District 1 4-H Council President Roles and Responsibilities

1. Serves as chairman of the executive committee and presides over all district council meetings (meeting conducted using Robert’s Rules of Order)

2. Attend the District 4-H Officer Workshop (summer)
   a. Oversees the yearly plan of District Council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)

3. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities

4. District Leaders Retreat (Summer)
   a. Oversee the planning of the retreat
   b. Assign retreat committees
   c. Lead team building activities
   d. Assist with workshop trainings
   e. Assist with set-up and clean-up all retreat activities

5. General Duties
   a. Appoints committees as needed. The president is an ex-officio member of all committees except the nominating committee.
   b. Cooperates with 4-H specialist to arrange for a regular meeting time and place.
   c. Develops a council meeting agenda for each meeting.
   d. Contacts each person who has a part during the meeting or on the program and encourages them to be prepared.
   e. Presides effectively at all council meetings.
   f. Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings.
g. Arrives at least 30 minutes before the meeting to set up the room for the meeting and program, which includes setting up flags and banners.

h. Counsels with other officers and 4-H specialist about last minute additions to the agenda.

i. Serves as one of the council delegates to State 4-H Council and should be present at state council meetings, activities and training sessions.

j. Exhibits good leadership qualities and is a role model to the members of the council.

k. Reports on state council activities recommendations, committee reports and activities.

l. Serves on state-wide committees as appointed.

m. Attends all council meetings and council trainings.

n. Should attend available training opportunities at county, district and state levels.

o. Provides leadership training to District Council members annually.
District 1 4-H Council First Vice-President Roles and Responsibilities

1. Assists the president.
2. Presides at meetings and performs other duties of the president in the absence of the president.
3. Becomes president if the president leaves, resigns or is relived of office.
4. Serves as chairman of the program committee and sees that a yearly training for council meetings is conducted.
5. Works closely with 4-H specialist.
6. Contacts all people at the beginning of the year to request or coordinate programs, and gets their agreement to attend the training and present the program.
7. Reminds program participants at least one month before they are to present a program and gives them details of program plans.
8. Arrives at least 30 minutes before meeting is to start and sets up the room for the meeting and program.
9. Serves as host to council speaker(s) before and after the training and is responsible for the introduction.
10. Writes a thank-you letter to the person presenting the training.
11. Reports on state council activities recommendations, committee reports and activities.
12. Serves on state-wide committees as appointed.
13. Attends all council meetings and council trainings.
14. Should attend available training opportunities at county, district and state levels.
15. Provides leadership training to District Council members annually.
16. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)

17. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities

18. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H 2\textsuperscript{nd} Vice President Roles and Responsibilities

1. Serves as the chairman of the community service committee.
2. Gives leadership to any district wide One Day activities or events.
3. Performs the duties of the president in the absence of the president and first vice-president.
4. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
5. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities
6. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H Council Public Relations Roles and Responsibilities

1. Chairperson of the District public relations committee
2. Takes the lead on all marketing and public relation events/activities so that extension and the 4-H youth development program is portrayed in a positive way.
3. Must attend the district public relations training.
4. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
5. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities
6. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H Council Secretary Roles and Responsibilities

1. Keeps complete and accurate minutes of all meetings
2. Completes all correspondence on the behalf of the council with assistance from the District 4-H Specialist.
3. Gives leadership to creating and maintaining a current membership list through phone, email, and texting.
4. Utilizes social media such as Facebook, Twitter and other avenues as needed to communicate with District 1 4-H members and their families.
5. Work to establish a district communication system.
6. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
7. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities
8. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H Council Health and Safety Officer Roles and Responsibilities

1. Serve as chairman of the Health/Safety Committee
2. Help plan programs for the year, suggesting health-related topics
3. Provide some type of health/safety information at meetings. This could be
   a scheduled guest speaker, roll call, demonstrations, an “ice breaker” or a
   recreation activity
   a. Provide information or health activity to communication officer
   b. A complete 4-H Health and Safety Officer Handbook is available
      online at: http://tx4-h.tamu.edu/publications/healthoffice.htm
4. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
5. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities
6. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H Council Photographer Roles and Responsibilities

1. Coordinate the capturing of District 1 4-H activities through digital media.
2. Work cooperatively with especially the public relations and other officers in planning and taking photographs.
3. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
4. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group singing/spirit activities
5. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities
District 1 4-H Council Treasurer Roles and Responsibilities

1. Keeps accurate, up-to-date records of all receipts and expenditures of council funds and the balance in the council treasury.
2. Plans a council budget and presents to the council for approval.
3. Pays bills as approved by the council.
4. Gives reports of council financial condition at each meeting or as requested by the president.
5. Prepares a financial report for the year and presents it to the council and also gives a written report to the secretary.
6. May serve as chairman of finance committee.
7. Attend the District 4-H Officer Workshop (summer)
   a. Assist with planning all district council meetings/activities
   b. Learn about the philosophy and objectives of the 4-H youth development program
   c. Acquire knowledge of basic principles and techniques of making effective presentations
   d. Acquire knowledge of principles of good leadership
   e. Begin plans for District Leaders Retreat (develop theme, committee assignments, workshop ideas)
8. District 4-H Competitions
   a. Assist as needed with decorations, setting up/clean-up, leading pledges, awards assembly, and leading group spirit activities
9. District Leaders Retreat (Summer)
   a. Chair or Co-chair a committee for the retreat
   b. Leads team building activities
   c. Assist with workshop trainings
   d. Assist with set-up and clean-up all retreat activities

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