



ORANGE COUNTY 4-H COUNCIL OFFICER POSITIONS



A description of the responsibilities associated with each Orange County 4-H Council officer position is provided below.

President

- Set a good example for all 4-H members
- Help facilitate County Council officer trainings
- Facilitate monthly officer teleconferences
- Notify the 4-H Agent Advisor when you cannot attend a meeting
- Meet with the 4-H Agent Advisor monthly to discuss Council matters
- Plan the Council meeting agenda in consultation with the 4-H Agent Advisor
- Provide leadership at Council meetings
 - Make sure that meetings start and end on time
 - Provide opportunities for club delegates to be heard
 - Ensure that the room is returned to its original condition at the end of the meeting
- Committees
 - Assign Council officers to chair standing committees
 - Appoint members to special committees as they become necessary
 - Monitor the progress of all committee work
- Knowledge of parliamentary procedure and its use in ensuring an orderly meeting
- Cast the deciding vote in the event that there is a tie
- Represents Orange County at District and State Council meetings
- Keep in close contact with the 4-H staff about Council activities
- Maintain accurate records of your activities to pass along to your successor

Vice President (second in succession)

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Provide leadership at Club Officer training
- Assist the president in planning monthly Council meeting agendas
- Provide leadership at Council meetings in the event that the President is unable to attend
- Knowledge of parliamentary procedure and its use in ensuring an orderly meeting
- Maintain accurate records of your activities to pass along to your successor

Secretary (third in succession)

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Keep a record of the topics addressed, including any decisions that were made, during each Council meeting
- Email the minutes to the 4-H Agent advisor and the officers no later than one week after the Council meeting
- Provide leadership to Council meetings when the President and Vice President are unable to attend
- Knowledge of parliamentary procedure and its use in conducting an orderly meeting
- Role at each meeting
 - Provide a review of the previous meeting's minutes at the start of each meeting
 - Check in club delegates at the start of each Council meeting
 - Conduct a role call of clubs during each Council meeting
 - Read aloud any correspondence directed to the Council
- Maintain accurate records of your activities to pass along to your successor

Treasurer (fourth in succession)

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Report on the current Council account balance at the start of each meeting
- Provide leadership to the "Ways and Means" committee
- Provide leadership to the Council in the event that the President, Vice President and Secretary are unable to attend
- Provide leadership at Council meetings in the event that the President is unable to attend
- Knowledge of parliamentary procedure and its use in conducting an orderly meeting
- Keep an accurate record of all Council financial transactions
- Coordinate the preparation of a 4-H County Council budget (due by December 31st)
- Turn in a completed and updated "Treasurer's Handbook" at the end of the year

Delegate

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Represents Orange County at District and State Council meetings
- Provide leadership to the "Constitution Resolutions" committee
- Maintain accurate records of your activities to pass along to your successor

Alternate Delegate

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Represent Orange County at District and State Council meetings in the event that the President or Delegate are unable to attend
- Chair the committee assigned to you by the President
- Maintain accurate records of your activities to pass along to your successor

Reporter

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Provide leadership to the “Public Awareness” committee
- Coordinate the production of a County Council newsletter for distribution at meetings (write article, find others to write articles and put together the layout)
- Make copies of the newsletter prior to the start of each meeting
- Provide leadership to a committee as assigned by the president
- Maintain accurate records of your activities to pass along to your successor

Sergeant-at-arms

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Arrive at least 30 minutes prior to the start of each Council meeting to assist with setup
- Ensure that the classroom is returned to its original condition at the end of each meeting
- Chair the committee assigned to you by the President
- Maintain accurate records of your activities to pass along to your successor

Historian

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Maintain a record of 4-H activities for the current year (pictures, newspaper articles, etc.)
- Create a scrapbook for submission at the end of the 4-H year
- Chair the committee assigned to you by the President
- Maintain accurate records of your activities to pass along to your successor

Parliamentarian

- Set a good example for all 4-H members
- Attend officer trainings
- Participate in monthly officer teleconferences
- Master Parliamentary Procedure and its use in conducting an orderly meeting
- Act to ensure that Council meetings are conducted in a manner consistent with Parliamentary Procedure.
- Chair the committee assigned to you by the President
- Maintain accurate records of your activities to pass along to your successor

Please contact the 4-H office at (407) 254-9213 or tim.pehlke@ufl.edu if you have any questions or concerns.

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