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You want to learn more about being a committee chairperson. Maybe you are already serving as a committee chairperson and want to improve your skills . . . or maybe you want to develop leadership skills so you can perform this role in the future. There are several steps to complete as you learn to be a committee chairperson.

1. The first thing to do is find an adult or older youth to be your helper. Your helper can be someone who is already serving as a committee chairperson or it may be an older 4-H'er, leader, parent or friend who is willing to help you learn to be a good committee chairperson. Your helper should get a copy of the *Helper's Guide* from your club leader or the county Extension office.

2. Together you and your helper should study this leadership role description. Study a duty. Then follow across the page to the authority, reporting, life skills, self-evaluation and learning experiences for that duty. These columns are explained below.

Duties. Tasks that a committee chairperson must complete for the club to be successful. This is only a suggested list of duties for a committee chairperson. Your duties as a committee chairperson or the duties of other committee chairpersons may be different.

Authority. This column lists the action the committee chairperson can take without approval from someone else for each duty.

Reporting. Actions taken to complete a duty need to be recorded. This column tells you who should be informed.

Life Skills. This column lists the life skills you

need to complete each duty. Life skills are doing, thinking and feeling skills which help you succeed in everyday life. Some life skills may be needed for more than one duty.

Self-Evaluation. This column gives you a chance to measure your ability to perform leadership life skills. Complete this column by marking with an "X" or other symbol showing how well you do each leadership life skill.

Learning Experiences. After you evaluate your leadership skills, select learning experiences to help develop these skills. The learning experiences listed are only suggestions. It's fun to identify learning experiences. Identify as many as you can. Ask your helper for more ideas.

3. After you study the leadership description, complete the learning agreement on the back. This is your own plan for improving your leadership skills.

4. Carry out your plan, completing the learning experiences you selected. Remember to work closely with your helper.

5. After completing the experiences, evaluate your skills again with your helper. Have you learned new skills? Are there skills you still need to work on? If so, select and complete additional learning experiences in these areas.

6. Now that you've worked through this leadership role once, choose another 4-H leadership role that you want to learn more about and study it. You could also choose the same role again and try additional duties and new life skills. Try using your new skills in other situations. You will continue to use your skills and develop new leadership skills throughout the 4-H program.

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Duties

Authority

Reporting

Tasks that a 4-H committee chairperson should do for the group to be successful.

Action the 4-H committee chairperson may take without approval by someone else.

Actions taken by the 4-H committee chairperson need to be recorded. This column shows who should be informed.

1. Call committee meeting.

After checking with committee members, set meeting time and place.

Tell committee members and club leader.

2. Conduct meetings.

Conduct committee meetings and activities.

Keep committee records.

3. Assign committee duties to committee members.

Appoint people to do specific tasks.

Be sure jobs are recorded in committee minutes.

4. Write down committee action correctly.

Appoint someone to take minutes of committee meeting.

Include committee minutes in the club records.

5. Serve as a link between committee and officers, leaders and club.

Speak for committee.

Report committee work to officers, members and leaders.

6. Present committee recommendations to the local club for action.

Speak for committee or assign task.

Report committee work to club.

7. Appoint vice-chairperson or assistant.

Appoint or select according to club or group by-laws.

Record name of vice-chairperson.

Life Skills

Self-Evaluation

Learning Experiences

This column lists the life skills you need to complete each duty. Life skills are doing, thinking and feeling skills which help you succeed in everyday life. Some life skills may be needed for more than one duty.

Measure your ability to perform leadership life skills. Indicate with an "x" how well you perform each life skill.

Need to learn Need to improve Can do well

After you evaluate your leadership skills, select learning experiences to help develop them. The learning experiences listed are only suggestions. Your helper will also have ideas for learning activities.

Verbal communication. _____

Practice giving information such as meeting date, time and location verbally. Have listener repeat information to you. Was it clear and correct?

Written communication. _____

Practice writing a meeting notice. Have your helper or leader review to see if all information is included.

Decision making. _____

Study a resource book on decision making. Apply the steps in decision making to a decision you must make related to your favorite 4-H project.

Cooperation and teamwork. _____

Observe a committee or other group in progress; try to determine if they are working well together as a group. Identify strengths and weaknesses. Discuss with your helper.

Assigning tasks. _____

Make a list of all the jobs to be done on the committee. Then ask a committee member to complete each one.

Assigning tasks. _____
Record keeping and reporting. _____

Observe an experienced committee chairperson assigning jobs. Study the officers guide which tells what information should be kept in committee minutes.

Verbal communication. _____

Role play situations involving communication problems. (Your helper can help you find some.)

Cooperation and teamwork. _____

Have your committee do one or two activities related to teamwork and cooperation (see *Helper's Guide* for suggestions).

Listening. _____

Practice listening to a friend. Then repeat to them what they said. Have them tell you how correct you are.

Verbal communication. _____
Record keeping. _____

Practice giving your committee report before your committee. Read committee reports prepared by experienced committee chairpersons.

Being responsible. _____

Keep lists of tasks to be done as committee chairperson; record when they are done.

Assigning tasks. _____

Together with the vice-chairperson determine what jobs the vice-chairperson should do. Then let him or her do them.

Agreement for Growth in Leadership Life Skills

This agreement is between _____,
(4-H member's name)
 serving in a leadership role in the 4-H program, and _____,
(helper's name)
 serving in the helper's role.

This agreement begins _____ and ends _____
(date) (date)

| Duties of Leadership Role. You may complete all or part of the duties listed on the role description. List those duties you will do. | Leadership Life Skills you want to learn (see your self-evaluation). | Learning Experiences you will do to learn these skills. |
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Materials supplied by the 4-H program _____

Signed _____
(4-H member) (helper)

Date _____

This agreement may be revised at any time.