

Bexar County Council Officer Responsibilities



INTRODUCTION:

As we embark on a new year 4-H year, we must prepare for our mission of developing future leaders. Given this task, we ensure the success of the Bexar County 4-H Council through the election of an outstanding team of individuals. Their mission, if they choose to accept it, is to lead with integrity and keep the best interest of the membership in mind when they make decisions. With these qualities, the Council will accomplish great things in the coming year.

GROUP RESPONSIBILITIES:

As the County Council Officers begin their mission for 4-H year, we will look for outstanding qualities in our Officers to ensure a successful and fun year. The following responsibilities should be adhered to by all Officers:

- County Council officers must be present for 4/6 County Council meetings during the year serving. Maximum of 2 absences allowed.
- County Council officers must be prepared and on time to all meetings/functions they sign up for/coordinate.
- County Council officers will serve as role models for members at the meetings. Any disruptive behavior will warrant an automatic warning from 4-H Staff & Personnel. (This includes use of cell phones, talking/laughing, or similar behavior during Council meetings.)
- County Council officers must keep up with their email in order to receive the latest information regarding the Council. If asked to respond, officers must provide an answer in a timely answer. Officers are welcome to contact 4-H Staff & Personnel with any questions they may have related to County Business.
- County Council officers will be respectful and polite to fellow officers, members and 4-H Staff & Personnel. Team work is a required skill for anyone seeking an officer position.

INDIVIDUAL RESPONSIBILITIES:

This guide will outline all the responsibilities and duties of each County Council officer position. It is the responsibility of the youth applying for the position to read each description and anticipate meeting these duties.

As **President** you will serve as the leader for the Council. Through your leadership, the team will be able to see each task and mission to completion. Keep an open mind and an open ear to make sure that all voices and opinions are heard. Your responsibilities will include:

- Coordinate with the 4-H Staff to create County Council Agendas
 - Preside over council meetings, and other Council lead planning meetings.
 - Appoint committees to take on tasks and give others the opportunity to lead.
 - Lead the 4-H Awards Banquet Planning Committee.
 - Correspond regularly with fellow County Council members to ensure tasks are done in a timely manner.
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As **1st Vice President** you will assist the president and assume all of their duties in his/her absence. You will serve as a representative of the County Council on the 4-H Advisory Board and act as a liaison between both groups. Your responsibilities will include:

- Serving on the 4-H Advisory Board as our Youth representative. Must attend 3/5 meetings scheduled.
 - Provide a short update at each 4-H Advisory Board meeting on the Council's activities and projects for the year.
 - Taking feedback/information from the 4-H Advisory Board meetings and reporting that information to the Council during the meetings.
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As **2nd Vice President** you have the vital role of coordinating setup before each meeting. You will assist the President and Vice-Presidents with their duties and assume all of their duties in their absence. Your responsibilities will include:

- Direct setup and tear down of each meeting with the help of other officers and members.
 - Coordinate and provide a supply of refreshments for each County Council meetings
*Officer does not have to personally provide refreshments for each meeting. They should recruit other families and clubs to help with portions of this task each meeting. Reimbursements provided.
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As **Secretary**, your duties and responsibilities are paramount to the success of the Council. The records you keep will help the Council function in an orderly way. Your responsibilities will include:

- Keep an accurate account of all of the County Council meeting's proceedings (Both written and recorded).
 - Turn in the minutes in a timely manner (2 weeks from the meeting date) in order to keep a recent history.
 - Correspond with the 4-H staff in order to recall/handle any discrepancies on the minutes.
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As **Treasurer**, it is your job to manage the finances of the Council and provide accurate financial reports at the club meetings. Your responsibilities will include:

- Writing checks in timely manner and delivering/ mailing those checks to the County office (Within 2 weeks of check request).
 - Keep complete records to show where money has been spent.
 - You will work closely with the 4-H Staff, Adult Treasurer, and County Council to manage the Council account.
 - Provide a budget report at each club meeting and advise the Council as a whole on any finance questions.
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As **Reporter**, your role in the club is of great importance. Your duties include gathering vital information about Council activities and reporting this information on various media outlets. Your responsibilities will include:

- Manage the County Social Media accounts as an administrator (Monthly activity required).
 - Attend at least three 4-H related events (Local or Regional) during the 4-H year serving and provide a press release on the event's activities to be submitted to AgriLife Today.
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As **Health & Safety Officer**, you will serve the Council by providing information and activities that encourage members to be healthy and promote safety.

- Plan and execute a short health and safety related activity for each County Council meeting *Officer does not have to provide each training; they may enlist the help of other Council members, parent volunteers or other 4-H members.

- Coordinate with the Social Officer in charge of recreational programs and integrate some programming on health and safety into the recreational activities during the year.
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As **Social Officer** you will discover new and innovative ways to teach leadership through recreation. Your responsibilities will include:

- Coordinate three training opportunities for the County Council. (Ex: Help facilitate a mock contest to expose members to different areas of 4-H) *Officer does not have to lead all trainings; they may enlist the help of other Council members, parent volunteers or other 4-H members.
 - Coordinate three recreational activities for the 4-H County Council meeting.
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As **Community Service Officer** you will fulfill our mission and inspire membership to take part in community service projects. Your responsibilities will include:

- Coordinate six community service projects during the 4-H year serving that will be executed prior to each County Council meeting. *Officer can enlist the help of others for large projects and should encourage other officers/members/families to get involved.
 - Correspond with the County office to plan drop-off/pick-up dates for items.
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As **Parliamentarian** your job is crucial to the effective and efficient operation of the County Council. Your responsibilities include:

- Assist members with proper parliamentary procedure and advising the President in points of order. Your actions will facilitate productive club meetings and activities.
 - Create and lead a team of fellow County Council officers and/or members in the Leaders 4 Life Skillathon (District Contest). *Officer may also coach Junior/Intermediate teams interested in participating. *Reimbursement and transportation provided.
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As **County Council Delegates (#1 & #2)**, you will serve on the District 10 4-H Council. You represent the multi-faceted views of the team. Your responsibilities will include:

- Represent Bexar County at the Leadership Lab and other District 10 4-H Council meetings throughout the 4-H year serving.
- It is your duty to keep the County Council updated with information from the district level that impacts our county.
- Each Delegate will accompany the County Agent to at least 2 local club meetings and promote the County Council meetings.

DISCIPLINARY PROCEDURE:

We feel that all our 4-H Members are instilled with the integrity and honor to meet the expectations asked of them. While we do not anticipate disciplinary measures be taken, we will outline the procedure for reference should action be required. If an officer does not meet the group/individual responsibility outlined above, and demonstrates a lack of commitment to their elected position the following action(s) will be taken:

1. **Written Warning:** The 4-H County Agent will send an email to the officer and parent citing specific violations referencing the responsibilities above. The Agent will let the officer know what can be done to rectify the situation and remain in good standing again. Officer and parent are more than welcome to meet personally with the County Agent to discuss any issues that may be interfering with their ability to perform duties and seek a solution.
2. **Verbal Warning:** The 4-H County Agent will call/meet with the officer and report any new violations that have occurred since the initial written warning. It is at this time that the Agent will advise the officer on what they must do to remain on the Council. Another email will be sent to the parent informing them of their child's current standing on the Council. Again, officer and parent are more than welcome to meet personally with the County Agent to discuss any issues that may be interfering with their ability to perform duties and seek a solution.
3. **Final Warning:** The 4-H County Agent will issue a final warning if additional violations occur after the verbal warning. The Agent will call the officer and parent to inform them of the officer's impending dismissal if they incur one more infraction. The Agent will again try to discuss any issues that have been interfering with the officer's ability to perform duties and seek a solution.
4. **Dismissal:** The 4-H County Agent has the right to dismiss any officer that does not meet the requirements listed in this guide. The County office will keep private records of any disciplinary action taken and/or dismissal of an officer, but will maintain records of infractions in case they need to be provided to the District and/or State office. Should an officer step down/removed from office, re-elections will be held for the position for the remainder of the year.