



Wisconsin 4-H Community Clubs

SAMPLE COMMITTEE CHAIR(S) ROLE DESCRIPTION

4-H Community Clubs

February 2011

Adapt this sample for the chairs of each of your 4-H group's committees.

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| Committee Name | |
| Purpose | The chair will lead the committee through its work by helping the committee identify a goal, develop a plan of action, implement the plan, and evaluate the outcome. |
| Success Criteria | Committee builds a sense of teamwork. Committee completes tasks. Committee reports to larger group regularly. |
| Responsibilities | Makes arrangements for meeting and notifies members of date, time, and place of meeting. Prepares agenda for meeting. Assigns a secretary to take minutes of meeting. Ensures that all committee members are active enrolled 4-H Volunteer Leaders or 4-H members Delegates responsibilities to committee members. Involves all committee members in the decision making. Develops a budget or writes budget requests, if needed. Makes sure committee work is reported to larger group. Keeps a written file or notebook of committee's work. |
| Time Required | Time for making arrangements for committee to meet. Time for committee meetings, to discuss business and make plans or recommendations. Time to conduct activity if part of the committee role. Time to report progress/needs/accomplishments. |
| Resources Available | 4-H Newsletter & County Calendar Committee Adult Advisor, leaders, and other members UW-Extension staff |
| Last Updated By | Name, Date |

Adapted by Sarah Wilcox, 4-H Youth Development Program Advisor, UW-Extension Douglas County from University of Illinois Extension, *Working with Committees: A Planning Guide for 4-H Clubs*, <http://urbanext.illinois.edu/committees/index.cfm>



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