

Bell County 4-H Council Officer Elections

Dear Bell County 4-H Member,

Great job on wanting to run for a Bell County 4-H Council Officer! We want to cover just a few things before you get started on this adventure!

Being a County Council Officer is a lot of work!! County Council Meetings are not just the only things an officer does. There are meetings, trainings, and events that are required and encouraged of an officer to commit to. Below are a few of the events we ask that the officers take part in.

Event	Month Held
District Leadership Lab (President and 1st VP)	June
July 4th Activities and Prep	June & July
Rec Day Camp	July
Awards Banquet Prep	May, June, July, & August
4-H Banquet Attendance	August
County Council Officer Training	August
Open House	September
Club Officer Training	September
Hunters Spectacular	September
One Day 4-H	October
BCYF- Auction Help	February
Volunteer Appreciation Night	April
County Council Meetings	September, November, January, March, and May
Community Service Projects	TBA
Committees:	TBA
(All Officers- Banquet, President and 1st VP -MAB, Treasurer - MAB Finance, PR- Open House, etc)	

On the next page you will find the section of the County Council Bylaws that includes officers. Please read it carefully to understand the officer position(s) you would like to run for. **To run for an officer position an “Intent to Run” form (last page) must be filled out and be turn into the Bell County Extension Office by May 13, 2014 with NO exceptions. Remember! You must have 1 of your parent/guardians sign the form.**

See you at the Council Election Meeting on May 20, 2014!!!!!!

County Council Bylaws Information about Officers

OFFICERS: The officers of the council shall be a president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, public relations, reporter and 2 recreation leaders. The offices of president, first vice-president, and second vice-president shall be held by 4-H members who have passed their 14th birthday, but not their 18th birthday on or before August 31 of the 4-H calendar year. The officers of the council shall constitute an executive committee. **A council officer who misses any meetings without a reasonable excuse will be replaced by the council executive committee.**

TERM OF OFFICE: Officers shall be elected annually. **Officers shall serve for a term of one year beginning in August and shall not be eligible for the same office the following year.** Any person appointed to fill an unexpired term may be eligible for the same office the following year. Any officer position that becomes vacant shall be filled by someone appointed by the council executive committee. Officers will officially be installed at the Bell County 4-H Banquet in August.

DUTIES OF OFFICERS: The following are the duties of the council officers:

DUTIES OF ALL OFFICERS: Arrive at 6pm to go over duties for meeting and greet members as they come in. Perform all duties prior to meeting. **DO NOT** miss any meetings!!! Be actively involved in all County functions sponsored and planned by County Council. Dress and participate in themes.

DUTIES OF THE PRESIDENT: Help agent and advisor with agenda . Assign pledges before meeting. Conduct County Council Meetings. Communicate to officers their responsibilities for each meeting and for other activities. Make sure all officers are fulfilling their responsibilities. Communicate to officers about the monthly council theme. Serve on the Management Advisory Board (MAB) with club managers. Keep track of officers attendance.

DUTIES OF THE FIRST VICE-PRESIDENT: Help in absence of the president. Help lead and plan community service projects sponsored by County Council. Serve as chair of community service committee. Serve on the Management Advisory Board (MAB) with club managers.

DUTIES OF THE SECOND VICE-PRESIDENT: Help in absence of the president and first vice president. Make sure and make people feel welcome at meetings. Collect all county council delegate forms at meeting. Chair of membership committee.

DUTIES OF THE SECRETARY: Take roll of each club at meeting. Take minutes at each meeting. Help the Reporter with notes and minutes for report to County Extension Office (CEO). Give report of minutes at each meeting. Write thank you notes to speakers or any other correspondence needed.

DUTIES OF THE TREASURER: Give Financial Report at each meeting. Serve on the Management Advisory Board (MAB) Finance committee with club managers and leaders.

DUTIES OF THE PARLIAMENTARIAN: Help President keep the meeting running smoothly. Help get attention of audience when it gets loud. Help keep attention during games to hear better. Read a parliamentary procedure fact at each county council meeting.

DUTIES OF THE REPORTER: Take notes at each meeting. Type up notes and email to Micah after each council meeting (must be completed by Friday after council meeting). Write and complete at least 1 report to go in newspaper about county council. Conduct and lead Club Reports at each meeting by calling out the name of each club for club reports. Make sure they read loud and clear.

DUTIES OF THE PUBLIC RELATIONS: Help make fliers and other information about activities for newsletter. Communicate to members and officers about the monthly theme. Write and complete at least 1 report to go in newspaper to publicize an event sponsored by the Council.

DUTIES OF THE RECREATION LEADERS (2): Provide recreation for each county council meeting - 1 ice breaker and 1 recreation game. Provide recreation at sponsored county council events. Keep the members excited and pumped about county council. Serve as members on membership committee.

MEETINGS: The Bell County 4-H Council meetings shall be held at 6:30 pm on the following months: September, November, January, March, and May. All council meetings will be held in the meeting room at the Bell County Extension Office (CEO). Date and location are subject to change due to seasonal activities. Special meetings may be called by the president.



Bell County 4-H Council Officer "Intent to Run" Form



Name:	4-H Club:
Email(s):	Phone Number(s):
Age (as of August 31, 2014):	School:
Grade:	Years in 4-H:
Main 4-H Project:	I've been a Club Officer before: YES / NO

Please circle all the Officer Position(s) you are willing to run for:
(Note to current council officers – DO NOT select the office that you are currently in)

President
(must be a Senior 4-H member)

1st Vice President
(must be a Senior 4-H member)

2nd Vice President
(must be a Senior 4-H member)

Secretary

Treasurer

Parliamentarian

Reporter

Public Relations

Recreation Officers
(2 will be elected)

STATEMENTS/SIGNATURES:

I will, to the best of my ability, participate in all Bell County 4-H Council meetings and activities if elected to serve during the upcoming 4-H year. My signature indicates that I have carefully read, understand, and agree to comply with all of the requirements, and that I make a commitment to fulfill the requirements as a Bell County 4-H Council Officer.

I also agree to abide by the Texas 4-H Youth and Development Consequences of Misbehavior and Code of Conduct, listed on 4-H CONNECT, and realize that if I commit an offense, I may lose the privilege to serve as a Bell County 4-H Council Officer.

4-H MEMBER'S SIGNATURE: _____ DATE: _____

As the Parent/Guardian of the 4-H member, I have carefully read and understand the requirements. I fully agree to support my child in his/her commitment to serve as a Bell County 4-H Council Officer.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

*****THIS FORM IS DUE TO C.E.O. ON OR BEFORE MAY 13, 2014...NO EXCEPTIONS*****