



## Sharing the Lead

### Who to Ask to Share

The 4-H club leader's job is to provide a fun and educational program for youth. To do a good job, many adult and youth helpers are needed. By sharing the lead you are helping another person grow through volunteering.

Sharing the lead is an attitude that needs to be practiced. The lead can be shared with 4-H'ers, parents and other community citizens.

### How to Share the Lead

Sharing is a skill that can be developed. Here are some specific things you can do to develop sharing skills:

1. Set a positive example as a person.
  - Be willing to work harder than 4-H'ers or parents.
  - Display self-discipline.
  - Say "thank you" in many ways.
2. Take a dynamic approach to activities.
  - Size up the merit of people, ideas and opportunities.
  - Keep trying. When things don't happen according to plans, look for the positive.
  - See new and better ways of doing things.
  - Offer volunteers help to get started.
3. Bring out the best in people.
  - Have well defined, meaningful goals and enthusiasm to inspire others.
  - Have confidence in people and communicate that confidence.
  - Use small group work where possible.
4. Demonstrate skill in directing club operations.
  - Have a plan "B" in case plan "A" falls through.
  - Keep things simple.
  - Set deadlines for task completion.
5. Build a strong club leadership team.
  - Ask others to help based on their interests and skills. (Refer to Skill-Wish Cards.)
  - Provide feedback on performance and growth.
  - Respect individual differences.
  - Respond to other leaders and parent concerns.
  - Keep everyone informed.
  - Encourage participation in training opportunities.

### What to Share

Needs are plentiful in a 4-H club. 4-H'ers do more and the club does more if many people help. The checklist on the back suggests individual and club needs for leadership that can be shared with others. Place a check by things you will share, then identify when you will share the task and who you will ask.

Activities to Share	Yes	When?	Who?
<p><b>Individual Needs:</b></p> <ul style="list-style-type: none"> <li>• Recruit youth to join 4-H.</li> <li>• Invite youth to attend 4-H meetings.</li> <li>• Help new members fill out enrollment cards.</li> <li>• Plan and implement ways of making new members feel welcome.</li> <li>• Assist 4-H'ers in choosing projects.</li> <li>• Assist 4-H'ers in buying project materials.</li> <li>• Assist 4-H'ers in completing projects.</li> <li>• Assist 4-H'ers in reviewing projects.</li> <li>• Assist 4-H'ers in reading and understanding project manuals.</li> </ul> <p><b>Club Functions:</b></p> <ul style="list-style-type: none"> <li>• Teach parliamentary procedure.</li> <li>• Observe parliamentary procedure and offer evaluation.</li> <li>• Advise committee.</li> <li>• Teach how to do projects.</li> <li>• Provide a home or other facility for project meeting.</li> <li>• Secure resource people.</li> <li>• Recruit individuals to teach projects.</li> <li>• Assist 4-H'ers in preparing demonstrations.</li> <li>• Judge and critique 4-H demonstrations.</li> <li>• Advise community service projects.</li> <li>• Give leadership to specific club activities.</li> <li>• Provide refreshments for the meeting.</li> <li>• Cook food when necessary.</li> <li>• Provide transportation.</li> <li>• Assist with club communications:               <ul style="list-style-type: none"> <li>• club newsletters.</li> <li>• attend and report on County Council.</li> <li>• attend and report on Leaders' Association.</li> </ul> </li> <li>• review county newsletter; report on activities.</li> <li>• be part of a telephone network.</li> <li>• seek monetary resources.</li> <li>• provide club recognition.</li> <li>• provide individual recognition.</li> <li>• organize parents to perform specific functions in the club.</li> </ul>			

Prepared by  
 Judy M. Groff, Extension 4-H Specialist

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