

# **Yolo County 4-H Executive Secretary Roles and Responsibilities**

*Haydee Morales 2020-2021*

*Heather Herrera 2021-2022*

## **General Description**

Responsible for providing leadership on the outreach and communications needed for a robust county 4-H Youth Development Program. Support the training and development of club Secretaries.

## **Objectives**

1. To build and lead a Communications & Outreach Team that supports the program vision and plan.
2. To advocate on behalf of the county 4-H YDP (Youth Development Program).
3. To develop, coordinate and direct public relations activities to a) increase awareness of 4-H in the community, b) promote opportunities in 4-H, c) encourage and increase member and adult volunteer participation and d) recognize individual and group efforts.
4. To stay informed of new developments from National 4-H Council, USDA/NIFA or the State 4-H Office related to visibility and public relations and utilize information to enhance county activities.
5. To maintain the 4-H Management Board records.
6. To develop and disseminate correspondence and information on behalf of the 4-H Management Board, 4-H YDP staff and 4-H Office.
7. To help ensure effective communication with 4-H youth, families and adult volunteers.

## **Duties:**

1. Record the full and complete minutes of all meetings of the 4-H Leaders' Council, and assist with any and all correspondence as directed by the President. Motions made during the meeting and the result thereof should be accurately documented and recorded.
2. Prepare Executive Committee and County 4-H Leaders' Council meeting agendas as directed by the President.
3. Provide a set of all 4-H Leaders' Council minutes to the County YDP staff the week following each 4-H Leaders' Council meeting. These minutes will be made available to the membership at large with no exceptions via posting on the county 4-H website.
4. Keep a record of those present at the 4-H Leaders' Council meeting (clubs and other individuals).
5. Have signature authority on the 4H Leaders' Council checking account(s) and savings accounts(s).

6. Prepare correspondence, including thank you notes, on behalf of Yolo County 4-H.
7. Write county guidelines and policies for the Yolo 4-H website. Work with the Administrative Assistant to post them on the website.
8. Serve as Chair of the Outreach Committee. Ensure publicity of the Yolo County 4-H program at least four times a year. Work with Community Club Leaders to organize National 4-H week and other state and national events. Share information about 4-H National Youth Science Day activities.
9. Provide external communications with media.
10. Post updates about events and activities to the Yolo 4-H Facebook page.
11. Collaborate with the 4-H Program Coordinator and 4-H Administrative Assistant to provide twice monthly email updates to families about the program.
12. Work with the 4-H Administrative Assistant to maintain the county calendar of events, activities, meetings and training's.
13. Serve as an active member of the 4-H Executive Board and attend regularly scheduled meetings and training's.
14. Provide training to club Secretaries as requested by the Leadership Chair.

### **Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks relating to visibility, public relations, record-keeping and communication.
3. Strong leadership skills.
4. Demonstrated excellence in public speaking.
5. Ability to use technology platforms and applications for record keeping, communication and outreach.
6. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
7. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
8. Ability to resolve conflict in a timely manner.
9. Ability to communicate effectively.
10. Good organizational and record-keeping skills.
11. Become a 4-H Adult Volunteer prior to serving.

### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 10-12 hours per month throughout the year would be required to do this job well.

### **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 4-H Executive Council Secretary.

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4-H Adult Volunteer

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Date

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4-H Youth Development Program Staff

\_\_\_\_\_

Date