

District 7 4-H Project Development Position Descriptions

4-H Project Development Committee Chairman and Vice Chairman:

1. Review the committee file and familiarize yourself with the purpose of the committee.
2. Maintain file of proceedings of committee to hand to next chairman (attendance lists, minutes, reports, program agendas, etc.)
3. Involve and encourage other 4-H'ers and leaders in leadership responsibilities.
4. Work with the committee's agent advisor on developing meeting agendas.
5. Work with the committee's agent advisor in planning the budget for meetings.
6. Work with committees' agent advisor on developing meeting announcements and send to the district office at least two months prior to activity.
7. Encourage creative thinking for new and different programming ideas.
8. Develop a report for the annual meeting and review this with committee advisor.
9. Keep committees' agent advisor informed on proposed plans.
10. Make sure minutes and reports are recorded and sent to agent advisor and District Extension Office.
11. Obtain committee input for contests and awards for this project area.
12. Help conduct contests in this project area.
13. Attend committee meetings, or if you can't attend, arrange to have someone preside.
14. Participate in other leadership and subject matter training when possible.
15. Promote your project area on all levels. Encourage 4-H'ers to participate in educational presentations and record book competition.
16. Maintain a network of communication with all officers.

4-H Project Development Committee Secretary:

1. Record minutes of each committee meeting. Send typed minutes to Chairman, District Extension Administrator and Regional Program Director-4-H and Youth Development.
2. Write thank-you notes to guest speakers.
3. Keep a folder of minutes and attendance lists to hand on to the next secretary.
4. Help the chairman with ongoing projects and remind chairman of unfinished projects.