

4-H Council Officers Description

- Meeting dates will be: Determined by the Council members at the annual October meeting.
- Meetings start time: To be determined by the Council members at the annual October meeting.

Suggested Qualifications: must be a current Butler County 4-H member at least 14 years of age on the date of election. Must have been a 4-H member for at least 2 years and are to be enrolled in the leadership project.

Duties

President-Preside at all meetings. Review agenda for all meetings. Serve on the executive committee. Call extra meetings when necessary. Appoint committees within or out of 4-H Council. Vote only in a case of a tie. Shall have the power to perform any duties necessary to the functioning of the 4-H Council.

Vice President – Preside over the Council meetings in the absence of the president. Serve on the executive committee. Contact the Council committee chairs to see if they will meet and/or report at the Council meeting. Oversee committees. Carry out all other duties as delegated to the Vice-President by the 4-H Council.

Secretary/Treasurer – Keep accurate minutes of all Council and executive committee meetings. Submit within two weeks of the Council meeting, a copy of the minutes to the executive committee members and the 4-H office staff for review. Serve on the executive committee. Keep an accurate record of membership and attendance. Explain financial reports to the 4-H Council. Any other duties delegated by the 4-H Council.

Reporter- Write news reports of the Council meetings and other events and submit to the In the Loop 4-H Newsletter, newspapers, and/or websites. Suggested that Reporter should include photos with news reports and keep a notebook of articles written and stories submitted and published. Serve on the executive committee.

Executive Committee Boy/Girl- Attends any Executive Meetings held.

Fair Board Representative Boy/Girl- Attend all Fair Board of Director meetings. Between the two members, 4-H Council is entitled to one vote at meetings of the Board of Directors. The representatives will vote on behalf of the 4-H Council. Report back to the 4-H Council any action from Fair Board of Directors meetings. Act as a liason between 4-H Council and the Fair Board of Directors.

Elected Members From Each Club- Each club is to have TWO elected club representatives. Clubs may have alternates in the event the elected representatives cannot attend the meeting. Each club is entitled to TWO votes on decisions made by 4-H Council. Members should attend all regular and special 4-H Council meetings. Actively serve on all committee assignments. Represent their 4-H clubs desires. Report to the 4-H club the decisions of the 4-H Council.

Adult Sponsor- Attend Executive Committee meetings. Attend council meetings. To advise the youth officer in fulfilling their duties as an officer.

** Being a Council member does take time and planning to help coordinate the events of 4-H Council. We will have our regular meetings, special meetings as well as team meetings to plan activities throughout the year.

** Council members will have many opportunities to serve their local 4-H community through various means.

** Council members will have the opportunity to practice leadership, citizenship and communication skills as well as practice in how to run a meeting. These skills are valuable 21st Century learning skills for success.