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 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 previously attended Leadership Lab
                - 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 previously attended Leadership Lab
- 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
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 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 meeting
- 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
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 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 previously attended Leadership Lab
- 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