



STATE
4-H
LEADERSHIP
TEAM
MANUAL



WELCOME...to the State 4-H Leadership Team. You earned your position through preparation, leadership abilities, and your desire to serve.

These guidelines will help you as you represent the thousands of Wyoming 4-H members through the University of Wyoming Cooperative Extension Service 4-H Leadership Team.

RESPONSIBILITIES: As a member of the state 4-H Leadership Team, you will serve as a seven-person team in representing Wyoming 4-H at statewide functions. These functions include, but are not limited to participation at state leadership team retreat, Youth Leadership Conference, Legislative Day, and the Wyoming State Fair. Team members may also be involved in providing county or multi-county leadership workshops, assisting at state 4-H contests and events, contacting donors, contacting legislators on 4-H related matters, and representing 4-H at other organizational meetings.

AGE REQUIREMENTS: To be a member of the State 4-H Leadership Team you must be 14 years old by January 1 of the current year but not yet 19 years old.

TIME REQUIREMENTS: Serving as a member of the State 4-H Leadership Team requires a time commitment. A team member can expect to devote from 15 to 30 days a year to his or her role.

LEADERSHIP CALENDAR

August Election of new Leadership Team

November Leadership Team Training

February Legislative Day

June Leadership Conference

March - July Assist County\State event as requested.

August Wyoming State Fair

QUALITIES & SKILLS ESSENTIAL TO THE LEADERSHIP TEAM

- A genuine enthusiasm for 4-H.
- Ability to meet people easily, even strangers.
- Public speaking skills, both planned and extemporaneous.
- A commitment to 4-H as shown by a willingness to put a high priority on the responsibilities of serving on the State Leadership Team. While team members can be active in other organizations, they are expected to place 4-H at the top of the list during their year of service.
- Ability to be a team player.
- Academic skills that will permit being absent from school without seriously jeopardizing grades.
- Parents who are committed to 4-H and are willing to support their son or daughter in carrying out their responsibilities.

- Being well groomed and willing to wear the official dress decided upon by the team.

ADVISORS: State 4-H staff and county educators will be the primary advisors to the leadership team. Each 4-H member's educator has a responsibility to support and encourage his or her 4-H members but travel and support will be the main responsibility of the team member.

PARENT INVOLVEMENT: Strong parental support and encouragement are indispensable. Your parents were aware of the time and financial requirements before you decided to become a team member. You have an obligation to keep your parents informed and to do everything you can to keep up your part at home. Never take parents for granted. They are closest to you during good times as well as discouraging times. Show your appreciation with an occasional thank you and some big hugs. If your parents have a concern about your role and responsibilities, suggest they call your staff advisor.

SCHOOL: You are committed to doing a good job as a member of the state 4-H leadership team, but keep school work in perspective. Manage time carefully to maintain good grades. Occasional school absences are necessary to serve in your new job. Be sure to work out absences in advance with school officials. Balance school and leadership activities, and you

will be a productive team member. Some leadership team functions are more important than others. By the end of your first training meeting, you will know these priorities. There will be times when you may need to postpone or decline some lower priority invitations to keep school, family, 4-H, and other activities in focus. Parents and school officials recognize the extraordinary learning experience you will have as a member of the State 4-H Leadership Team.

CONDUCT: No one can tell you how to act, but you won't go wrong by being conservative in dress, actions, and language. Don't be a snob; be a friendly, outgoing person. Avoid vulgar jokes and language, smoking, drinking alcoholic beverages, boisterous activities, and disrespectful behavior. A friendly smile, combined with a desire to be your best and to do your best, will help you through the year.

Failure to fulfill expectations or less than desirable behavior at the local, county, or state level may result in termination of the services of a team member.

TEAMWORK: You are part of a team. Each of you has a specific and unique job, but you will succeed only as a team. You will not always agree with each other. When you disagree, do so privately within your group, not in public or at a function. Some personalities will be more compatible than others, but you are ex-

pected to respect each other and accept one another's strengths and weaknesses. Remember the rule "praise in public; criticize in private." Once a majority decision is made, the entire team is expected to support the decision.

APPEARANCE: A team member must be neatly groomed and dressed for all official occasions. He or she should

- be showered,
- have teeth brushed,
- have hair combed neatly,
- have shoes shined,
- be shaved,
- have clothes clean and pressed,
- be dressed appropriately, and
- wear official dress as prescribed.

Many people may never get to talk to you as a member of the State 4-H Leadership Team, but they will see you. It would be a discredit to you and 4-H to give them an unfavorable impression on looks alone.

Here is suggested dress for boys:

- khaki or dark slacks,
- dress shoes,
- name badge,
- and official 4-H shirt or polo shirt when appropriate.

Here is suggested dress for girls:

- khaki skirt or slacks,
- dress shoes,
- name badge,
- and official 4-H shirt or polo shirt when appropriate.

Each team may select a specific uniform as long as the 4-H clover is prominently displayed.

ATTENDING A FUNCTION: When attending a function as a representative of the State 4-H Program, you will probably be asked to participate in some way. This is an ideal opportunity to express your enthusiasm for 4-H and inspire 4-H members. It is not, however, the only way.

To do this, arrive early and use the time to meet and talk to as many 4-H members, leaders, parents, and guests as you can. It is your responsibility to make people feel at ease. Try to learn as much about them as possible. In this time you can make some good friends for yourself and 4-H. Remember; as a member of the State 4-H Leadership Team, you have the job of meeting every member, leader, and parent, not vice versa.

To prepare for your contribution to the program, learn as much as you can about the function you are attending. Talking to people before the program begins helps, but a personal check sheet prepared well in advance is a useful technique. Keep the county agent informed of your arrival time, and let the state advisor know you will be participating in the program.

STARTING A CONVERSATION:

When you are with another 4-H member, discuss or ask questions about his or her family, project interests, and hobbies. You want people to talk about themselves. An effective team member can get points about 4-H across in the conversation at appropriate times.

Other topics of conversation might include 4-H events, awards he or she has won, activities other than 4-H that he or she has participated in, and future plans.

With older 4-H members talk about 4-H, school or college, summer work, vacation time, plans for the future, favorite hobbies, sports, food, entertainment, songs, family, favorite places, and outstanding achievements.

With adults discuss or ask about the following:

- who the person is and where he or she lives,
- his or her family, occupation, and how he or she got started in it, and
- travel experiences, hobbies, music tastes, favorite sports, and 4-H interests.

Always take the initiative to introduce yourself. This is a good way of breaking the ice. A good start might be: "Hello; I don't believe we've met this evening. I'm _____, and I'm representing the state 4-H program. What is your name?" "I'm Mr. _____."

After the introduction, try to open a conversation. "It's a pleasure to meet you Mr. _____. You know I noticed that pin on your lapel. Are you a member of the Lion's Club?"

A person tends to feel self-conscious if he or she is standing alone in a corner. If you can ease the feeling of self-consciousness and make a person feel comfortable, you have done more than ten motivational speakers.

PUBLIC SPEAKING: As a representative of the state 4-H program, you often find yourself being asked to participate or speak in a program. Whether presenting an award, introducing a speaker, bringing greetings from the state 4-H program, or giving the keynote address, you should follow some basic rules of public speaking.

NOTES - It is unnecessary to memorize every presentation, but don't let notes detract from your presentation.

MICROPHONE - Test your voice on the microphone before the banquet or meeting. Make sure you know how to adjust the height and volume.

SMILE - Show the audience you enjoy being there.

EYE CONTACT - Maintain eye contact with your audience. The ability to read an audience will develop with time. Make sure you put your thoughts in an interesting order, and don't talk past your time limit.

HANDS - Control your hands. Don't jingle coins or keys in your pockets, or wave pens, pencils, or glasses at your audience. Gesture to make a point, as long as the gesture is natural. When not gesturing, keep your hands at your sides or behind the podium.

POSTURE - Stand up straight. Rocking back and forth on your feet is distracting. Leaning on the podium makes an audience believe you are not interested in your presentation.

INTRODUCING A SPEAKER: Introducing a speaker does two things. It breaks the ice between the speaker and the audience, and it helps make the speaker feel at ease. Know the person you are introducing. Make your introduction short, complimentary, and informative.

A good introduction should include the following:

- Where the speaker is from.
- Key positions in which the speaker has served.
- Current position.
- Facts about honors and awards the speaker has received.
- Why the speaker is qualified to talk on the subject.
- Title of speech.
- Name — always say the speaker's name last.
- Stay at the podium until the speaker comes forward. Lead the applause if necessary

PRESENTING AN AWARD

- Explain briefly why the award is being made.
- Explain how much the award is deserved.
- Congratulate the recipient and convey everyone's good wishes.
- When presenting the award, extend your hand to the recipient, smile, and try to get a smile in return. This is a perfect moment to take pictures.
- Don't be afraid to start the applause.

WELCOME

- Bring a prepared welcome statement from the state 4-H program.
- Express your appreciation for being invited.
- Let the audience know you are familiar with their purposes and goals. Emphasize your desire to meet as many of the members and parents as possible.
- Smile, be friendly, enthusiastic, confident, and poised.
- Limit your remarks to three to five minutes.

GIVING A KEYNOTE ADDRESS

- The three keys to a successful presentation are practice, preparation, and perseverance.
- Many nationally known speakers started their careers in front of a mirror or seated behind a tape recorder.
- Know your subject.
- Know your audience, for example, size, interests, values, and knowledge of subject.

OTHER KEYS TO SUCCESSFUL PUBLIC SPEAKING

- Have your talk well prepared.
- Recognize the important contributions of the parents and 4-H leaders.
- Recognize and congratulate award winners.
- Express appreciation to the agents, volunteers, donors, and parents for their support toward building a strong 4-H program.

MOTIVATING 4-H'ERS: As a member of the leadership team, challenge other 4-H members to take advantage of the opportunities offered in the 4-H program to develop their leadership skills. Use 4-H success stories for inspiration. You are the best example. Be yourself — confident and enthusiastic.

REMEMBERING NAMES: As a member of the 4-H Leadership Team, you will meet many people. Remembering a person's name is an important skill. Here are some ways to remember people's names.

- Hear the name clearly.
- Get a clear impression of the person.
- Repeat the name immediately. Say, "How do you do, Mr. _____."

- Repeat the name silently to yourself.
- If introduced to a group of people, concentrate intently on each name as you hear it.
- Associate the name with something you can easily remember, such as
 - The person's business
 - A rhyme
 - The person's appearance
 - The meaning of the person's name
 - A mind picture
 - A similar name.

KNOW THE BASIC RULES OF GOOD TABLE MANNERS -

which fork to use or which salad is yours. It is hard to smile through your fourth banquet where the menu is repeated, but you can do it. Use your manners, but don't be so concerned about making a mistake that you become self-conscious. Be confident and enjoy the meal. After you are finished eating, pay careful attention to what others on the program are saying.

Remember "do unto the speakers as you would have the audience do unto you." Smile; be at ease, self-confident, and composed. People remember much more than what you say. They are also influenced by how you act.

By Warren Crawford
Youth Development Specialist

Adapted from materials produced by Mississippi 4-H

UNIVERSITY
OF WYOMING
Cooperative Extension Service

