



Walworth County 4-H Key Leader Role Description

Description and Role:

A Key Leader works with project committee members to evaluate, plan and coordinate leader and member educational experiences for a specific project area. He/she will serve as the designated contact person for members, parents, other leaders and UW Extension Staff, and delegate duties and responsibilities to assistant leaders and others.

Nomination and Appointment:

Key Leaders will be nominated by a project committee, the Extension Staff, by self-nomination. Nominations will be reviewed by the UW Extension Staff and presented to the Senior Leaders. When a Key Leader 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/selected.

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. 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 UW Extension staff.
- Work with the committee and the UW Extension staff to ensure rules and procedures are followed.



Suggested Project Calendar:

Month(s)	Activities
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 - July	Summer educational opportunities
August	County fair project preparations and County fair (optional)
September	Project year-end evaluation and goal-setting for next year

Resources Available:

Project literature and helpers' guides ; UW Extension Staff, Junior Leaders, Community Resource People, 4-H Alumni, State and National 4-H Websites

Training:

County, District and State Leaders Workshops; UW Extension Staff

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