

## Key Leader

### Description and Role:

A Key Leader works with project committee members and assistant key leaders to evaluate, plan and coordinate leader and member educational experiences for a specific project area. He/she will facilitate county fair judging activities for their area in cooperation with the building superintendents, serve as the designated contact person for members, parents, other leaders and UWEX Staff, and delegate duties and responsibilities to assistant leaders and others.

### Nomination and Appointment:

Key Leaders will be nominated by a project committee. In the absence of a committee, they will be nominated by Senior Leaders or the Extension Staff. Nominations will be reviewed by the UWEX Staff and presented to the Senior Leaders who will appoint a project Key Leader from the names submitted. Assistant key leaders will be nominated and selected in the same manner as Key Leaders. When a Key Leader or assistant position is vacant or a person's term is complete, openings will be publicized.

### Length of Term:

Key Leaders and assistant key leaders will be appointed for three (3) year terms. At the conclusion of their three (3) year term, individuals will need to be re-nominated. UWEX staff will present nominees to the 4-H Senior Leaders Association.

### Committee Membership:

A project Key Leader serves as a committee member, may serve as the committee chair, and has the same voting rights as other adult committee members. Assistant key leaders do not have voting rights unless they are part of the project committee. On committees with a separate elected chairperson, the Key Leader and the elected chairperson will work together to ensure a positive project experience for all members, youth and adult leaders. Committees should be organized for any project area where none currently exists.

### Educational Responsibilities:

- Serve on and attend meetings of the project committee.
- Help plan and conduct project leader training.
- Plan and facilitate member learning experiences.
- Coordinate county involvement in district and state level project activities.
- Serve as the liaison between members, leaders, the project committee, and the UWEX staff.
- Work with the committee and the UWEX staff to ensure rules and procedures are followed.

### Fair Related Responsibilities:

- Assume leadership for pre-fair judging preparations in project area. Secure additional help as needed.
- Work with judges and helpers to provide a positive experience for all participants.
- Serve as the department liaison to building superintendents and ensure rules and procedures are followed.
- Assist in set-up and take down of exhibits. Assist in post-fair project release..
- Work with the committee and others to make recommendations for changes to the Walworth County Fair premium book, judging procedures, and Banker's Awards in a timely manner..

### Suggested Project Calendar:

September-October:	Key Leader nominations and appointments; committee elections and restructuring.
November-December:	Committee plans annual educational programs
January-May:	Youth Leader Workshops, Project meetings, Educational Experiences
June-August:	Summer Educational Opportunities
August-September:	County Fair Activities
September:	Project year-end evaluation

**Resources Available:** Project literature and helpers' guides; UWEX Staff, Junior Leaders, Community Resource People, 4-H Alumni, State and National 4-H Websites

**Training:** County, District and State Leaders' Workshops; UWEX Staff