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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 _____ (date) and ends _____ (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.

Materials supplied by the 4-H program _____

Signed _____ (4-H member) _____ (helper)

Date _____

This agreement may be revised at any time.

4-H Leadership Role Description: **PRESIDENT**

Duties	Life Skills	Self-Eval.	Learning Experiences
<p>Tasks that a 4-H president should do for the group to be successful.</p>	<p>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.</p>	<p>Measure your ability to perform leadership life skills. Indicate with an "x" how well you perform each life skill.</p> <p>Need to learn Need to improve Can do well</p>	<p>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.</p>
<p>1. Help plan yearly program.</p>	<p>Identifying needs and interests Program planning. Making group decisions. Goal setting.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Study brainstorming and do brainstorming activities. Attend officer training. Visit with experienced officer or leader. Participate in group decision making. Set a goal for each day for a week.</p>
<p>2. Plan business meeting before regular meeting is held.</p>	<p>Program planning. Assigning tasks.</p>	<p>_____</p> <p>_____</p>	<p>Study officer's guide and program planning information. Study duties of each office.</p>
<p>3. Conduct business meeting, using parliamentary procedure.</p>	<p>Conducting a meeting using parliamentary procedure.</p>	<p>_____</p>	<p>Read Roberts <i>Rules of Orders</i>; attend parliamentary procedure training.</p>
<p>4. Arrange for another person to preside if you are unable to attend.</p>	<p>Assigning tasks. Showing a responsible attitude.</p>	<p>_____</p> <p>_____</p>	<p>Watch an experienced president. Study and do responsibilities of president.</p>
<p>5. Appoint committees, unless otherwise directed by club action.</p>	<p>Motivating and involving others. Assigning tasks.</p>	<p>_____</p> <p>_____</p>	<p>Try to sell someone something. Talk with helper and organizational leader.</p>
<p>6. Assign duties and use committees so each member will have a chance to participate.</p>	<p>Assigning tasks. Being fair.</p>	<p>_____</p> <p>_____</p>	<p>Attend officer training workshop. Think about a situation you feel is unfair and try to decide what makes it unfair. Discuss with helper.</p>
<p>7. Organize activities and programs of the club or group.</p>	<p>Organizing people and programs. Cooperation and team work. Assigning tasks.</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>Practice organizing small groups by leading games. Play on an athletic team. Work with an experienced leader to assign tasks.</p>
<p>8. Keep committee work on schedule.</p>	<p>Assigning tasks. Planning & carrying out a task.</p>	<p>_____</p> <p>_____</p>	<p>Study duties of committees. Work with helper to plan and carry out a task such as arranging meeting place.</p>
<p>9. Work with other officers on club activities.</p>	<p>Verbal communication. Written communication.</p>	<p>_____</p> <p>_____</p>	<p>Do communication activities. Study officer's guide.</p>
<p>10. Communicate with adult leaders and Extension Agents.</p>	<p>Verbal communication. Verbal communication.</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>Watch experienced 4-H'ers or leaders. Attend officer training workshop. Practice giving speeches at local meetings; study public speaking; enroll in a toastmasters course.</p>
<p>11. Represent 4-H to the school, community, and general public.</p>	<p>Showing enthusiasm. Keeping records.</p>	<p>_____</p> <p>_____</p>	<p>Watch experienced public speakers. Attend record keeping workshop.</p>
<p>12. Represent the local 4-H club in the county 4-H council.</p>	<p>Accepting responsibility. Making decisions.</p>	<p>_____</p> <p>_____</p>	<p>Complete assigned tasks; visit with helper. Look for famous slogans which focus on decision making in ads, literature and communications.</p>
	<p>Reporting.</p>	<p>_____</p>	<p>Talk with helper; watch an experienced officer.</p>