

Yolo County 4-H Executive President Roles and Responsibilities

2021-2023, Janis Adkins

General Description

Responsible for providing leadership for the management of the Yolo County 4-H program by conducting Council meetings, managing the efforts of the Executive Council, and working directly with the 4-H Program Coordinator. Support 4-H Members and Volunteer Leaders in leadership of 4-H clubs and other units. Support the training and development of club Presidents.

Objectives

1. Ensure effective management and operation of the county 4-H program.
2. Oversee the Executive Council, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. Ensure and maintain effective communication among the Executive Council and 4-H YDP staff.
4. Build and maintain a positive program for youth members.
5. Ensure state policies and code of conduct are upheld.

Duties

1. Conduct meetings of the Executive Council to plan agendas and prepare for Council meetings.
2. Preside over special meetings.
3. Conduct efficient 4-H Council meetings by keeping on track with the agenda and upholding the letter and intent of Roberts Rules of Order and the California 4-H Code of Conducts for volunteers and members. Approve minutes provided by the Secretary.
4. Review the management of the 4-H program and generate ideas for addressing pertinent issues and developing the program.
5. Meet at least monthly with the 4-H Program Coordinator to assess the needs of volunteers, members, and potential members of the Yolo County 4-H program, develop strategies for addressing these needs, and work on the implementation of these strategies.
6. Provide support to Community Club Leaders with volunteer management issues and breaches in the code of conduct.
7. Lead a Community Club Leader training twice a year to provide networking, camaraderie, skills training, and updates.
8. Work with clubs to ensure smooth transitions in leadership as needed.

9. Appoint volunteers to serve as committee, or task force, chairs at the recommendation of the Vice President and with 4-H staff approval.
10. Sign checks issued by the council.
11. Review and approve the budget for Leaders Council vote.
12. Establish ad-hoc committees or task forces as necessary.
13. Have voting rights when a motion is on the floor and results in a tie vote.
14. Provide training to club Presidents as requested by the Leadership Chair.

Skills Needed

1. Enrollment in the 4-H Program as an Adult Leader.
2. Commitment to serve as a 4-H volunteer, embracing the values and principles of the University of California Cooperative Extension 4-H Youth Development Program.
3. Knowledge of 4-H.
4. Management and leadership skills.
5. Written and verbal communication skills as necessary to perform the functions described above.
6. Desire to teach youth and adult volunteers; and eagerness to work as a part of a team and independently.

Time Involved

Estimated 20 hours/month

Term of Appointment

Two-year term

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Executive Council President.

Applicant's Signature

Date

Yolo County 4-H Program Coordinator

Date