

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

*Revised: August 12-14, 2011*

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| <b>President</b>          | <ul style="list-style-type: none"><li>◆ Preside over all Council and Executive Committee meetings.</li><li>◆ Represent the district at Texas 4-H Council.</li><li>◆ Appoint committees and monitor their progress.</li><li>◆ Call special meetings when necessary.</li><li>◆ Follow up on Council activities and progress being made.</li><li>◆ Call other officers and/or members to the chair when necessary.</li><li>◆ Coordinate Council efforts through members, officers and Extension personnel.</li></ul> |
| <b>1st Vice President</b> | <ul style="list-style-type: none"><li>◆ Serve as chair of Program Committee and coordinate educational programs</li><li>◆ Assume all duties of the president in his/her absence.</li><li>◆ Represent the District at Texas 4-H Council.</li><li>◆ Advise the president in all executive decisions.</li><li>◆ Serve as advisor to all standing committees.</li></ul>   |
| <b>Delegate at Large</b>  | <ul style="list-style-type: none"><li>◆ Serve as chair of Outreach &amp; Recruitment Committee and coordinate recruitment efforts</li><li>◆ Assume all duties of the 2nd Vice President in his/her absence.</li><li>◆ Represent the District at Texas 4-H Council.</li><li>◆ Serve as advisor to all special committees.</li></ul>  |
| <b>2nd Vice President</b> | <ul style="list-style-type: none"><li>◆ Serve as chair of Recreation Committee and coordinate recreational activities</li><li>◆ Serve as president in the absence of the president and first vice president.</li><li>◆ Advise and assist president in carrying out his/her duties.</li><li>◆ Serve as advisor to all special committees.</li></ul>  |
| <b>Secretary</b>          | <ul style="list-style-type: none"><li>◆ Serve on the Outreach &amp; Recruitment Committee with the Delegate at Large</li><li>◆ Call meetings to order in the absence of a presiding officer.</li><li>◆ Keep accurate minutes and attendance lists at all meetings.</li><li>◆ Disclose minutes upon request of presiding officer.</li><li>◆ Count and record votes on elections and other business.</li><li>◆ Prepare and present special reports as needed.</li></ul>   |

- ◆ 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 Council 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.
  - ◆ Coordinate use of social networking sites to communicate with counties
- 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.
- Health & Safety**
- ◆ Coordinate a health/safety program or activity at each meeting
  - ◆ Serve as First Aid coordinator at all district events/activities
  - ◆ Serve to Provide health/safety information at council meetings
  - ◆ Advise the council regarding health/safety opportunities
- Youth Advisor**
- ◆ Work cooperatively with Public Relations officer and president to communicate business of the district council
  - ◆ Serve to assist the president in planning, organizing, and conducting meetings
  - ◆ Serve to organize and keep track of committees assigned by the president
  - ◆ Facilitate and coordinate committee meetings on behalf of the president