

DISTRICT 4-H COUNCIL DELEGATE RESPONSIBILITIES

The effectiveness of the District 4-H Council depends upon the members and officers who actively take part in council affairs. Each Council delegate and each elected officer contributes to the work of the Council.

Council Delegate Responsibilities

1. Prepare for Council meetings. If the Council delegate job is to be done well, each delegate must prepare for each Council meeting. Each delegate should:
 - ◆ know what your county 4-H Council is doing
 - ◆ ask your county 4-H Council for ideas on particular subjects
 - ◆ know the time, place, and date of the next district Council meeting
 - ◆ make arrangements for attending district Council meetings
 - ◆ check with your county Extension agent and with other county Council officers for their suggestions and information before attending a district 4-H Council meeting
 - ◆ be sure to take information you need, note paper, pen or pencil, and written suggestions of items that you should mention at a district 4-H Council meeting

2. Attend each district 4-H Council meeting and participate. Perhaps the most basic responsibility of any Council delegate is to attend and take part in meetings. Each delegate should:
 - ◆ arrive on time so as not to miss important parts of the meeting
 - ◆ take notes about information your county 4-H Council needs
 - ◆ represent your county 4-H Council both in the opinions you give and in the way you vote
 - ◆ raise questions about things you do not understand
 - ◆ think through the issues being discussed and make suggestions that you think are important
 - ◆ listen and be open minded and fair in whatever actions you take

3. Report back to county 4-H Council. A district 4-H Council delegate has a two-way responsibility. It is just as important to report back to your county and to represent your county to the district. A few things you should consider as you report back to your county 4-H Council include:
 - ◆ be sure to attend county 4-H Council meetings so that you can report to the Council
 - ◆ discuss main concerns with county Extension agents and other Council officers before reporting them to the entire county Council
 - ◆ ask your county 4-H Council for any reactions or suggestions they have regarding your report
 - ◆ be prepared to answer questions or further explain items that you report on from the district 4-H Council

4. Work on district 4-H Council activities. One of the major reasons for having a district 4-H Council is to give 4-H members the opportunity to take part in district activities. Each delegate should be willing to:
 - ◆ serve on district Council committees
 - ◆ help to conduct district 4-H activities
 - ◆ accept special assignments such as helping to conduct a recognition program, speak to various groups, serve on the State 4-H Council, and help to prepare a newsletter

**DISTRICT 12 4-H COUNCIL EXECUTIVE COMMITTEE
ASSIGNMENTS AND RESPONSIBILITIES**

- President**
- ◆ Preside over all Council and Executive Committee meetings.
 - ◆ Represent the district at Texas 4-H Council.
 - ◆ Appoint committees and monitor their progress.
 - ◆ Call special meetings when necessary.
 - ◆ Follow up on Council activities and progress being made.
 - ◆ Call other officers and/or members to the chair when necessary.
 - ◆ Coordinate Council efforts through members, officers and Extension personnel.
- 1st Vice President**
- ◆ Assume all duties of the president in his/her absence.
 - ◆ Represent the District at Texas 4-H Council.
 - ◆ Advise the president in all executive decisions.
 - ◆ Serve as advisor to all standing committees.
- Delegate at Large**
- ◆ Assume all duties of the 2nd Vice President in his/her absence.
 - ◆ Represent the District at Texas 4-H Council.
 - ◆ Serve as advisor to all special committees.
- 2nd Vice President**
- ◆ Serve as president in the absence of the president and first vice president.
 - ◆ Advise and assist president in carrying out his/her duties.
 - ◆ Serve as advisor to all special committees.
- Secretary**
- ◆ Call meetings to order in the absence of a presiding officer.
 - ◆ Keep accurate minutes and attendance lists at all meetings.
 - ◆ Disclose minutes upon request of presiding officer.
 - ◆ Count and record votes on elections and other business.
 - ◆ Prepare and present special reports as needed.
 - ◆ Read reports and correspondence to members upon request of presiding officer.
- Treasurer**
- ◆ Keep accurate, up-to-date records of all receipts and expenditures of District 12 4-H Council funds and the balance on hand in the club treasury.
 - ◆ Pay bills as approved by District Council.
 - ◆ Give reports of District Council's financial condition at each meeting or as requested by the president.
 - ◆ Arrange for money to be kept safely.
- Public Relations**
- ◆ Interpret the ideals of 4-H to the general public.
 - ◆ Gather and classify council news.
 - ◆ Prepare and distribute notes of 4-H activities and events in the district.
- Parliamentarian**
- ◆ Assist the presiding officer on matters of parliamentary procedure.
 - ◆ Assist the presiding officer in maintaining order.
 - ◆ Arrange entertainment, features and refreshments.
 - ◆ Assist secretary in taking recording votes.