



4-H COMMUNITY CLUB LEADER



THE UNIVERSITY OF ARIZONA
Cooperative Extension
Cochise County

18 U.S.C. 707

Lead Today, Inspire Tomorrow.



POSITION OVERVIEW

The 4-H Club Leader is responsible for the overall organization, management, and success of their local 4-H club. This role ensures meetings are effective, youth leadership is supported, projects are coordinated, and all University of Arizona 4-H policies (including enrollment, finances, and risk management, etc.) are followed.

PRIMARY RESPONSIBILITIES

1 CLUB MEETINGS & OPERATIONS



- Ensure meetings stay on track and follow a structured format.
- Guide club officers using parliamentary procedure.
- Review club bylaws with members at least once each year.
- Make sure club meetings are following University policy along with the club's bylaws.
- Ensure there are at least 6 club meetings per 4-H year.
- Create an inclusive and engaging environment for all members.
- The yearly program plan will be due **January 31st** to the Extension office.

2 ENROLLMENT MANAGEMENT



- Ensure all members are enrolled in Zsuite.
- All 4-H members should be enrolled by **December 31st** of the 4-H year.
- The cut off to participate as a 4-H member in the Cochise County Fair is **February 2nd**.
- Monitor and follow up on incomplete enrollments.
- Maintain accurate club rosters.
- Ensure members are in good standing and meet 4-H requirements and deadlines.

3 COMMUNICATION



- Serve as the main contact for families and Extension staff.
- Share meeting information, deadlines, and opportunities.
- Inform members about upcoming local and county 4-H events.
- Promote a welcoming and inclusive club.
- Inform all members about the Zsuite turn over on **August 1st**.

4 CLUB OFFICERS & LEADERSHIP



- Help assist club officers with planning and organizing monthly meetings.
- Facilitate annual officer elections.
- Ensure officer roles are filled and understood.
- Coach officers in their responsibilities.
- Meet regularly with officers to prepare for meetings and club activities.
- Support club officer-led decision making and leadership development.



5 PROJECT LEADERS



- Identify project areas based on youth interest and community resources.
- Recruit and support project leaders.
- Ensure project leaders are approved volunteers.
- Make sure all volunteers are certified through the University.
- Coordinate with project leaders about upcoming meetings, project activities and schedules, and maintain communication with project leaders and members.

6 RISK MANAGEMENT & COMPLIANCE



- Follow all UA Cooperative Extension and 4-H policies.
- Ensure proper supervision and safe environments.
- Complete required trainings and screenings.
- Communicate appropriately with Extension staff when problems or issues arise.
- Follow the Code of Conduct signed on ZSuite.
- Report incidents as required.

7 FINANCIALS



- Help manage club funds.
- Ensure accurate financial tracking and reporting.
- Review income, expenses, and fundraising activities.
- Ensure compliance with 4-H financial policies.
- Fundraiser request forms must be submitted to staff at least 2 weeks prior to your fundraising event.
- Submit financial report to Extension Office by November 1st.

8 EVENTS & PARTICIPATION



- Encourage participation in 4-H events and activities at the county, state, and national level.
- Support youth in completing projects and record books.
- Coordinate club involvement in community service.
- Plan social and educational activities that promote member engagement and growth.



CLUB RESOURCES

For forms, guides, and important information, visit:
<https://extension.arizona.edu/programs/4-h-cochise-county/club-information>

THANK YOU

for making a difference
in the lives of
4-H youth!

