate, and work closely with the club President and officers. He/she will present 4 monthly Leader's reports, attend and assist club executive meetings, attend regular club monthly meetings, 4-H Council meetings, County Organizational Leader trainings, and any Leadership trainings. He/she will work with the executive and parents' committee to recruit a new organizational leader for the first year position. Following this third term, he/she will automatically become chair of the new 4-H year's Parent's Committee.

**Example #2: Derby 4-H Club in Sedgwick County**

**DUTIES FOR COMMUNITY LEADERS**

(The Derby 4-H club has a rotation system for club leaders. The club leaders decide on who will carry out the responsibilities as outlined, based on their skill set and interests.)

Coordinate Enrollment: ADULT LEADER(S): \_\_\_\_\_

- Collect duplicate enrollment cards, turn original copy into Extension Office and make a copy for each leader and individual typing club program books
- Pick up enrollment packets from Extension Office and add one of the following:
  - Pamphlet on Demonstrations
  - Pamphlet on Project Talks
  - 4-H Pin Application Form (appropriate for 4-H Age)(Copies of the above may also be picked up at the Extension Office)

Club Program Book: ADULT LEADER(S): \_\_\_\_\_

- Meet (September) with Junior Leaders and decide on the following monthly events:
  - Roll Call
  - Program—who will coordinate along with the Vice President
  - Take sign-up sheets, enrollment cards, etc. and type, copy, and have available for distribution the program books no later than the NOVEMBER meeting.
- Items to include in Program book:
  - Derby 4-H Club Rules of Conduct
  - 4-H Club colors, 4-H Emblem, 4-H Pledge and 4-H Motto
  - Listing of Club Officers
  - Directory of 4-H Club members including ages, years in 4-H, parent(s), phone numbers, addresses, email addresses, etc.\
  - Sedgwick County Extension Education Center address, phone number, email address, extension agents and their phone numbers, etc.
  - Monthly club meeting activities
  - Standing committees with adult and 4-H members
  - Listing of all projects and 4-H members enrolled in those projects
  - Important calendar of events
  - Your 4-H Road Map Calendar for a quick look at the 4-H Year

Monthly Club Newsletter: ADULT LEADER(S): \_\_\_\_\_

- Send monthly newsletter the week before the club meeting
- Review the club program book and County “Moving On” newsletter for items to be included in the monthly newsletter
- Type newsletter with important reminders, etc. and email/mail to all 4-Her’s

Club Meetings: ADULT LEADER(S): \_\_\_\_\_

- Confirm with club officers the agenda and any old/new business for club meeting
- Be prepared to give a Leader’s report – reminders of upcoming events, deadlines, Etc.
- Visit with new families:
  - Remind them 4-H is a family activity and encourage parents to participate
  - Provide them with the following:
    - New Parents Handbook
    - Enrollment Cards
    - Participation Form
    - Parliamentary Procedure Handbook
    - Volunteer Information Profile (VIP) form and booklet

Enrollment Fair (September): ADULT LEADER(S): \_\_\_\_\_

- Make sure there is an adult and several 4-Her’s to organize the enrollment fair
- Have sign-up sheets available for the following:
- List of projects with spaces for volunteer Project Leaders and Jr. project leaders
  - List of all committees with sign-up spaces for Adult leaders and 4-H member participants
  - Sign-up sheet for 4-Hers to volunteer for monthly Refreshments, Demonstration, Project Talk, Joke, or Recreation
  - Provide completed sign-up sheets to individual typing Club Program Book—if sign-up sheet is incomplete, call 4-H families who have not volunteered and try to get them to volunteer for a particular open month.

Election of Officers (September): ADULT LEADER(S): \_\_\_\_\_

Oldest and/or most experienced 4-H club members elected to following offices:

- President
- Vice-President
- Secretary
- Treasurer

Nominate and elect the following officers:

- Reporter/Photographers
- Parliamentarian

Club Achievement Banquet (Oct.): ADULT LEADER(S): \_\_\_\_\_

- Prepare a list of 4-Her’s to receive awards
- Order/Purchase recognition items for Award night
- Remind club officers in October to vote on whether to have meal or desserts
- Prepare program for banquet
- Set-up and decorate for banquet (could get another 4-H family to volunteer for this also)—also provide the service and drinks

Installation of Officers (Nov.): ADULT LEADER(S): \_\_\_\_\_

- Coordinate program to install officers for coming club year (many ideas in the community leader guidebook)

Community Service: ADULT LEADER(S): \_\_\_\_\_

- Keep a list and description of all community service work to be turned into the office at the end of the year

Records & Awards Leader: ADULT LEADER(S): \_\_\_\_\_

- Keep a list of all 4-Her's receiving awards throughout the year

Miscellaneous paperwork: ADULT LEADER(S): \_\_\_\_\_

- Read and respond to all mail from the County Extension Office—make note of important deadlines and make sure paperwork submitted on time
- Make sure all 4-H volunteers have a VIP form on file

General responsibilities: ADULT LEADER(S): \_\_\_\_\_

- Make sure committee chairpersons are coordinating their activities
- Provide assistance where needed

## DEVELOP A CLUB LEADERS SUCCESSION PLAN

Write the Club Leaders Succession Plan with members of the club's Parents Committee and current club leaders. Consult local Extension Agent for more information.

First, review current club leader structure and responsibilities.

Review suggested Club Leader Roles: First year: "Observer" or "Leader in training."  
Second year: Assistant Club Leader. Third year: Club Leader or Key Leader. In this role, the person serves as the main leader of the club.

Using examples 1 and 2, develop a plan with outlined specific roles and responsibilities.

Develop a timeline and recruit volunteers to serve in the three roles.

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