



## Tehama County 4-H Council ROLE DESCRIPTION: PRESIDENT

### **General Description** (RL)

The 4-H County Council President is a middle manager volunteer and provides leadership and guidance to the 4-H County Council, Executive Committee, Standing Committees and Ad hoc Committees. The President ensures that officers fulfill their responsibilities in a timely manner and provides mentorship, guidance and support to all officers of the Executive Committee. The President must comply with and uphold all University of California (UC) and 4-H policies. The 4-H County Council President may not serve in a leadership role in any 4-H County Council Standing or Ad Hoc Committee during the same term as the presidency.

### **Key Responsibilities** (RL)

1. Ensures effective management and operation of the 4-H County Council.
2. Oversees Officers, Standing Committee Chairs and Ad hoc Committee chairs.
3. Ensures and maintains effective communication among members of the 4-H County Council and 4-H YDP personnel.
4. Ensures that all established UC policies and procedures to document financial activity in accordance with laws and regulations are followed.
5. Shares the leadership role and specific duties with the Youth President. Ensures the Youth President has opportunities to provide leadership and is not tokenized. (RS if this position exists)

### **Qualifications:** (RL)

- Current 4-H adult volunteer, in good standing, who has:
  - A passion for attention to detail and governance functions of an organization.
  - Completed required state and local courses for adult volunteers if applicable.

### **Essential Knowledge, Skills, and Abilities:** (RL)

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to resolve conflicts in a peaceful, insightful, and supportive manner.
- Skill and ability to use current technology and communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in organizational governance and leadership.

### **Key Overarching Duties:** (RL, position titles editable)

- Preside over all regular and special meetings of the 4-H County Council.
- Ensure and maintain a collegial relationship and communications between 4-H adult volunteers, youth members, and 4-H YDP professional personnel.

- Prepares and publishes Executive Committee and 4-H County Council meeting agendas in partnership with county 4-H professional personnel.
- Ensures 4-H County Council abides by the ByLaws and Constitution and any established operating procedures as determined by the Executive Committee, 4-H County Council, UCCE personnel or UC 4-H personnel.
- Has secondary signature authority on 4-H County Council bank accounts.
- The President only votes when a motion on the floor results in a tie vote. Then the President casts the deciding vote.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office to encourage 4-H objectives and enforce 4-H policy.

#### **Essential Functions of the Executive Role:** (RL)

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities, or events.
- Demonstrate exemplary skills to always model the 4-H Code of Conduct.
- Demonstrate a collegial and partnership attitude and ethics with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) professional personnel. It is incumbent upon the Executive Committee to model what it looks like to recognize, honor, and uphold the responsibility and authority of the statewide and local program personnel in setting program priorities, standards, and direction.
- Listen and respond to the needs of the 4-H community.
- Attend 4-H County Council Officer orientation and training sessions required by local or state 4-H YDP professional personnel.
- In partnership with county 4-H professional personnel, the Executive Committee appoints committee chairs.
- Plan and manage meetings and activities using the tools available for adult volunteers. This includes:
  - Ensure that two adult volunteers are present at all meetings. Maintain 2:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
  - Wise use of resources within the 4-H YDP as well as within the UCCE office.
  - Commitment to complete all agreed upon duties and assignments.

#### **Relationships** (RL)

The President is responsible to and supervised by 4-H YDP professional personnel. The President cooperates with other Executive Committee members, members of committees, as well as other adult volunteers, members, and participants in the 4-H YDP.

**Term of Appointment (RL)**

The President shall serve a two-year term, with eligibility for reappointment for additional two-year term. An individual may serve a maximum of four years as an officer of the 4-H County Council, regardless of the position. Positions are filled by election, following the rules set forth in the 4-H County Council Bylaws.

*I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H County Council President.*

\_\_\_\_\_  
4-H County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Personnel

\_\_\_\_\_  
Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.