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4-H CLUB OFFICER HANDBOOK

Tony Carrell*

ABSTRACT:

Tony Carrell conducts annually a training workshop for 4-H club officers. The purpose of this workshop is to help officers better understand their duties and responsibilities, provide information regarding how to successfully plan and conduct a 4-H club meeting, and begin building teamwork among each of the club officer teams. Material used for this training workshop includes publications available through Media Distribution Center at Purdue University, handouts gathered from former State 4-H Volunteer Conferences, as well as handouts and activities developed by the Boone County Extension Office staff. Tony compiled all the handouts used for the workshop into a concise bound club officer manual. His rationale for doing this was that it would provide the opportunity for every officer to have the materials for each office so they could not only be familiar with their own officer duties, but that of the other officers as well. As a result this should decrease the lack of communication and understanding of responsibilities between the officers and should encourage them to work together more as a team unit. Verbal feedback from officers and club leaders was very positive. In summary, they liked the fact that the material was bound and would less likely lose the booklet. They also felt that for most officers it would increase their effectiveness and things would be less likely to fall through the cracks as all officers would now know the expectations of each other. Leaders also plan to use this to help new potential officers better understand the expectations of the position as members consider running for a club office.

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THE 4-H JUNIOR LEADER PROJECT-A HAIR-RAISING EXPERIENCE FOR THE 4-H LEADER: A BORING EXPERIENCE FOR THE YOUTH?

Janice Cowan*

ABSTRACT:

Have your 4-H Leaders complained that they don't know what to do with their Junior Leaders? Yes, the older youth help younger members with their projects, i.e., teaching showmanship, conformation, how to cook a dish or sew an article, pin an insect or mount leaves/cones in forestry, but after a while this gets routine and boring and they want more of a challenge! This poster session will share ideas on activities, programs, events that will, "Exceed expectations," and help you help your 4-H Leaders increase the scope of their Junior Leader project and make it more meaningful for the 4-H member and the 4-H leader. The poster will review and expand the responsibilities of Junior Leaders; give you ideas on how Junior Leaders can participate in planning club projects, programs and recreation; how to get new members involved in club work, and how they can share the leadership role with your 4-H adult volunteers. A booklet may be ordered that includes a Junior Leader Planning Worksheet, a Junior Leader Goal Sheet, a Junior Leader Evaluation Sheet, a 4-H Junior Leadership Record Sheet and lots of activity ideas. The 4-H Junior Leader project is a challenging one to be successful for teens, but with teamwork and planning, we adults can exceed expectations of these youth and provide a meaningful project for them.

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CHARTING NEAFCS'S FUTURE

Sharon Hoelscher Day* and Christine Kniep

ABSTRACT:

Join a dialog about changes in Extension family and consumer sciences programming and how NEAFCS--National Extension Association of Family and Consumer Sciences—can meet the needs of Extension professionals in the years ahead. Help design the future.

*NEAFCS President- Elect

FACILITATION: THE ART AND SCIENCE OF SUCCESSFUL MEETINGS

Linda Manton*, James Brenner, Kimberly Rodrigues and Carole Paterson

ABSTRACT:

Facilitation literally means, "to make easy." The University of California Cooperative Extension (UCCE) has embraced Essential Facilitation (EF), a proven meeting technology, making it easier to plan and conduct more focused and effective meetings. The EF methodology guides groups in achieving specific desired outcomes, assists in building understanding and agreement and leads to more productive, satisfying and successful meetings. Ten UCCE professionals are trained and licensed as "in-house" EF trainers. Since 2000, this team has conducted four-day EF workshops training 175 UCCE specialists, agents, support staff and volunteers from all disciplines. Workshop participants develop the skills, knowledge, and mind set to plan and conduct more effective meetings. UCCE is committed to training every agent in the art and science of facilitation providing them with a toolbox of exceptional and useful meeting planning and management skills. Course graduate testimonials include: "Not only did facilitation help me manage meetings better, it actually helped me to manage my volunteer program better. Facilitation is about helping others including ...volunteers manage meetings better", "Community organizations have tapped into my facilitation skills and see Cooperative Extension as an educational organization ...assisting the community in dealing with people issues/needs facing them in the 21st Century", and "Facilitation training offered me tools to engage colleagues and to logically progress toward decision making." This session will review: steps in establishing a facilitation training program, role of facilitation in UCCE programming, and highlight concepts and skills to assist in planning and conducting more successful meetings.

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STATE OFFICER LEADERSHIP WORKSHOP

Barb Schirmer*, Sarah Wanczyk, Clyde Jackson, Leslee Spivey, Eric Otte and Betty

ABSTRACT:

Congratulations on your election as an officer of your state association! Do you have unanswered questions about your roles and responsibilities as a state officer as they relate to NAE4-HA? Or, are you unsure of the questions to even ask? This seminar is designed to help current and incoming state association officers learn about an array of items that will help them to shine in their leadership position. National officers will be introduced and offer a few remarks. Items including membership needs and benefits, important association deadlines, association resources, the Leadership Trust and other partnerships, leadership tips and training opportunities, and emerging issues facing the association and much more will be discussed with all seminar participants. Opportunities to ask questions will be provided throughout the discussion. Following the above discussion, new officers will participate in an "Officer 101" session and previous Officer Leadership Workshop participants will join a roundtable session on current state and national association issues. Come meet others in leadership roles like yours. Come ask questions. Come learn. Come share.

*NAE4-HA Northeast Regional Director, Ithaca, NY

ADVISORY AND PROGRAM COMMITTEE 911

Cynthia R. Shuster, CFLE*

ABSTRACT:

An advisory or program committee is a voluntary group of individuals assembled to advise or support an organization. Advisory and program committees are often expected to assist staff members in fund-raising and friend-raising activities. A committee's reason for existence should be real, legitimate and important. They are often asked to provide professional expertise to strengthen a specific program and have historically helped enormously in addressing political problems, handling public relations, and reviewing programs. Much of an advisory or program committee's success rests upon the Extension professional(s) assigned responsibility for engaging it. The art of creating successful committees has been mastered by some Extension professionals and abandoned by others who chose not to invest the time and resources into building such a group once it is established. Effective advisory committees do not form themselves. An unsuccessful advisory committee can be a costly draw on precious institutional resources, images, and good will. When a compelling case for its purpose can be buttressed by the commitment to invest the necessary resources into engaging such a group, it is worth doing and doing well. This seminar is designed to take a "hands-on," "minds-on," idea-sharing approach to helping Extension professionals plan, organize, and implement successful committees based on the following objectives. Participants will learn how to define, re-define, and fine-tune the purpose of an advisory committee or program committee; better understand common problems that plague committees, assist professionals in determining the ingredients for successful committees and share proven tips and techniques designed to jump-start your meetings and avoid that "stuck in a rut, tired, boring, ho-hum meeting syndrome."

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