



Johnson County 4-H Council

President

Job Description



The president is the head of the 4-H club. He/she should preside in such a manner that all members will feel free to take part. A properly conducted 4-H meeting is an excellent example of true democracy.

Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council President for more than 2 years.

Age:

- ◆ Candidates must be at least 14 years of age and does not intend to graduate before the end of the 4-H year in which they are installed.

Qualifications:

- ◆ Candidates must have served at least one year as President of their own club.
- ◆ Candidates must be the council representative for the club for the current year.
- ◆ President and Vice-President elected may not be from the same 4-H Club.

Expectations:

- ◆ Serves as President of the Executive Committee and attend 75% of all council officer activities
- ◆ Be a positive Role Model to council members and officers.
- ◆ Oversees the yearly plan of Council meetings and activities
- ◆ Works with advisors to develop meeting agendas
- ◆ Presides effectively at meetings
- ◆ Checks with the secretary-treasurer before each meeting to see that the minutes and the treasurer's report are up-to-date.
- ◆ Prepare the agenda
- ◆ Keep meetings moving, allow discussion on only one topic at a time, and finish on time.
- ◆ Vote in case of a tie.
- ◆ Be a good example for other members
- ◆ Works with advisors to appoint committee chairs.
- ◆ Work with an be on each council committee

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Vice President

Job Description



The Vice President is the key to good club meetings! He/She should work very closely with the President in planning and preparing for meetings.

Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Vice President for more than 2 years.

Age:

- ◆ Candidates must be at least 13 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as President or Vice President of their own club. Or hold the office the current year.
- ◆ Candidates must be the council representative for the club for the current year.
- ◆ President and Vice-President elected may not be from the same 4-H Club.

Expectations:

- ◆ Serve as a member of the executive committee and attend 75% of all council officer activities.
- ◆ Plan and conduct the program at each 4-H Council meeting
- ◆ Assist the President
- ◆ Preside at meetings and performs other duties in the absence of the President using correct parliamentary procedure.
- ◆ Become President if the President leaves, resigns or is relieved of office
- ◆ Work with leaders, officers, and members to plan educational programs and events for the year.
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Secretary

Job Description



The secretary is important because he/she keeps a lasting record of club meetings, decisions, activities, and involvement.

Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Secretary for more than 2 years.

Age:

- ◆ Candidates must be at least 12 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as Secretary of their own club. Or the current year.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as a member of the executive committee and attend 75% of all council officer activities.
- ◆ Call the roll and checks for attendance during each council meeting.
- ◆ Reads minutes of the last meeting
- ◆ Keeps complete and accurate minutes of all meetings for secretary's notebook
- ◆ Sends copies of minutes to the Johnson County Extension Office for distribution within 10 days of each meetings
- ◆ Works closely with advisors
- ◆ Sit beside the president in front of the members during meetings. • Keep accurate records of membership and attendance at each meeting
- ◆ Be a good example for other members
- ◆ Submit a secretary's book for record book judging

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Corresponding Secretary

Job Description



Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Corresponding Secretary for more than 2 years.

Age:

- ◆ Candidates must be at least 10 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as corresponding secretary of their club. Or are hold the office for the current year.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as a member of the executive committee and attend 75% of all council officer activities.
- ◆ Reads letters of information or any other correspondence to the group
- ◆ Writes letters and thank you notes on behalf of the council
- ◆ Works closely with advisors
- ◆ Submit a corresponding secretary's book for record book judging
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Treasurer

Job Description



Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Treasurer for more than 2 years.

Age:

- ◆ Candidates must be at least 12 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as Treasurer of their own club. Or hold the office for the current year.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as a member of the executive committee and attend 75% of all council officer activities.
- ◆ Keep accurate, up-to-date records of all council funds. This includes receipts and expenditures, and the balance on hand.
- ◆ Serve as Finance Committee Youth Chairman, working closely with adult advisors and committee members to develop an annual budget.
- ◆ Report financial condition at each meeting or as requested
- ◆ Report income and expenses of club account and collect fees as necessary from members
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Reporter

Job Description



People in your community are interested in what your 4-H club is doing. A reporter or newsletter editor is responsible for seeing that they are informed about club activities.

Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Reporter for more than 2 years.

Age:

- ◆ Candidates must be at least 12 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as Reporter of their own club. Of currently hold the office in their club.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as member of the executive committee and attend 75% of all council officer activities.
- ◆ Works closely with advisors
- ◆ Report news and/or articles of county 4-H events to the Extension Office for Clover Clips
- ◆ Submits interesting reports and photographs of Johnson County 4-H activities, County Council or District activities to local newspapers, radio stations and television stations.
- ◆ Collect and write interesting news stories about their 4-H Club for local media including: radio, newspapers, television, or club newsletters.
- ◆ Work with 4-H agent to report club member accomplishments to local media.
- ◆ Learn to write interesting news stories explaining: Who, What, When, Where, How, and Why. The most important information is written first.
- ◆ Use good written skills; spelling, grammar, and composition.
- ◆ Use good oral skills for audio and video interviews and stories; Speak loud and clear, represent 4-H in a positive way.
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election



Johnson County 4-H Council

Historian

Job Description



Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Historian for more than 2 years.

Age:

- ◆ Candidates must be at least 9 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as Historian of their own club. Or hold the office currently in their club.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as member of the executive committee and attend 75% of all council officer activities.
- ◆ Works closely with advisors
- ◆ Take pictures at county events and Council meetings
- ◆ Submits Historians book to be judged
- ◆ Assist in leading club officer -Historian training during county training events
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ Must be nominated by the nominating committee or a fellow council member to be placed on the ballot
- ◆ Nominee must give a short bio and tell why they would like to be president
- ◆ Held by secret ballot.
- ◆ Majority constitutes an election
- ◆ It is suggested to have two historians



Johnson County 4-H Council Parliamentarian Job Description



Term:

- ◆ 1 year - effective at the completion of the November meeting until the November meeting of the following year.
- ◆ A person may not serve as the Johnson County 4-H Council Parliamentarian for more than 2 years.

Age:

- ◆ Candidates must be at least 9 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:

- ◆ Candidates must have served at least one year as Parliamentarian of their own club.
- ◆ Candidates must be the council representative for the club for the current year.

Expectations:

- ◆ Serve as member of the executive committee and attend 75% of all council officer activities.
- ◆ Works closely with advisors
- ◆ Give the parliamentarian report at each council meeting
- ◆ Assist in leading club officer -Parliamentarian training during county training events
- ◆ Must submit a parliamentarian book to be judged.
- ◆ Be a good example for other members

Bylaws

Election:

- ◆ President elect will appoint the Parliamentarian



Johnson County 4-H Council

Adult Advisor

Job Description



Term:

Qualifications: The Adult Leader, if not the Extension Agent, shall fulfill a role in Council as that of the Extension Agent as defined in the state handbook. The adult Sponsors shall be Adult Representatives who assist the Leader and the Council, and serve on the Executive Committee. It is recommended that there be no more than four Sponsors, selected preferably by unanimous consent of the Council.

Expectations:

- ◆ Serve as member of the executive committee
- ◆ Works closely with council officers

Bylaws