

# Ford County 4-H 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
2. Miscellaneous 4-H Council Duties
  - a. Preside as Master of Ceremonies at 4-H Achievement Night as Council President
  - b. Understand Robert's Rules of Parliamentary Procedure
3. Maintain good working relationship with council officers and extension staff
  - 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
4. 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
5. Attend all meetings that require 4-H Council President's presence
  - a. 4-H Council and assigned 4-H Council Committees

## **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. Preside as Master of Ceremonies at 4-H Achievement Night if President is absent
2. 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
3. Follow through with all leadership roles requested by the President or Extension Agent
  - a. Arranging Council events
4. 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
5. Attend all meetings that require the 4-H Council Vice-President's presence
  - a. 4-H Council and assigned 4-H Council Committees
  - b. Communicate with fellow officers and Extension Agent, if you cannot attend Communicate with Extension Agents and Council Officers, if you cannot attend

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## **Recording Secretary:**

1. Keep record of minutes and agenda
  - a. Take notes at meeting and type minutes
  - b. Email the minutes for the 4-H council meeting to the Extension 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. Keep communications
  - a. Receive communications and correspond with them
4. Read communications and send Thank-You notes
  - a. Read all communications
  - b. Send Thank-You notes that need to be sent
5. Attend all meetings that require the 4-H Council Recording Secretary's presence
  - a. Contact fellow officers and Extension Agent, if you cannot attend or find a substitute
6. 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
7. Utilize Leadership skill in helping to organize your assigned committees

## **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
3. Chair Finance and Fundraising Committee
  - a. Oversee all fundraising activities (i.e. Duck Leases, etc)
4. 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