



#64007

Step up to Leadership

Club Officer Optional Focus Area Skills Checklist

Member's name: _____

As a club officer, you have the opportunity to develop your personal leadership skills. Your leadership responsibilities will depend on the office you have been elected or appointed to. Plan your leadership program in consultation with your leadership mentor. The jobs for which you will be responsible and the extent of your responsibility should be clearly defined. Have your leadership mentor initial and date each skill as completed.

	Date Completed	Approved By
Level 1		
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Develop a plan of action for carrying out your leadership responsibilities. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
3. Attend an officers training or workshop.	_____	_____
4. Fulfill duties of elected/appointed position: List position title and at least 4 duties: _____	_____	_____
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
5. Read "Working With Club Officers" (#91603).	_____	_____
6. Help with at least one community or county 4-H activity or event.	_____	_____
7. Help promote 4-H in your community or county.	_____	_____
8. If Secretary or Treasurer, complete additional record book. (#91607 or #91630)	_____	_____
9. Add your own:	_____	_____
10.	_____	_____
11.	_____	_____

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