OHIO 4-H

Organizational Volunteer Succession and Transition Planning

4-H Club Volunteer succession planning is an important piece of 4-H club and volunteer growth. On a regular basis, new 4-H volunteers are added and seasoned volunteers transition to new roles inside or outside of their role as a club volunteer. As such, it is important to have a volunteer succession plan outlined to aide in club transitions. Ideally, a transition in organizational club leadership takes place over a two to three-year timeframe where in the first year the incoming volunteer serves as a "leader in training" or "assistant organizational volunteer" before moving in to the "primary organizational volunteer" in their second and third year. This document aims to serve as a resource and timeline to assist with transitioning the role and responsibilities of the primary organizational club volunteer.

FIRST YEAR TASKS to COMPLETE
Assistant Volunteer, Leader in Training

ONE ☐
Review and discuss the Organizational Volunteer Position description with the county 4-H professional and co-volunteers.

Discuss the role and responsibility of all club volunteers and delegation of tasks based on experience and skills. Have a complete understanding as the Organizational Volunteer of all club management tasks and ensure their completion.

TWO ☐
Club Organizational Paperwork

Ensure Charter Checklist and Club Constitution/Bylaws are submitted to the Extension office as required.

Review governing documents and expectations with club members.

THREE ☐
Enrollments and Project Book Ordering

Remind current members when enrollment is open and how to enroll.

Host an opportunity to assist members enroll.

Request and verify club enrollment information from the Extension office.

Coordinate club member project book orders with the Extension office.

FOUR ☐
Club Basics

Financial management oversight including the checkbook, work with officers, review Secretary and Treasurer Books, agendas, coordinate meeting planning (location/supervision)

FIVE ☐
Assist officers to know their responsibilities

Confirm with club officers the agenda and any old/new business for club meeting.

Confirm Secretary and Treasurer Reports

SIX ☐
Know the role of 4-H parents/guardians (using their interest and support)

SEVEN ☐
Participate in Volunteer Development and Leadership Opportunities

EIGHT ☐
Understand all county and state Ohio 4-H and Ohio State University Extension policies and procedures

NINE ☐
Recruit new members and follow up with new families that inquire about 4-H

TEN ☐
Attend club meetings and events

ELEVEN ☐
Read all county and state Ohio 4-H newsletters, resources and websites to share information and opportunities

TWELVE ☐
Communicate with 4-H members and families 4-H and Jr. Fair guidelines, requirements and meeting reminders

Create a club calendar

Manage club communication emails, social media (BAND, Remind, Facebook) and telephone

THIRTEEN ☐
Provide positive feedback to members and parents/guardians

FOURTEEN ☐
Understand the relationship between Ohio 4-H and Jr. Fair

SECOND YEAR
Primary Organizational Volunteer

ONE ☐
Communication with Extension Office

TWO ☐
Club Finances

Financial management – assist with audits, yearly financial summary, fundraising, EIN, Club Equipment Inventory and assist others.

THREE ☐
Planning Project Work, Community Service Opportunities

Organize Educational Opportunities /Tours/Guest Speakers

FOUR ☐
Actively participate in project and committee meetings, clinics and events

FIVE ☐
Plan Club and Member Recognition events and encouraging members to apply for awards and scholarship opportunities

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