

Community Club Leadership (CCL) Team

Lead Community Club Leader (CCL)

- Liaison between 4-H Club and County 4-H Office
- Attend Leader's Council Meetings and report back to CCL team and club
- Monitor other members of CCL team to ensure that they are completing duties
- Attend Officer meetings
- Ensure that county deadlines are communicated and met by club

Enrollment Coordinator

- Work directly with 4-H Office regarding enrollment process and enrollments
- Communicate enrollment process with families
- Communicate directly with 4-H Office staff regarding 4-H enrollments
- Monitor fee payments and adult volunteer enrollment requirements of club members

Treasurer Advisor

- Oversee Treasurer Book and requirements
- Work directly with youth Treasurer to complete financial forms and documentation
- Attend County level annual Treasurer training(s) as required
- Work with youth Treasurer to provide up to date and accurate Treasurer's Report at each club meeting

Officer Advisor

- Work directly with youth Officer team to plan meetings
- Conduct Officer Meeting prior to each club meeting to plan and prepare agenda
- Keep the Lead CCL informed regarding plans made by the officer team

Project Leader Coordinator

- Communicate with all project leaders regarding meeting dates
- Communicates project meeting dates with club members (master calendar)
- Collect project plan of action for each project