

## Harris Co. 4-H County Council 2017-2018

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Harris County Extension, 4-H Office  
3033 Bear Creek Drive  
Houston, TX 77084  
(713)274-0960

### What is 4-H Youth Leadership Council?

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The Harris County 4-H Council is an organization comprised of elected Council officers and club representatives. The organization stresses youth leadership training and development. The County Council meets a minimum of 6 times a year to conduct business, educational meetings, plan community service projects, and enjoy the company of fellow 4-H'ers. Youth Leadership Council also has a district and state counterpart.

### Who Can Become a Member?

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Membership in the County Council is open to the Harris County 4-H club President, 1<sup>st</sup> Vice Presidents, Council Delegates and Jr Leaders regardless of socioeconomic level, race color, sex, national origin or handicap. Each club shall have a maximum of 2 votes (clubs to decide who will be voting delegates) on matters requiring a vote.

### Youth Leadership Council meeting dates for 2017-2018 4-H year Six meetings a year – Meeting will take place on-line unless otherwise stated.

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|---------------------------------|---|
| • August 10, 2017 (In Person)   | • January 18, 2018                      |
| • September 21, 2017            | • February 22, 2018                     |
| • October 19, 2017              | • April 26, 2018 (In Person)            |
| • November 30, 2017 (if needed) | • July (if needed for Banquet Planning) |

### Harris Co. 4-H County Council Officer Descriptions

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#### President

- to preside at all meetings of the council, enforce the bylaws and exercise supervision over the affairs of the council.
- to appoint standing and special committees.
- to serve as an ex officer member of each committee, except the nominating committee.
- to plan all council educational programs one year in advance.
- serve as representative to District 4-H Council with the District Council Representative or appoint an officer to attend any District 4-H Council events.
- should member already be a district council representative by nature of office or committee role, an alternate representative may be appointed by the executive committee.

*Harris Co. 4-H Youth Development Unit*  
*(713)274-0965*

**1st Vice President**

- to assist the chairman.
- to perform the duties of the chairman in the absence of that officer.
- to serve as chairman of the program committee.
- to plan all council educational programs one year in advance in cooperation with executive committee with input from general membership.

**2<sup>nd</sup> Vice President**

- to assist the chairman.
- to perform the duties of the chairman in the absence of the chairman and first vice-chairman.
- to serve as chairman of the recreation/social committee.
- to plan recreation and refreshments for each council meeting and plan special social events of the council.
- to serve as Sargent of Arms assisting with set up before the meeting and welcome members to the meeting.

**District 9 Delegate**

- to serve as delegate to the District 4-H Council.
- to keep the council informed of district 4-H activities and assist in the coordination of local and county activities.
- to encourage all 4-H members to become involved in county and district 4-H activities.
- to serve as chairman of the telephone committee.

**Secretary**

- to keep a full and correct record of all proceedings of the council.
- to have charge of council correspondence.
- to keep the roll and read the minutes at each meeting.
- to serve as chairman of the community service committee.

**Treasurer**

- to receive, hold and pay out all monies as directed/needed by council.
- to keep an accurate record of the receipt and expenditures of all funds.
- to present a financial statement for each meeting.
- to serve as chairman of the finance committee. Work with executive committee to plan fundraisers with input from general membership.
- to develop an annual budget for council.
- to work with Extension staff in completing annual audit of financial records.

**Reporter**

- to report activities of the council to local news media.
- to report activities to the county Extension agent and/or in the county 4-H newsletter.
- to encourage club delegates to give reports.to serve as chairman of the publicity committee.

**Parliamentarian**

- to assist the officers with keeping order at the meetings and with following the Robert's Rules of Order for Parliamentary Procedure.
- to advise officers on parliamentary procedure at business meetings.
- to make parliamentary rulings during the business meetings if needed.