

PEI 4-H Council Overall Leader

Overall Leaders work with youth through the club year, helping to manage the 4-H club. They support the mission of the PEI 4-H program, supporting and leading their club through its annual work. Overall Leaders facilitate 'learn to do by doing' personal development activities for 4-H participants with the help of other 4-H leaders and volunteers. They work with members, other leaders, and families to identify the personal development needs and goals of members, encourage participation in various skill-building opportunities, are responsible for ensuring the safety of members, and working with the group to coordinate club activities with members, the community, and 4-H PEI.

Main Areas of Responsibility

A. Conduct Internal Club Communications

- Initiate reorganization; contact 4-H Specialist, past families and volunteers
- Explain club requirements and member expectations to new families
- Ensure registration and leader screening procedures are completed
- Be up to date on club and project requirements and policies; when unsure, contact 4-H Specialist.
- Act as main point of contact for the 4-H Office and your 4-H Specialist. Design or delegate club communications plan that allows you to share 4-H news and opportunities with membership (e.g., through email, Facebook, telephone).
- Promote teamwork generally, amongst volunteers, parents, and members.

B. Conduct External Communications

- Act as a point of contact for 4-H families to approach with questions about 4-H PEI at the provincial or district level.
- In conjunction with the Club Reporter and/or volunteer responsible, keep 4-H PEI and your 4-H Specialist up to date with club news.
- Engage with your community, inviting neighbors and families to celebrate member achievements when appropriate.
- Delegate the nomination of club/members for awards.
- Identify a club representative (leader or senior member) for District Council.
- Ensure the club representative on District Council keeps club informed, as needed.
- Identify two voting delegates for Annual General Meeting.
- Promote 4-H to the community.

C. Conduct General Meetings

- Plan club business meeting with Club President and Executive.
- Plan club meeting program with club members and volunteers (including booking venues, planning activities, delegating set up and clean up).
- Ensure club follows parliamentary procedure.
- Ensure correspondence and 4-H news is shared with membership.

D. Oversee Club Finances

- Collect member fees in conjunction with Club Treasurer.
- Ensure Club Treasurer and Fundraising Coordinator work together on Provincial Fundraiser.
- Ensure Club Treasurer records monies collected.
- Act as signing officer for club, typically with President and Treasurer.
- Oversee fundraising activities, liaising with local sponsors, when necessary.

E. Manage Risk

- Make efforts to prevent or minimize risk present in 4-H activities (e.g., communicate safety procedures to parents, leaders, and members).
- Report incidents to the 4-H Office.

F. Conduct Project-related Activities

- Seek out volunteer leaders based on club needs and member interests.
- Work with 4-H Specialist, parents, and other leaders to identify community members as potential leaders.
- Match club members with project leaders.
- Ensure project leaders hold regular project meetings.
- Coach volunteer leaders, when necessary.
- Direct volunteer leaders and members to available resources in 4-H office, and on 4-H website.
 - An organized member guide order from the 4-H office is always appreciated
- Monitor member completions with assistance from project and key leaders. Remember, members are responsible to:
 - Complete at least one skill based project
 - Complete a communications project
 - Complete an agricultural awareness project
 - Complete a community service project
- Ensure 4-H members' requirements are prepared for Achievement Day in conjunction with Achievement Day leader and project leaders.

G. Provide Leadership

- Make decisions in best interest of club.
- Delegate tasks to other leaders.
- Solve problems.
- Motivate club volunteers.
- Promote teamwork.
- Coach project leaders.
- Advise and support club members, project leaders and parents.
- Mentor elected officers.

Key Attributes of PEI 4-H Overall Leaders

Knowledge, Skills & Abilities

- Time management
- Planning
- Organizational skills
- Knowledge of programs and services
- Human resources management
- Public relations
- Networking
- Delegation skills
- Developing policies, procedures, plans, supporting tools
- Communication skills
- Training, coaching, mentoring, supervising, evaluating performance
- Problem solving
- Conflict resolution skills
- Competency in various project areas

Behaviors, Attitudes & Personal Characteristics

- Multi-tasker
- Team player
- Positive attitude
- Problem solver
- Able to manage stress
- Empathic
- Respectful
- Detail-oriented
- Flexible
- Encouraging
- Creative
- Enthusiastic
- Ethical
- Professional
- Compassionate
- Analytical
- Needs-focused
- Committed to youth development
- Organized
- Patient
- Inspirational
- Leadership skills
- Strong sense of self worth
- Strong interpersonal communication