



Monica Lobenstein
4-H Youth Development Agent

Leadership Role Descriptions

Membership Coordinator (Enrollment & Dues/New Member)

- Responsibilities:
- Collection of enrollment forms/verification of information & completeness
 - Work with treasurer to ensure dues are paid by enrollees
 - Work with Extension Office to complete enrollments
 - Promote 4-H opportunities and participation through new member recruitment (National 4-H Week, etc.)

Record Book Coordinator

- Responsibilities:
- Provide forms to members and/or direct them to the Jackson County UW-Extension or 4-H website
 - Hold Record Book workshops/informational sessions if necessary or desired
 - Promote participation in the Record Book and Portfolio process

Activities Co-Coordinators

- Responsibilities:
- Coordinate all club activities and county-wide activity participation
 - Club activities (club tour, Bruce Mound, fundraisers, etc.)
 - County activities (Festival of Arts, food stand, fair, etc.)
 - District responsibilities

County Communication Coordinator (Liaison)

- Responsibilities:
- Communicate with the UW Extension Office and 4-H Youth Development Agent
 - Attend or coordinate attendance for Leaders Association Meetings as needed

Officer Communication Coordinator

- Responsibilities:
- Work with officers to set and publicize club calendar
 - Work with President to develop meeting agenda
 - Responsibilities for next month (i.e. refreshments, place, time, etc.)
 - Work with officers to determine families not meeting county requirements to show at the fair and send a letter notifying them

Treasurer Support

- Responsibilities:
- Serve as co-signer on the club checking account
 - Provide support to the youth Treasurer as needed