



General Description

The 4-H Management Youth Board Chair, in conjunction with the Adult Board Chair, provides leadership, guidance, and coordinates the 4-H Management Board of the El Dorado County 4-H Youth Development Program (YDP). The Youth Board Chair is responsible for working closely with the Adult Board Chair, other Directors, and the 4-H YDP staff. The 4-H Management Board has administrative authority and responsibility of the El Dorado County 4-H Program Development Board and, as such, the 4-H Management Board Chairs are responsible for providing support, guidance, and leadership as necessary to ensure the Program Development Board is successful.

Objectives

1. To ensure effective management and operation of the El Dorado County 4-H YDP.
2. To oversee the Directors, the Program Development Board, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. To ensure and maintain effective communication among the Management Board, Program Development Board and 4-H YDP and office staff.

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 organizational skills.
9. A basic understanding of the 4-H Management Board and Directors, Program Board and Key Leader purpose in the county and the ability to communicate it to others.
10. Be a senior (14-19 years old) 4-H Youth Member.

Specific Responsibilities

1. In partnership with the Adult Board Chair, call meetings, set meeting agendas in conjunction with the 4-H YDP staff and preside at all meetings of the management board (at least 4 regularly scheduled meetings per year).
2. In partnership with the Youth Board Chair, appoint existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.
3. In partnership with the Youth Board Chair, establish ad-hoc committees or task forces as necessary. Name the chairperson of each ad-hoc committee or task force, with the approval of the other board members and the 4-H YDP staff.
4. Assist the Adult Board Chair in establishing a 4-H Expansion and Review (E&R) Committee (see the 4-H Policy Handbook, [Chapter 3: Affirmative Action and Civil Rights](#), VI). Serve as the liaison to the





4-H E&R Committee by attending E&R Committee meetings when possible or by reviewing notes of the meetings.

- 5. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
- 6. Work closely with the 4-H YDP and office staff.
- 7. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board Youth Chair is responsible to the 4-H YDP staff. The Youth Board Chair, in conjunction with the Adult Board Chair, 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. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 3-8 hours per month throughout the year would be required to do this job well.

Term of Appointment

The 4-H Management Youth Board Chair shall serve a one-year term, with eligibility for reappointment to another one-year term. 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 Youth Board Chair.

4-H Adult Volunteer	Date
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Parent/Guardian	Date
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4-H Youth Development Program Staff	Date
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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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