

4-H Club Leaders – Responsibilities

- **Committee Selection:**
 - Ensure a committee is selected to plan and oversee the club competition.
- **Purpose Explanation:**
 - Explain the purpose of 4-H communication training to the club and organizing committee.
- **Rules and Responsibilities:**
 - Discuss competition rules and the speaker's responsibilities with members and review the organizer's guide with competition organizers.
- **Special Procedures:**
 - Discuss special procedures members are taught (found in fact sheets on public speaking and presentations). This ensures members are familiar with the judging criteria.
- **Topic Selection:**
 - Encourage speakers to select topics based on their interests, experience and knowledge level. Senior members should deliver speeches that involve research and convey an opinion or stance on an issue.
- **Personal Goals**
 - Encourage members to set personal goals and evaluate themselves against their previous performances.
- **Materials Ordering:**
 - Order the necessary public speaking materials from the Staples 4-H Manitoba online ordering system and give them to the organizing committee.

Public Speaking Objectives:

- Public speaking is an individual development experience. The primary focus is on the speaker's growth compared to their previous experiences and accomplishments.
- Although the 4-H structure identifies "winners" in competitions, the main objective is to develop strong communication skills in members.
- Confident, responsible self-expression is a goal of the communication program. Public speaking helps members organize and present ideas, opinions, and information logically and persuasively. This builds confidence in self-expression and responsibility for the crucial skill of communication in adult life.
- Emphasize these points when preparing for public speaking competitions. Remind members how they will use these skills in school and at home.

Immediately After the Club Event:

- Forward the list of club participants to the organizers of the next level of competition.
- If requested, confirm the names of judges and/or volunteers for the next level of competition and provide this information to the organizers.
- You may be asked to provide information about the next level of competition to club representatives.

Note: The club Head Leader does not personally have to do all of this but should ensure it is suitably delegated and covered each club year.