



### **General Description**

The 4-H Management Board Adult Recording Secretary and Youth Recording Secretary are a middle managers and responsible for recording and distributing minutes of each meeting. The Adult and Youth Recording Secretaries are also responsible for all correspondence of the board and play a critical role in supporting the county 4-H YDP and Office staff in the development and dissemination of information.

### **Objectives**

1. To maintain the 4-H Management Board records.
2. To develop and disseminate correspondence and information on behalf of the 4-H Management Board, 4-H YDP staff and 4-H Office.
3. To help ensure effective communication with 4-H youth, families and adult volunteers.

### **Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks.
3. Strong leadership skills.
4. Ability and willingness to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good writing and proofreading skills.
9. Good organizational and record keeping skills.
10. Computer skills and proficient in computer software programs for word processing.
11. Become a 4-H Adult Volunteer prior to serving as a Director.

### **Specific Responsibilities**

In conjunction with the Youth Recording Secretary:

1. Record the full and complete minutes of all meetings of the board. Motions made during the meeting and the result therefore should be accurately documented and recorded.
2. Provide draft meeting minutes to the Management Board and 4-H YDP staff the week following each board meeting.
3. Provide a short summary of meeting highlights (usually 200 words or less) for publication in the 4-H newsletter or other communications, as appropriate. If possible, the summary will be completed within one week of the board meeting to facilitate timely publication of news items.
4. Assist with any and all correspondence as needed by the board.
5. Keep a record of those present at each board meeting.
6. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
7. Lead training events for 4-H unit (e.g., club) secretaries in their responsibilities, record keeping and recording meeting minutes.
8. Coordinate the county calendar of events, activities, meetings, and trainings.





- 9. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
- 10. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
- 11. Work closely with the 4-H YDP and Office staff.
- 12. Attend scheduled orientation and training sessions for Directors.

**Relationships**

The Adult and Youth Recording Secretaries are jointly responsible to the 4-H Management Board and the 4-H YDP staff. The Adult and Youth Recording Secretaries cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 4-8 hours per month throughout the year would be required to do this job well.

**Term of Appointment**

The 4-H Management Board Adult Recording Secretary shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Board Adult Recording Secretary.

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4-H Adult Volunteer

\_\_\_\_\_

Date

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4-H Youth Development Program Staff

\_\_\_\_\_

Date

*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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