

CLUB MANAGEMENT

4-H Program Management Domain

This resource contains general guidelines and best practices for club management. All states will have their own rules and procedures. You must check with your local Extension professional or state for your best practices and specific operating procedures.

4-H clubs are an important and integral part of the 4-H youth development experience. Volunteers may serve in various roles, including club leader or co-leader, project leader, guest presenter, and a host of other possible duties. Understanding 4-H club management helps you create positive 4-H club experiences for both 4-H youth and yourself.

The 10 **Club Management Components** are:

1. Determine your club's structure, including the type and scope of the project(s), membership size, learning experiences, and number and location of meetings.
2. Create, with your members, a 4-H Club Constitution and Bylaws to govern your club for the positive benefit of all.
3. Plan for club chartering or club rechartering. Your local 4-H professional can provide a list of required documents and deadlines.
4. Determine your method of collecting dues, spending money, and managing finances. Follow all your state's policies and procedures related to financial management. [If needed, you may need to create an employer identification number

- (EIN) to open a checking or savings account.]
5. Promote, recruit, enroll, and re-enroll membership to start or expand your 4-H club.
 6. Elect officers and train youth leaders to assist in planning and conducting the club's yearly program.
 7. Develop and share a yearly club program plan with your officers and leaders with the club membership.
 8. Conduct meetings that members want to attend by including a balance of business, education, and social activities. (Use the 4-H Club Meeting Wheel to help plan club meetings; see Figure 1.)
 9. Report club membership and activities to 4-H families, the Extension office, and the local community.
 10. Evaluate and celebrate your club's success.

A **club organizational leader**¹ is critical in the 4-H club management system. This person establishes and maintains a club structure that supports 4-H activities. The club organizational leader should set a club environment where all will feel welcome to join 4-H while upholding the mission and guidelines of the 4-H program. Club organizational leaders must do the following tasks²:

- Follow all processes to be a screened, trained, and fully registered 4-H volunteer in the state or county where they wish to participate. This process differs from



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- state to state and does not “transfer” to another state.
- Guide the overall organization of the club.
- Assume leadership to coordinate the planning of the yearly program for the club by working with youth, leaders, and parents.
- Oversee election of club officers and execution of their responsibilities in office.
- Recruit, encourage, and enlist adult volunteers or family members when needed.
- Ensure that all 4-H club information is shared with 4-H club members promptly.
- Keep the local 4-H professional up to date on club activities.
- Turn in all materials needed for club enrollment and rechartering when requested.
- Continually help club members to evaluate and update club programs, activities, and projects.

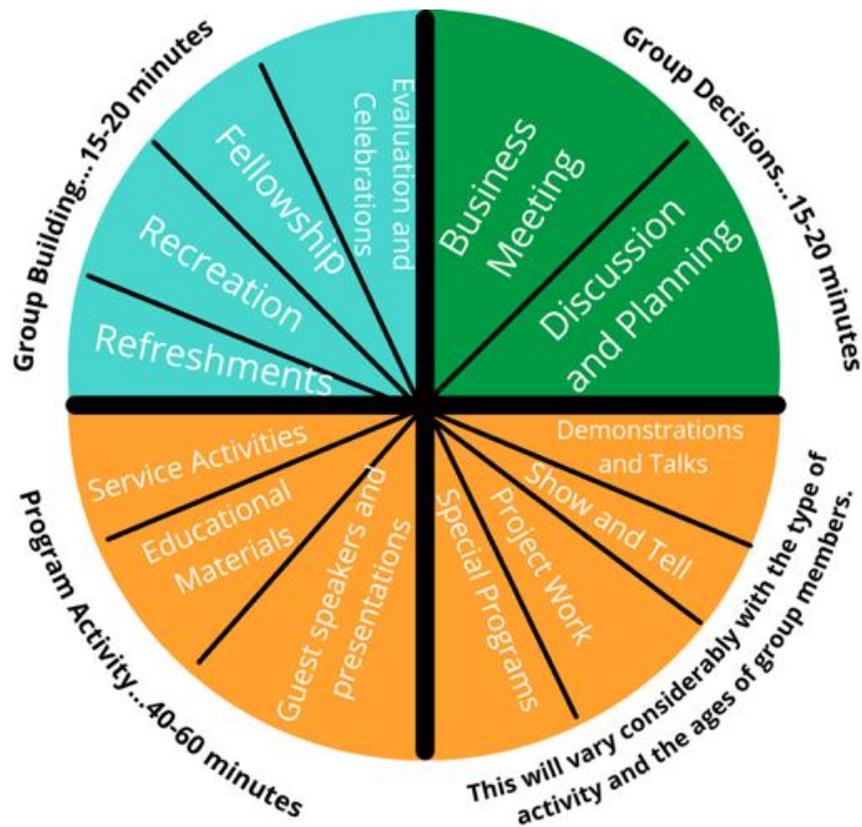


Figure 1. The 4-H Club Meeting Wheel with time allocations for various activities during a club meeting.³



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References

- ¹Cornell University Cooperative Extension Cortland County. (2010). *4-H club organizational leader*.
- ²Extension Iowa County. (n.d.) *4-H general leader job description*. University of Wisconsin-Madison.
- ³North Dakota State University Extension, (n.d.) 4-H Club Meeting Wheel (n.d.). Retrieved March 18, 2021.

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Authors (September 2022)

Meggan Franks, Louisiana State University
Sarah H. Kotzian, Ph.D., North Carolina State University
Brenda Prueett, West Virginia University
T. Ashley Burns, Ph.D., Clemson University
Jen Lobley, University of Maine

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