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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: **TREASURER**

Duties	Life Skills	Self-Evaluation	Learning Experiences
<p>Tasks that a 4-H should complete 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. 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. Take charge of all money taken in by the club.</p>	<p>Management Honesty</p>	<p>_____ _____</p>	<p>Attend a record keeping workshop. Practice management skills.*A Discuss the importance of trustworthiness with your helper.</p>
<p>2. Keep accurate records of: a. All money received and its source. b. All money paid out.</p>	<p>Decision making Learning about money management. Written communications</p>	<p>_____ _____ _____</p>	<p>Interview a civic organization treasurer. Practice proper bookkeeping techniques.</p>
<p>3. Give financial report at each club meeting.</p>	<p>Verbal communications.</p>	<p>_____</p>	<p>Practice communication skills. *B</p>
<p>4. Deposit money in local bank immediately.</p>	<p>Management Communication</p>	<p>_____ _____</p>	<p>Visit your local bank with helper. Explore banking procedures..</p>
<p>5. Be responsible for maintaining a club total at all times.</p>	<p>Showing a responsible attitude. Management</p>	<p>_____ _____</p>	<p>Do self-disclosure activity.*C</p>
<p>6. Be responsible for money needed at club functions. (bake sales, etc.)</p>	<p>Verbal communication</p>	<p>_____</p>	<p>Maintain a "things to do" list. *D</p>
<p>7. Give complete, accurate records to new treasurer when elected.</p>	<p>Working with others. Communicating</p>	<p>_____ _____</p>	<p>Practice giving accurate directions. *E Study officer's guide.</p>
<p>*A Management Activity - Leader/Agents Guide, p. 36 *B Verbal Communication Activity - Helpers Guide, p. 8 *C Self-Disclosure Activity - Leader/Agents Guide, p. 40</p>			<p>*D Time Management Activity - Helpers Guide, page 16 *E Directions Activity - Helpers Guide, p. 9</p>