



## 4-H Parents' Committee *Position Description*

Title: 4-H Parents' Committee

Purpose: Providing positive learning experiences for youth by identifying, recruiting, orientating, training, and supporting 4-H adult leaders the 4-H Parents' Committee believes are needed for the successful operation of the club.

### Responsibilities:

1. Identify the leadership needed. This is usually accomplished with recommendations from the Club leader, no later than one month before the 4-H members enroll in 4-H projects.
2. Recruit adult volunteers for the leadership needed via personal contact.
3. If the individual is not a registered VIP volunteer in the county, then have them complete the VIP form and have them attend the VIP Orientation session.
4. Arrange training for leaders, especially new leaders. Training is usually done within two weeks after recruiting the 4-H leaders and before 4-H members enroll in 4-H projects.
5. Develop a list of leaders (including names and addresses) who will lead 4-H projects and other activities or events for the coming year.
6. Assist club leader in organizing and conducting the enrollment meeting.
7. Make personal contact with all 4-H leaders prior to and soon after their first meeting with the members and discuss progress made.
8. Investigate and resolve issues in a manner that will contribute to the positive operations of the club.
9. Conduct election among the parents to elect adults who will serve as the Parents' Committee.

### Contact Person:

Chairman, 4-H Parents' Committee

### Resources Available:

Volunteer Information Profile  
4-H Project Leader Position Description  
TAXI - Volunteer Management Program

### Qualifications:

Able and willing to work with other adult volunteers, specifically recruiting the leadership needed.

Willing to learn new skills for the position.

Believe in the 4-H volunteer role as a sound way of helping kids develop.

Be committed to the successful management of the club.

### Time Required:

3 year term. Most work is in late summer and fall recruiting new leaders and arranging training for them.

I will work to "Make the Best Better" through my  
role as a Parents' Committee Member

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Volunteer's Signature