



**GLENN COUNTY 4-H COUNCIL**  
**ROLE DESCRIPTION: TREASURER**

**General Description** (RL)

The 4-H County Council Treasurer is a middle manager volunteer and provides leadership to and coordinates all budgeting and accounting activities for the 4-H County Council. The Treasurer disburses and keeps a complete and accurate account of all monies and property of the 4-H County Council, associated 4-H Program Development Committees, Standing Committees and Ad hoc Committees, presents an up-to-date financial report at each meeting of the Council, and prepares and presents required and necessary financial reports annually at year-end. The Treasurer must comply with all University of California (UC) and 4-H financial policies.

**Key Responsibilities** (RL)

1. Follows established UC policies and procedures to document financial activity in accordance with laws and regulations.
2. Demonstrates an ability to handle funds properly and in accordance with the 4-H Council Constitution, Bylaws and established operating procedures.
3. Assumes primary responsibility of handling the organization's funds.
4. Has signature authority on 4-H County Council bank accounts. Ensures that secondary signatories are registered with the bank(s). Ensures that all checks secure two signatures.
5. Trains and mentors, the Youth Treasurer. (RS if this position exists)

**Qualifications:** (RL)

- Current 4-H adult volunteer, in good standing, who has:
  - A passion for attention to detail and managing the financial health 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 use current technology and communication tools (Email, Microsoft Word and Excel, QuickBooks, 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 accounting, budgeting and/or financial management.

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

- Act as Chair of the Finance & Fundraising Committee.
- With input from others, including Executive Committee Members, and Committee Chairs, establish and maintain an annual budget for the 4-H County Council with sub-allocations to the Program Development Committees, Standing Committees and Ad hoc Committees.

- Present a current and accurate monthly financial report to the 4-H County Council that includes a balance sheet, income and expenditure statements for each line item and general financial health statement.
- Furnish financial reports annually at year-end, or by September 15, and at such times as required by the 4-H County Council, UCCE professional personnel and/or 4-H State personnel. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
- Coordinate and ensure the completion of the annual peer review process as required by the UC 4-H YDP Policies.
- Provide direction and guidance on income and expenditure strategies that maintains the financial health of the organization.
- 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:**

- 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 always.
  - Wise use of resources within the 4-H YDP as well as within the UCCE office.
  - Plan, direct and execute committee work.
  - Commitment to complete all agreed upon duties and assignments.

#### **Relationships**

The Treasurer is responsible to and supervised by 4-H YDP professional personnel and the President. The Treasurer 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**

The Treasurer 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 Treasurer.*

\_\_\_\_\_  
4-H County Council Treasurer

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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