

**Club Organizer (April George)**

- Ultimately responsible for all activities required to maintain active club status
- Work with the County to ensure all paperwork is complete (both pre and post year)
- Responsible for awards and recognition
  - Annual pins/stripes
  - Senior recognition
  - Volunteer recognition
- Club goal planning to achieve Gold Seal status
- Yearly club prep, including calendar of events
- Facility Agreement for club/officer meetings
- Manage club email (can be delegated - currently to Carrie)

**Leader's Council Representative (April George & 2 additional reps.)**

- Attend Leader's Council meetings (approx. monthly)
  - Ensure alternate if you can't attend
- Take notes and distribute to other Community Leaders and Volunteers as required
- Give report at club meeting
- Submit monthly reports to Leader's Council

**General Officer's Advisor (April George)**

- Ensure training of Officers prior to first meeting
- Facilitate Officer Meetings (approx. monthly)
- Ensure Officer's are prepared for Club Meeting (including printing needed documentation and reminder emails are sent)
- Manage Officer Elections
  - Applications
  - Eligibility confirmation
  - Ballot preparation
  - Work to fill open positions prior to start of next year
- Purchase Officer recognition presents
- Organize end of the Officer lunch/party/event

**Secretary Advisor (????)**

- Take notes during the meeting to help ensure meeting minutes are correct
- Work with Secretary at the close of the year to ensure Secretary binder is correct

**Treasurer's Advisor (April George)**

- Meet with Treasurer approximately monthly
- Help develop annual budget
- Double check documentation is correct
- Work with Treasurer to ensure books are ready for mid-year and end-of-year audits
- Must be available to go to mandatory Treasurer meeting during the summer
- Submit fundraising information to County for approval
- Help keep track of club inventory

# Volunteer Opportunities

## **Newsletter Editor/Webmaster Advisor (???)/ Carrie Fitzgerald for Webmaster)**

- Work with Newsletter Editor/Webmaster to develop content and issue newsletter
- If Webmaster, support their keeping the website updated
- Monitor content, usability, passwords, etc.

## **Registration Coordinator (Carrie Fitzgerald)**

- Work with Club Organizer to plan Registration week
  - Distribute any 'how-to' guides that may be published
- Work with County to ensure all documentation is complete
  - Payment for club fees
  - Enrollment information complete and accurate
- Work with Project Leader Coordinator
  - Ensure project nomenclature matches electronic system
  - In charge of lottery for impacted projects
  - Disperse project enrollment list
- Ensure bi-laws are signed by all members
- After members are fully enrolled, make sure they are on the distribution list and attendance roster.

## **Project Leader Coordinator (Karen Borg)**

- Work with Project Leaders on specifics of project for Enrollment (age range, number of kids)
- Lead Project Leader Club Orientation (Late July or August)
- Prepare descriptions and sign-up sheets each year for Registration Night
- Ensure required training is complete
- Facilitate completion of fingerprints (if required)
- Ensure that Project Leader Agreements are completed and turned in to the County
  - Confirm Food Safety Certifications for anyone who will be working with food
- Collect meeting dates, ensure that at least 6 hours meeting time will/has been met
  - Follow-up as needed
- Survey club for desired projects and if not available at the club level look for Countywide projects or discuss interclub agreements
- Secure returning/new Project Leaders for following year
- Project Leader Thank you's and gifts (May)

## **Volunteer Coordinator (Karen Borg + one additional)**

- Manage and recruit volunteers for County events such as:
  - Presentation Day (county, sectional, state)
  - Tractor Supply
  - Treasurer's Audits (mid-year, year end, County)
  - Record book evaluators
- Club event volunteer(s) for end of year party/community service awards
- Purchase (with club funds) thank you's for volunteers
- Recruit for County volunteer requests, such as scholarship interviews, All-Star Interviews

# Volunteer Opportunities

## **Membership and Roster (Christina Taliaferro)**

- New recruitment initiatives
- Respond to new member inquiries
- Maintain the waitlist, roster and email distribution list
- Meet and greet events (if needed)

## **Fundraising Coordinator (???)**

- Offer suggestions to the Officer's for potential fundraisers
- Organize information needed for Treasurer to get County approval
- Manage club fundraisers or recruit chairperson for event
- Champion County fundraisers, such as Tractor Supply

## **Community Service Coordinator (Karen Borg)**

- Offer suggestions to the Officers for potential community service opportunities at club meetings
- Look for entire club opportunities (such as food bank)
- Distribute to the club other community service events throughout the county

## **Club T-Shirt Coordinator (Erin Crain)**

- Determine supplier(s)
- Negotiate pricing
- Determine funding (club budget vs. personal)
- Coordinate order forms
- Distribute shirts

## **4-H Education (???)**

- Develop initiatives to increase the club's knowledge of 4-H opportunities

## **Social Media (Karen + 1 more)**

- Update Facebook/Twitter/etc.
- Ensure all club members have access and are receiving information as needed

## **Club Meeting Room Management (Officers + Jaclyn Moraida)**

- Arrive early to set up room (Hospitality Officer should also be helping)
- Stay after meeting to ensure returned to original state and everything is clean

# Volunteer Opportunities

## **Record Books (???)**

- Workshop-Club and county
- Collect record books by June 30th
- Record book Evaluating orientation each year
- Club RB Evaluating in July
- Return record books at 1st club meeting to members not going on to county
- Send County level books during EOYP meeting
- County RB evaluating-August
- Return county record books at 2nd club meeting

## **Scholarship (Christina Taliaferro)**

- Issue Scholarship policy with 1st newsletter or other method for distribution
- Target high school students for particular understanding of what the requirements are for getting the scholarship
- Request applications in March
- Review applications & assess compliance in May due to attendance requirement
- Work with Treasurer to issue scholarship money as approved in May/June
- Communicate with members about other scholarship opportunities

## **Auction Committee Leader (???)**

- Establish committees/get volunteers
- Meet with volunteers in January or earlier, and after as needed
- Market/advertise the auction
- Sell tickets
- Establish a timeline for the night for the event
- Monitor food committee, bbq, music, games, runners, treasurer

## **Auction-DONATIONS (???)**

- Request Project donations & family donations
- Manage outreach for business donations
- Assemble all donations into marketable auction items
- Send auction item list out to club before event
- Prepare bidders lists for silent and live auction
- Run bid tallies
- Help the treasurer prepare all necessary documentation