



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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
 - President and 1st Vice-President may not be from the same County.
- 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 1 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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
 - President and 1st Vice-President may not be from the same County.
- 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 1 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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- 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 1 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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- 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 1 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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- 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 1 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 served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- 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 1 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 1 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

