



## **Volunteer Job Description – Board / Committee Member**

### **Volunteer Role Description**

Board/Committee Members provide governance, planning, and resource development to ensure an inclusive, safe, and sustainable program for all youth.

### **Key Responsibilities**

- Set program direction, policies, and season structure consistent with 4-H guidelines and positive youth development.
- Oversee budget, financial controls, sponsorships, and in-kind donations.
- Recruit and onboard volunteers along with program coordinator.
- Coordinate field use agreements and oversee scheduling for practices and games.
- Lead communications on major announcements, season timelines, and program standards alongside program coordinator.
- Champion diversity, equity, and inclusion; ensure decisions reflect the broader community.
- Plan and support major events (games, opening day, celebrations).

### **Desired Skills & Qualities**

- Organization, planning, and basic budgeting skills.
- Clear communication and collaborative leadership.
- Commitment to inclusivity and lowering barriers for families and volunteers.
- Comfort with outreach, sponsorship asks, and community partnership building.

### **Time Commitment**

- February to June.
- Monthly committee meetings (60–90 minutes).
- 2–4 hours/month for tasks; heavier during pre-season planning.

### **Support Provided**

- MSU Extension 4-H guidance, templates, and compliance support.
- Access to program data to inform decisions (registration, volunteer roles, needs).