

To: Orange County 4-H Intermediates and Seniors
RE: Officer Proposal



Hello,

My name is Bethany Jensen, and I will be serving as your 2009/2010 County Council President. On May 5, 2009, we held our officer elections and so far have a great officer team. However, we do not have all of our officer positions filled and are looking for members to take on these leadership roles. The officer positions open are as follows:

Secretary – open to senior (14-18) 4-Hers

Alternate Delegate – open to senior (14-18) 4-Hers

Sergeant at Arms – open to intermediate (11-13) and senior (14-18) 4-Hers

In order to fill these positions, I have worked with Mr. Tim to come up with an Officer Proposal for you to use to apply for the officer you would like. **This proposal is due to the Orange County office by June 12, 2009.** Below you will find a description of what each office entails.

Secretary:

As secretary you will attend every meeting and take accurate notes about what goes on. You will then type them up and send them to the Agent and president to use as an aid. These minutes will be posted on the county website for all members to see and use. At the next meeting you will use these minutes to give a report of what happened at the previous meeting. Along with this responsibility, you will chair a committee appointed to you by the president, and attend District Council meetings as an official seated voting delegate.

Alternate Delegate:

As alternate delegate you will attend every meeting of the council, chair a committee appointed to you by the president, as well as fill in for any one of the four voting delegates on District Council in their absence. If one of the voting delegates is elected president of the District, then it is your responsibility to take their place as voting delegate, as they will not be allowed to vote.

Sergeant at Arms:

As sergeant at arms, you will make sure that everyone is respectful and courteous during the meeting. You will also help assist the president prepare the meeting room and make sure that they room is returned to the way it was when the meeting is over. You will also be assigned other duties as the president and agent see fit.

If you have any questions regarding these positions, please feel free to send me an e-mail at 4hchic@embarqmail.com, or contact Mr. Tim at 407/254-9213 or Tim.Pehlke@ufl.edu. I know that we will have a great year and I look forward to serving you!

Thank you,

Bethany Jensen

2009/2010 Orange County President

