

Yolo County 4-H Executive Vice President Roles and Responsibilities

2020-2022 Amber Robinson-Burmester

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 in the absence of the President. Lead Committee Chairs in the execution of events and activities. Support the training and development of club Vice Presidents.

Objectives

1. Ensure effective management and operation of the county 4-H program in the absence of the President.
2. Oversee the Chairs of 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. Preside at all meetings in the absence of the President.
2. Succeed to the office of the President, should that position become vacant between elections.
3. Recommend the Chair for the 4-H Leaders Council Program Committees:
 - a. Green & White Social (??)
 - b. County Ambassadors (??)
 - c. Leadership (??)
 - d. Record Books (Claire)
 - e. Achievement Night/ Awards (Amber for 2021)
 - f. Farm Connection Day (DeAnne)
 - g. Outreach (Exec Secretary?)
 - h. Large/Small Animals (Andy Timko, Nancy Cannon)
4. Ensure that chairs are selected for all countywide 4-H events and committees early in the calendar year; provide support to chairs to ensure that events run smoothly, are evaluated, and result in documentation that can be used in the coming year.
5. Maintain materials for succession of historical knowledge and supplies for committees and events.
6. Have signature authority on the 4-H Leaders Council bank accounts.
7. Provide training to club Vice 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 Vice President.

Applicant's Signature

Date

Yolo County 4-H Program Coordinator

Date