

Riley County 4-H Council Officer Job Description

Purpose: To serve as a team member for leadership on Riley County 4-H Council.

General Responsibilities:

- Work as a team with other officers to plan and carry out meetings for the year.
- Attend the six bimonthly meetings.
- Consult with 4-H Agent regarding meeting preparations.
- Conduct meetings according to parliamentary procedure and in a courteous manner.
- Encourage participation among youth in attendance.

President:

- Work with 4-H Agent to plan meeting agenda.
- Preside over meetings and run in an orderly manner.
- Provide leadership to the officer team.
- Assign committees as needed and make sure they are aware of their responsibilities.
- Serves as a member on the Riley County 4-H Foundation Board and attends quarterly meetings.

Vice President:

- Preside over meetings in absence of the President.
- Supervise committee activity on behalf of 4-H Council.

Secretary:

- Keep attendance sign in log in the Secretary's notebook.
- Take accurate minutes of each meeting.
- Track unfinished business from previous meetings.
- Read and write any correspondence that 4-H Council has.

Financial Liaison:

- Provide bimonthly report regarding balance, deposits and expenditures to 4-H Council.
- Work with Lynne Berry, Administrative Assistant at the Extension Office, to write checks.
- Contact Lynne every two weeks regarding signatures on bill checks.

Reporter:

- Take notes at each meeting and submit a report to the local print media.
- Create short report of council meeting to give to club council representatives that will highlight important topics discussed at council meeting.

Parliamentarian:

- Lead meetings according to Robert's Rules of Order.
- Share a parliamentary procedure tip or activity during Officer Reports for council representatives to share with their respective clubs.

Skills & Knowledge Needed for Officers:

- Ability to work with people of all ages
- Ability to plan activities.
- Ability and willingness to follow through on responsibilities.
- Patience, enthusiasm and cooperation.

Time Commitment: One Year