



## **4-H Club Leader 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.

4-H club leader is the term used for the leadership role for this resource. Some may refer to the club leader as an organizational leader. Both are acceptable.

A 4-H Club Leader 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.

### **Three Year Rotation 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.

In a two year rotation, for the first year, a leader observes, assists with tasks that familiarize them with how the club functions and acts as the assistant club leader. The second year they serve in the key leadership position as Club Leader.

### **Two Year Rotation Club Leader Roles:**

First year: Assistant club leader, allowed to observe and help with assigned tasks.

Second 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 with either a three year or two year rotation
- Support writing the position description for each club leader
- Recruit volunteers to serve

### **Suggested Succession Plan Outline:**

There shall be three club leaders representing different families. Each leader must have completed the Kansas 4-H Volunteer Screening process and orientation. The club leaders will serve a three consecutive year term. All three leaders will be expected to attend 4-H Council meetings and serve on a 4-H council committee.

Advancement and responsibilities area as follows:

**First Year:** “Leader in training.” This leader will be expected to attend all regular club monthly meetings

This leader will be responsible for: the easel, birthday and notebook recognition, present four monthly Leader’s reports, attend club executive meetings,

regular club monthly meetings, 4-H Council meetings, County Organizational club leader training, and any Leadership training.

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

**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. Respond to requests from the Extension Office. Leader will present four monthly Leader's reports, attend and assist club executive meetings, encourage committee work, attend regular club monthly meetings, 4-H Council meetings, club leader training, and any volunteer training. Leader will work with the executive and Parents committees to recruit a new club leader for the first year position.

### **Club leader tasks needed for club success:**

Using the three or two-year rotation as outlined above, the longest-term leader should facilitate a discussion to determine who will be responsible for these and additional important tasks related to the club. Club Leader resources are available at [Kansas4H.org](http://Kansas4H.org) search for Club Corner.

#### **Coordinate Enrollment:**

- Remind current members when enrollment is open and how to enroll.
- Host an opportunity for members to enroll, with an enrollment fair or with a club meeting.
- Request a club list or roster from the Extension office.

#### **Recruitment Coordinator:**

- Plan recruitment opportunities throughout the year.
- Plan National 4-H Week opportunities, contact local extension agent for ideas.
- Encourage older members to become a 4-H Ambassador.
- Work with New Family Coordinator to help new families feel welcome.



#### **New Family Coordinator:**

- Instruct club members about how to invite and welcome new members.
- Follow up with new families that inquire about 4-H and visit meetings.
- Find new family resources at [Kansas4H.org](http://Kansas4H.org) under Club Corner.

#### **Club Program Book:**

- Provide sign-up sheet for 4-Hers to volunteer for monthly Refreshments, Demonstration, Project Talk, Guest Speakers, or Recreation (August/September).
- Create Roll Call questions (resource at [Kansas4H.org](http://Kansas4H.org) under Club Corner).
- Meet (August/September) with Officer team and decide on the monthly events, prepare program book.
- Distribute the program books no later than the November meeting.

#### **Suggested items to include in Program book:**

- 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, parent(s) and contact information
- Extension Office contact information
- Standing committees with adults and 4-H members
- Listing of all project leaders
- Important calendar of events
- Other information important to your club

### **Club Communication Coordinator:**

- Use text, social media, phone calls, email or mail to communicate with families and leaders.
- Communicate reminders of club meetings, activities, and deadlines.
- Review the club program book and extension newsletter for items to be included in reminders.

### **Club Meetings:**

- Refer to Club Management Resources available at Kansas4H.org search for Club Corner.
- 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 Family Handbook
    - Guide on Enrollment process in 4-HOnline
    - Kansas 4-H Volunteer Screening Process Information

### **Election and Installation of Officers:**

- Members should be encouraged to run for offices. Members should consider the skills and experience of candidates before voting.
- Coordinate program to install officers for coming club year.

### **Club Achievement Celebration:**

- Club should discuss on type of celebration whether to have meal or desserts
- Prepare a list of 4-Her's to receive awards
- Order/Purchase recognition items for Award night
- Prepare program
- Set-up and decorate for celebration

### **Community Service:**

- Keep a list and description of all community service work for historian book and club seal application
- Include 48 Hours of 4-H plans for your club

### **Records & Awards:**

- Encourage and assist members in completing records and award applications.
- Consult with Extension staff about available training

## **DEVELOP A CLUB LEADER SUCCESSION PLAN**

Using this document, develop a plan which outlines specific roles and responsibilities. Develop a timeline and recruit volunteers to serve in the three or two-year roles.

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.

Related forms to the club leader succession plan include the Club Leadership Change Checklist and Annual Club Inventory Report.



## ***Local Contact Information***

**K-STATE**  
Research and Extension



### **Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.

4H1163 November 2021