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Texas 4-H Youth Development

Texas 4-H ROLES & RESPONSIBILITIES OF CLUB MANAGERS




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Topics

- Big Picture of 4-H Club Management
- Qualifications and Expectations
- Duties of 4-H Club Managers
- Youth-Adult Partnerships



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A Club Manager should... Stand up!

- Attend club manager trainings
- Create a club atmosphere that is inclusive
- Enroll all 4-H club members and leaders on 4-H Connect
- Exclude new members from leadership roles in the club
- Submit appropriate paperwork to the Extension Office in a timely manner
- Teach all 4-H projects for the club
- Plan every club meeting and tell officers the plan

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A Club Manager should... Stand up!

- Communicate with the agent only when there is a problem within the club
- Rely on the agent to train the officers
- Amend the Texas 4-H Rules & Guidelines
- Empower other volunteers to take a leadership role
- Rely on the agent to provide recognition for 4-H club members and leaders
- Be a positive role model for youth and adults.


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What is the big picture of club management?

- **Volunteers:**
 - Are the key to success
 - Are important role models for youth
 - Provide leadership in recruitment of other volunteers and 4-H members
 - Provide leadership for 4-H clubs, projects, and activities




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Club Manager's Focus

- Develop the club leadership team
- Play to the strength's of team members
- Model and maintain open communication
- Be an active participant in club functions
- Empower others to take leadership roles





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Club Leadership Team


- Club Managers
- Club officers
- Project Leaders
- Activity leaders
- Committee advisors
- Committee chairman
- Committee members
- Teen leaders
- Junior leaders





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Qualifications and Expectations of Club Managers


- Be at least 18 years of age
- Apply annually as a volunteer on 4-H Connect
- Pass criminal background check on 4-H Connect
- Submit Volunteer Application Fee
- Complete trainings on 4-H Connect:
 - Adult Orientation (*required*)
 - Ensuring a Safe Environment (*required*)
 - Child Protection (*recommended*)
 - Club Manager (*recommended*)
 - Financial Management (*recommended*)
- Attend county club manager training





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Qualifications and Expectations of Club Managers


- Work with volunteers and Extension professionals to teach and motivate youth
- Provide environment that is nurturing, promotes self-esteem, decision-making, responsibility, and leadership
- Effective in organization, delegation, and communication
- Work with minimal supervision
- Abide by Texas 4-H Rules & Guidelines




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Duties of a Club Manager

- Primary link between county Extension office, agent(s), and 4-H club
- Complete charter application annually
- File IRS Form 990-N (e-postcard) by January
- Share enrollment information for families
- Recruit members and volunteers




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Duties of a Club Manager

- Train and supervise officers and committees
- Manage executive committee, meetings, and projects
- Involve other adults, leaders, parents, and youths in club projects and activities
- Assist annual club program planning


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Duties of a Club Manager

- Provide recognition for members and leaders
- Uphold Texas 4-H Rules & Guidelines
- Be a positive role model for youth and other adults


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Extension's Role in 4-H Management

- Provide training for volunteers and youth
- Provide educational materials and resources
- Involve and engage 4-H youth in leadership roles
- Be available to consult with and listen to volunteers
- Provide recognition and awards for volunteers and youth




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Youth Adult Partnerships

- What is it?
- Youth and adults working together in a positive, mutually respectful environment with the recognition that each group contributes unique strengths to the relationship




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Facts about YAP

- 13% of the US population are ages 10-19
- Youth want to become active participants in their community
- Youth are tomorrow's leaders and policymakers
- Partnering with youth will benefit our future!


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What do youth gain from YAP?

- Life skills: leadership, planning, teamwork, and more!
- A sense of belonging and being accountable
- Committed to community and civic awareness
- The capacity to care for others
- A desire to change and improve the lives of others
- Sense of pride and being valued
- New respect and acceptance from adults


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What do adults gain from YAP?

- First-hand information about youth issues
- Satisfaction of seeing youth willingly accept the services and messages of the relationship
- Open and honest feedback
- Access to new collaborators
- New perspectives on decision-making and community problem-solving
- Opportunities to foster active community members for the future


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What do communities gain from YAP?

- Resources and creativity to solve problems and provide services
- Increased trust between youth and adults
- New alliances among organizations
- Fresh perspectives on policy making from youth
- Citizens who are more involved

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Tips for creating a YAP

- Establish clear goals and responsibilities
- Possess mutual respect
- Ensure open communication
- Provide capacity-building and training
- Share the leadership

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Divide and Conquer

- Club managers can divide responsibilities
- Play to your strengths!
- Plan. Plan. Plan!
- Involve executive committee in planning
- Hold youth accountable to their roles
- Don't bail them out all of the time – failure can lead to learning

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Activity: Division of Duties

- Working in club groups, club managers will develop a division of club manager duties that fits their strengths and interests
- Remember, some duties may be assigned to all club managers!



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