

Teen and Junior Leader Responsibilities

Basic Responsibilities

- Assist project leader
- Email project members one week prior to project meeting
 - Ask for them to reply
- Call two to three days in advance of meeting
 - Reminder for those who responded they were coming and the ones that didn't
- Let leader know approximate attendance
- Have a sign-in sheet
- Keep track of what is taught at meeting (Annual Project Report Form)
 - Give the list to the project leader and community leader at the end of the year
- Bring poster for the project fair
- Help at the Project EXPO in September
- Put on a booth for the Halloween Party
- Make Judging Day poster
- Make sure members are prepared for SGV Fair
 - Turning in a fair project is a requirement for taking a project
 - Get fair forms and help members fill them out
 - Talk about Selections and Collections

Communication

- Remind members of community service opportunities of the month and upcoming events
- Briefly discuss record book keeping at the first meeting
- Discuss and encourage members giving presentations

Teen/Junior Leader Projects

- Work should be evenly distributed for projects with one or more teen and/or junior leader(s)
- Teen leaders should mentor the junior leaders
- Meet half an hour before the monthly community meeting for the Leadership meeting

Always

- Respect your leader
 - The leader **DOES NOT GET PAID**--the project leader is paying out of his/her own pocket and sacrificing his/her own time
 - Even if there is a fee involved in your project, it probably doesn't cover all of the project expenses
- Respect your peers
- Respect your project members

Old Teen Leaders

- Teach project members and step up in running meetings if project leader requests help