

CLUB LEADERSHIP HANDBOOK

FOR YOUTH AND ADULTS



Extension
UtahStateUniversity



INTRODUCTION

This workbook is a collection of resources for youth officers to keep records, notes, and documentation. Being an officer can be overwhelming. There may be limited resources, funding, and training. There may be questions about what needs to be done and how to go about it. The goal for this workbook is to provide outlines so that officers can address challenges and overcome obstacles.

Supplemental materials, worksheets, and in-depth resources can be found on the website: <https://extension.usu.edu/utah4h/more/leadership-resources>



WHY YOUTH LEADERSHIP?

Today, our world has a lot of changes, problems, and even times when people feel alone. That is why we need leaders! Many people think leaders are always adults. But kids and teens can be leaders too. They can help make their schools and towns better, right now.

When kids learn skills like talking with others, making choices, and being brave, it helps them grow strong and confident. It's easier to learn these skills while young because your brain is still growing. Kids who practice leadership are more likely to do well in school, stay safe, get good jobs, and make their communities stronger. Kids who lead now are more likely to be leaders when they grow up too.

Kids don't just need lessons—they also need chances to practice leadership. Today, many young people are speaking up on social media and in their communities. Leaders like Malala Yousafzai and Melati and Isabel Wijsen started as youth, and they showed the world that kids can create big change.

In 4-H, we believe kids are not only the leaders of tomorrow—they are the leaders of today!

4-H CLUBS

YOUTH CLUB OFFICERS

In 4-H clubs, kids can take all kinds of leadership roles, from leading pledges, to teaching skills, to helping make decisions on what service you want to do. In this guide we focus on leadership roles that help direct the club activities. We call these club officers. Each officer has a special job to help the club run well. Not every club has the same officers—it depends on the size of the club and what it needs. Each club can decide what leadership roles they want to use. Here are some of the most common jobs:

PRESIDENT:

The president is the main leader of the club. They help plan meetings, projects, and events. They work with other officers and adults to make sure things go smoothly. The president often leads activities and makes sure everyone is included.



VICE PRESIDENT:

The vice president helps the president do their role. If the president cannot be at a meeting, the vice president takes the leadership role. They also notice things the president might miss and help with jobs that need to get done.

SECRETARY:

The secretary keeps track of details. They write down what happens in meetings and remind people about their assigned tasks and upcoming events. They help make sure supplies, times, and places are ready.

“I learned how to talk in front of people without being scared. I feel really good when everyone listened to me.”

4-H CLUBS

YOUTH CLUB OFFICERS

COMMITTEE CHAIRS:

Some clubs have groups called committees. Each committee focuses on one thing, like service projects, club activities, or camps/events the club puts on. You can create a committee for anything you want. Committee Chairs help run these groups and share ideas with the other officers.

ACTIVITIES CHAIR: Plans fun events for the club (parties, field trips)

SERVICE CHAIR: Plans service projects that help the club or the community.

OUTREACH/CAMP CHAIR: Plans events the club hosts for others: clinics/workshops, camps, or community activities.

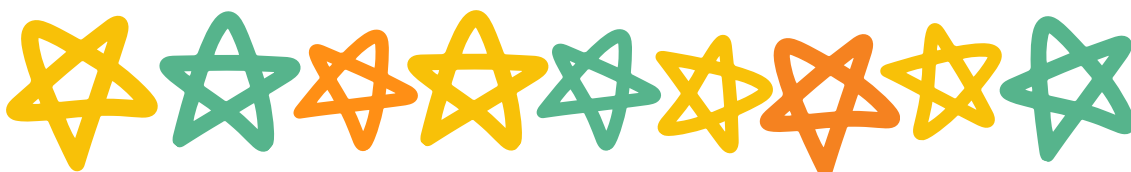


SAFETY OFFICER:

Makes sure the club is safe. They know where the first aid kit is, help with training and help in emergencies. This role is especially important with club activities that include livestock, horse, shooting sports or cooking. Adults often do this, but kids can lead too.

COMMUNICATIONS OFFICER:

This person shares information. They might write on the board, post on social media, or talk with other clubs. Sometimes this job is part of the secretary's job.



CLUB MEETINGS

Every club meeting should include three parts: Business, Training, and an Activity. The length of each part can change depending on the meeting's purpose.

- **Business** – Can be as short as 2–3 minutes of announcements or as long as 30–45 minutes for planning a service project.
- **Training** – Can focus on the club's project area, like showing livestock or baking a cake (30+ min), or on life skills, such as teamwork, leadership, or service learning (5+ min).
- **Activity** – Fun games or experiences that build belonging, from quick root beer floats (10 min) to a full event like ice skating (60 min).

Each of these three parts of the meeting is important in helping club members learn, grow, and feel connected.

MEETING AGENDA

When your club meets, it's important to know what you're going to do. This plan is called an agenda. The agenda is like a list that helps the meeting run smoothly. It tells who is leading, what you'll talk about, and what fun activities are planned. You'll find an example agenda in the Toolkit.

OFFICER/PRESIDENCY AGENDA

When your club meets, it's important to know what you're going to do. This plan is called an agenda. The agenda is like a list that helps the meeting run smoothly. It tells who is leading, what you'll talk about, and what fun activities are planned. You'll find an example agenda in the Toolkit.



YOUR PURPOSE

During your club officer and club meetings, you should be looking for the following things:

1. **Belonging**: Does everybody in the club feel they are in a safe space where they can make friends and feel welcome?
2. **New Experiences**: Is everybody in the club learning new skills and trying new things?
3. **Leadership**: Do all club members have chances to share knowledge, teach, and lead?

4-H CLUBS

ICE BREAKERS

One of the most important and most fun parts of being in a club is making friends! Ice breakers are short interactive games to help club members feel comfortable and make friends. Below are some examples of ice breakers that you and your club can do!

1: BANG!

How to Play: Everyone stands in a circle. One person in the middle spins with eyes closed, points, and yells “BANG!” The person pointed at ducks. The two people next to them turn and quickly shout each other’s names. Whoever says it first wins. The other goes in the middle.



2: GOTCHA!

How to Play: Stand in a circle. Put your right hand flat with palm up. Point your left finger down over your neighbor’s hand. When the leader says “3, 2, 1—GO!” try to grab your neighbor’s finger while keeping your own finger safe

3: SILENT INTERVIEW

How to Play: Pick a partner you don’t know well. Tell each other 3 things about yourself—but without talking! Use only actions. Then share what you learned with the group.

4: HUMAN ROCK-PAPER-SCISSORS

How to Play: Everyone finds a partner and plays Rock-Paper-Scissors. The winner keeps playing, the loser stands behind them and cheers. Keep going until one person wins all the rounds.



ROCK



PAPER



SCISSORS

5: BLOB TAG

How to Play: A few kids are “it.” If they tag someone, that person links arms with them. The “blob” grows bigger and keeps tagging until everyone is linked.

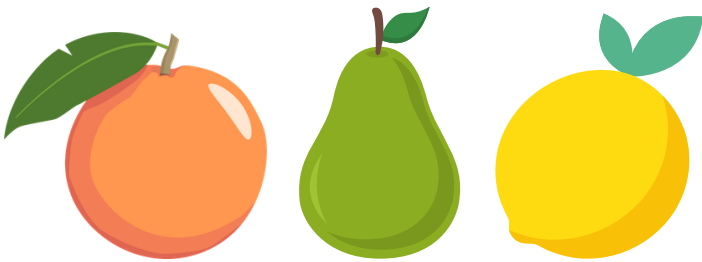


4-H CLUBS

ICE BREAKERS

6: FRUIT SALAD

How to Play: Everyone sits in chairs in a circle, one person in the middle. Each person picks a fruit. Someone calls out a fruit name. The person with that fruit calls out another fruit's name. The middle person tries to tag the person whose fruit was called. If tagged, they switch places.

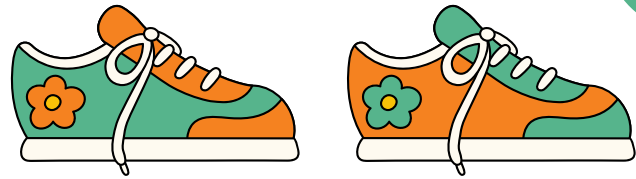


7: SHARKS AHOY

How to Play: Everyone stands on a tarp. Work together to flip it over without stepping off. (Harder: some kids wear blindfolds!)

8: DRAGON TAIL

How to Play: Everyone stands in a line, holding onto the person in front. The first person is the “head” and the last is the “tail.” The head tries to tag the tail without breaking the line. When the tail is caught, move the front person to the back and play again.



9: “YOUR SHOE’S UNTIED”

How to Play: In pairs, each person takes off one shoe and tosses it in the middle. With arms linked, each pair tries to get their shoe back on—only using one free hand each!



10: TODAY WE PRESENT...

How to Play: One person goes to the middle, acts out something (like a tree or a bear), and says, “I am the ___.” The next person joins in and adds something to the scene. Keep building until you have a full “show”!

4-H CLUB

MEETING AGENDA



Date: _____

Conducting (the person who leads the meeting):

- This person uses the agenda to lead/guide the meeting.

Attending (who was there): _____

- Icebreaker(s): _____
- Welcome club members and introduce any visitors or new members.
- Pledges (assign a club member to lead each):
 - Pledge of Allegiance _____
 - 4-H Pledge _____

The time for each step may change depending on the purpose of the meeting.

- (_____ min) Business:

- (_____ min) Training:

- (_____ min) Activity:

Closing (2-5 minutes), Led by: _____

Reflect: What did members learn, enjoy, or want to try differently?

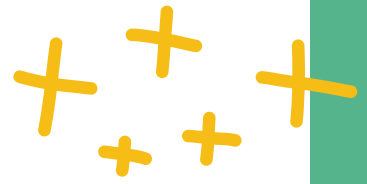
Apply: How can they use it in school, home, or projects?

Reminders: Next meeting or event

Gratitude: Thank members and volunteers

4-H CLUB

OFFICER/PRESIDENCY MEETING AGENDA



Date: _____

Conducting (the person leading the meeting): _____

Attending (who was there): _____

Goals / objectives for the club: _____

- Welcome club members and introduce any visitors or new members.
- Pledges (assign a club member to lead these):
 - Pledge of Allegiance _____
 - 4-H Pledge _____
- Secretary report (remind members of the jobs from the last meeting):
 - Report on jobs (share what was done or still needs to be done)

- What still needs to be finished

- Review of Calendar
- New Business



4-H CLUB CALENDAR



Month of: _____

Month of: _____

Month of: _____

Month of: _____

Month of: _____

Month of: _____



