

MEMO TO: BEXAR COUNTY 4-H MEMBERS

SUBJECT: DISTRICT 4-H COUNCIL OFFICER ELECTION

The election of officers for the District 10 4-H Council will take place at the Texas 4-H Center during Leadership Lab, June 22-24, 2016.

To be eligible for an office, 4-Hers must have attended District Leadership Lab at **least one year prior** to running for office.

Qualified delegates interested in seeking Council office must apply **by completing the** application on the District 10 Website starting May 2, 2016 and Submitting no later than **MAY 31, 2016**. **Applications will be accepted online only and it is the candidate's responsibility to ensure their application was received.** Application can be found at **<http://d104-h.tamu.edu/district-4-h-council/>**.

Candidates will participate in a question/answer session in front of the voting delegates following speeches. Candidates will be sent a list of potential questions in May. Each candidate will be asked 2 questions from the list and one question that is not on the list. This will provide an opportunity for the voting delegates to see how well candidates think on their feet.

Candidates who apply will be allowed to bring ONE poster board size (22 inches X 28 inches) campaign poster to Lab! No other campaign materials will be allowed, i.e. candy, flyers, gum, etc.

REQUIRED WORKSHOPS/TRAINING

The District Council President, 1st Vice-President and Delegate-at-Large also serve as members of the Texas 4-H Council and must be 16 years of age and not reached their 19th birthday on or before **August 31, 2016**. *In addition, they must be a student in 10th, 11th, or 12th grade the year they are serving on council.*

State Council Members are required to attend the State 4-H Council workshop. If you cannot attend this training you cannot run for these three offices. Please see attached document on requirements for Texas 4-H Council

- State 4-H Council Workshop July 25-28, 2016 Texas 4-H Center, Brownwood

All other officers must be 14 years of age and not reached their 19th birthday on or before **August 31, 2016**.

All District 10 Officers are required to attend the District 10 Officer Training.

- District 10 Officer Retreat July Location TBA

Job descriptions for each office are enclosed. Serving as an officer of the District Council requires time and effort but it also provides leadership opportunities and other rewards. If you are interested in applying, call us for more information.

JOB DESCRIPTION

- Position:** **DISTRICT 10 4-H COUNCIL PRESIDENT**
- Term:**
- 1 year - elected and installed at Leadership Lab
 - Not eligible for an office following term as President
 - A person may not serve as a District Council Officer for more than 2 years
- Age:**
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications:**
- must have previously attended Leadership Lab
 - a county is eligible for no more than two officers
- Responsibilities:**
- Serves as President of the Executive Committee
 - Oversees the yearly plan of Council meetings and activities
 - Appoints committees or task forces as needed
 - Works with agent advisors to develop meeting agendas
 - Presides effectively at meetings
 - Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
 - Attends Texas 4-H Council workshops and special events
 - Presides at Fall District meeting
 - Helps train council delegates
 - Serves as a delegate to the Texas 4-H Council
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:**
- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:**
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

- Position: **FIRST VICE-PRESIDENT**
- Term:
- 1 year - elected and installed at Leadership Lab
 - may run for President the following year, but may not be elected to another office
 - a person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications: -
- must have previously attended Leadership Lab
 - a county is eligible for no more than two officers
- Responsibilities:
- Assists the President
 - Presides at meetings and performs other duties in the absence of the President
 - Become President if the President leaves, resigns or is relieved of office
 - Serves as a member of the executive committee
 - Works closely with agent advisors
 - Serves as a delegate to the Texas 4-H Council
 - Attends Texas 4-H Council workshops and special events
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor of a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

- Position: **SECOND VICE-PRESIDENT**
- Term:
- 1 year - elected and install at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
 - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:
- must have previously attended Leadership Lab
 - a county is eligible for no more than two officers
- Responsibilities:
- assists the President and 1st Vice-President
 - Perform the duties of the President in the absence of the President and the 1st Vice-President
 - Works closely with agent advisors
 - Serves as a member of the executive committee
 - Serves as first alternate to the Texas 4-H Council
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

Position: **SECRETARY**

Term: - 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications: - - must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities: - Keeps the secretary's file up-to-date
- Calls the roll and checks attendance
- Reads minutes of the last meeting
- Keeps complete and accurate minutes of all meetings
- Sends copies of minutes to the District Extension Office for distribution within 10 days of each meetings
- 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 agent advisors
- Serves as a member of the executive committee
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure: - Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election: - Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

- Position:** **INFORMATION CHAIRMAN**
- Term:**
- 1 year - elected and installed at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
 - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:**
- must have previously attended Leadership Lab
 - a county is eligible for no more than two officers
- Responsibilities:**
- Submits interesting reports and photographs of council or district activities to local newspapers, radio stations and television stations
 - Works closely with agent advisors
 - Serves as a member of the executive committee
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:**
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:**
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

Position: **PARLIAMENTARIAN**

Term: - 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office

Qualifications: - must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities: - Keeps order at council meetings, follows 4-H Parliamentary Procedure Guidelines
- Assist in training the other officers in their duties and in parliamentary procedures
- Makes parliamentary rulings during the business portion of meetings
- Works closely with agent advisors
- Serves as a member of the Executive Committee
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure: - Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election: - Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

JOB DESCRIPTION

- Position: **DELEGATE TO TEXAS 4-H COUNCIL**
- Term:
- 1 year - elected and installed at Leadership Lab
 - a person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications:
- must be a minority if neither the District Council President nor 1ST Vice- President is a minority
- Responsibilities:
- Serves as a delegate to the Texas 4-H Council
 - Serves as a member of the Executive Committee
 - Works closely with agent advisors
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
 - Attends Texas 4-H Council Workshop and special events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election