

## District Council Officer Duties

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### **President:**

1. Preside over all 4-H Council meetings
  - a. Run meeting
  - b. Arrive early to set-up
  - c. Clean up after meeting
2. Chair Council Executive Committee
  - a. Remind members of date/time of meetings
  - b. Prepare agenda for each meeting
  - c. Follow up with members about jobs prior to meetings
3. Miscellaneous 4-H Council Duties
  - a. Give speech at 4-H Celebration of Achievements as Council President
  - b. Understand Robert's Rules of Parliamentary Procedure
  - c. Follow up on all activities
4. Maintain good working relationship with council officers and executive members
  - a. Work as a team to get things done
  - b. Help and assist other officers when needed
  - c. Don't be afraid to ask for assistance
  - d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members
  - e. Do the work in a timely fashion and eliminate being constantly reminded about duties
  - f. Help other members and officers to stay on task
5. Utilize leadership skills to organize committees
  - a. Train co-chairs of committee responsibilities
  - b. Provide position descriptions and timeline to committee co-chairs and help them get organized
  - c. Assist co-chairs with their committees and keep them on task
6. Stay involved in all district 4-H activities and set a good example
  - a. 4-H Celebration of Achievements
  - b. Central Kansas District Development Fund Board
  - c. Youth Service Day
  - d. Council Food Drive
  - e. Community Service Projects
  - f. Fund-raising activities
  - g. Participate in activities that younger members are expected to do
7. Attend all meetings that require 4-H Council President's presence
  - a. 4-H Council, 4-H Council Executive, Saline County 4-H Development Fund Board/Ottawa County 4-H Foundation, assigned 4-H Council Committees
  - b. Communicate with fellow officers, 4-H Agent, and/or Master Volunteer if you cannot attend or find a replacement, or possibly reschedule meeting

## District Council Officer Duties

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### Vice-President:

1. Preside as President of 4-H Council if President is absent
  - a. Run 4-H Council meeting if the president is away
  - b. Chair Council Executive Committee in President's absence.
  - c. Give speech at 4-H Celebration of Achievements if President is absent
2. Plan, contact, and train all council program presenters
  - a. Set a program "standard" at the beginning of the year
  - b. Think of a presenter for each meeting
  - c. Contact the presenter
  - d. Inform presenter what is expected for the program
  - e. Greet and introduce program presenter at the meeting
  - f. Write thank-you note to presenter
3. Create a fun "team building" activity for each Council meeting
  - a. Team building activities should have group involvement
  - b. Present something fun and original and for all ages to enjoy
  - c. The team building activities should be processed at the conclusion of the activity
4. Maintain good working relationship with council officers and executive members.
  - a. Work as a team to get things done
  - b. Help and assist other officers when needed
  - c. Don't be afraid to ask for assistance
  - d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members
  - e. Do the work in a timely fashion and eliminate being constantly reminded about duties
  - f. Help other members and officers to stay on task
5. Follow through with all leadership roles requested by the President, 4-H Agent, Master Volunteer and/or 4-H Council Advisor(s)
  - a. Making flyers
  - b. Writing articles for Flash
  - c. Arranging Council events (i.e. Council food drive)
6. Keep in contact with their assigned committee co-chairs
  - a. Keep members on task according to the year schedule
  - b. Follow up with co-chairs after the meeting and assist if they need help
  - c. Train co-chairs on conducting committee meetings
7. Stay actively involved in all District 4-H activities and set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Council Fund-raising
  - d. Community Service Projects
  - e. Participate in activities in which younger 4-H members are expected to participate
8. Attend all meetings that require the 4-H Council Vice-President's presence
  - a. 4-H Council, 4-H Council Executive, Central Kansas District Development Fund Board, assigned 4-H Council Committees
  - b. Communicate with fellow officers, 4-H Agent, and/or Master Volunteer if you cannot attend or find a replacement, or possibly reschedule meeting

## District Council Officer Duties

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### **Recording Secretary:**

1. Keep record of minutes and agenda
  - a. Take notes at meeting and type minutes
  - b. Help write agendas for council meeting and type them
  - c. Email the minutes and agenda for the 4-H council meeting to the 4-H Agent at least 2 weeks prior to the 4-H council meeting
2. Call roll, read minutes
  - a. Call roll call at Council meetings
  - b. Present the previous minutes from last Council meeting
3. Attend all meetings that require the 4-H Council Recording Secretary's presence
  - a. Attend all executive meetings and council meetings
  - b. Contact fellow officers, 4-H Agent, Master Volunteer, or 4-H Council Advisor(s) if you cannot attend or find a substitute, or reschedule meeting
  - c. Take minutes at each executive committee meeting and email it out to the executive committee listserv no later than 2 days following the meeting
4. Maintain good working relationship with fellow officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Have a positive attitude about duties, fellow officers, and other 4-H members
  - e. Do the work that you say you will do in a timely fashion and without having to be constantly reminded
  - f. Help other members and officers to stay on task
5. Utilize Leadership skill in helping to organize your assigned committees
  - a. Provide position descriptions and timelines and help organize committee co-chairs
  - b. Help co-chairs with anything they may need to help them keep up and stay on schedule
  - c. Train co-chairs on conducting committee meetings
6. Stay actively involved in all District 4-H activities and set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Community Service Projects
  - d. Council Fund-raising activities
  - e. Participate in activities in which younger 4-H members are expected to participate

## District Council Officer Duties

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### **Corresponding Secretary:**

1. Keep communications
  - a. Receive communications and correspond with them
2. Read communications and send Thank-You notes
  - a. Read all communications
  - b. Send Thank-You notes that need to be sent
3. Attend all meetings that require the 4-H Council Corresponding Secretary's presence
  - a. Attend all executive meetings and council meetings
  - b. Contact fellow officers, 4-H Agent, Master Volunteer, or 4-H Council Advisor(s) if you cannot attend or find a substitute, or reschedule meeting
  - c. Email to-do list to Executive Committee members within 2 days of the executive meetings
4. Maintain good working relationship with fellow officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Have a positive attitude about duties, fellow officers, and other 4-H members
  - e. Do the work that you say you will do in a timely fashion and without having to be constantly reminded
  - f. Help other members and officers to stay on task
5. Utilize Leadership skill in helping to organize your assigned committees
  - a. Provide position descriptions and timelines and help organize committee co-chairs
  - b. Help co-chairs with anything they may need to help them keep up and stay on schedule
  - c. Train co-chairs on conducting committee meetings
6. Types new Council Goals
  - a. Help revise goals and then type them
7. Stay actively involved in all District 4-H activities and set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Community Service Projects
  - d. Council Fund-raising activities
  - e. Participate in activities in which younger 4-H members are expected to participate

# District Council Officer Duties

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## Treasurer:

1. Report the financial statements at 4-H Council meetings
  - a. Go over the receipts and disbursements
  - b. Present budget at the annual January meeting
  - c. Report on the Financial and Fundraising Committee
2. Write and sign checks for 4-H Council related events
  - a. Sign the signature card at the beginning of the 4-H Year
  - b. Get the checks from the Extension Office
  - c. Return the receipts to the Extension Office with the check number
3. Get cash for concession stands
  - a. Have the concession stand chair request amount needed. Ask the Extension Office for a check for cash
  - b. Pick up cash at the bank
  - c. Give cash to chair with cash box and bag
  - d. Get cash back from chair and deposit at Extension Office
4. Chair Finance and Fundraising Committee
  - a. Oversee all fundraising activities (i.e. Red Wheel Sales, Mixed Bags, Fair Concessions, Livestock Auction Baskets)
  - b. In November, prepare Red Wheel packets for each 4-H member in each club
  - c. In November and December, work with the 4-H Agent or 4-H Program Assistant on arranging the limo ride(s) for those who sold more than \$300 of Red Wheel product
  - d. In January, prepare a Mixed Bag packet for each member in each club. In May sort the orders by club for them to pick up.
  - e. Contact all donors for Fair Concession Stand
  - f. Write letters to donors for tax purposes
  - g. Follow-up for collection of donations
  - h. In July, plan fair concession menu and make shopping list
  - i. Choose themes for livestock auction baskets (usually 3), purchase necessary items and assembly baskets to display during the fair.
  - j. Work with committee members to prepare, serve & clean up lunch each day of the fair. Be sure to clean out fridge at the end of the fair.
5. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
6. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide position descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist to keep them on schedule
7. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Community Service Projects
  - d. Fund-raising activities
  - e. Participate in activities in which younger 4-H members are expected to participate
8. Attend all meetings that require 4-H Council Treasurer's presence
  - a. Attend all executive meetings and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor's) if you cannot attend, find a substitute or reschedule a meeting

## District Council Officer Duties

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### **Reporter: (Two youth will hold this office)**

1. Provide 4-H News for media (newspaper, radio)
  - a. Research and write 4-H news articles for newspaper and/or radio
  - b. Attend 4-H events, report outcome and submit to media
  - c. Photograph 4-H events and submit to media
2. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
3. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide position descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist with schedules
4. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Community Service Projects
  - d. Fund-raising activities
  - e. Participate in activities in which younger 4-H members are expected to participate
5. Attend all meetings that require 4-H Council Reporter's presence
  - a. All 4-H executive and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor(s) if you cannot attend, find a substitute or reschedule a meeting

## District Council Officer Duties

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### **Historian:**

1. Provide 4-H Council History album from all 4-H Council activities
  - a. Research and collect 4-H news articles from newspaper, and
  - b. 4-H magazine and/or radio written releases
  - c. Attend 4-H events, record outcome
  - d. Photograph 4-H events
  - e. Organize and update the Historian Album and pass on to the new Historian
2. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
3. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide position descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist with schedules
4. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Council Food Drive
  - c. Community Service Projects
  - d. Fund-raising activities
  - e. Participate in activities in which younger 4-H members are expected to participate
5. Attend all meetings that require 4-H Council Historian's presence
  - a. All 4-H executive and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor(s) if you cannot attend, find a substitute or reschedule a meeting