



Monterey County Council

ROLE DESCRIPTION: VICE PRESIDENT

General Description (RL)

The Monterey 4-H County Council Vice President is a middle manager volunteer and provides leadership and guidance to the 4-H County Council, Executive Committee, Standing Committees and Ad hoc Committees. The Vice President supports the President to ensure that officers fulfill their responsibilities in a timely manner and provides mentorship, guidance, and support to all officers of the Executive Committee. The Vice President must comply with and uphold all University of California (UC) and 4-H policies.

Key Responsibilities (RL)

1. Chairs the Expansion & Review Committee and ensures that the outreach and expansion plan of the 4-H County YPD is enacted. Provides an annual report to the 4-H County Council membership on the progress toward the achievement of goals and outcomes.
2. Presides at meetings in the absence of the President.
3. Succeeds to the office of President should that office become vacant and completes the term of the President.
4. Ensures and maintains effective communication among members of the 4-H County Council and 4-H YDP personnel.
5. Shares the leadership role and specific duties with the Youth Vice President. Ensures the Youth Vice President has opportunities to provide leadership and is not tokenized. (RS if this position exists)
6. **Plan, coordinate and oversee the Council's committees during the year.**

Qualifications: (RL)

- Current 4-H adult volunteer, in good standing, who has:
 - A passion for attention to detail and governance functions of an organization.
 - Completed required state and local courses for adult volunteers if applicable.

Essential Knowledge, Skills, and Abilities: (RL)

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to resolve conflicts in a peaceful, insightful, and supportive manner.
- Skill and ability to use current technology and communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in organizational governance and leadership.

Key Overarching Duties: (RL, position titles editable)

- Schedule and preside over a minimum of two meetings per year of the Expansion & Review Committee.

- In partnership with UCCE 4-H professional personnel, appoint at least two adult volunteers and two youth members to serve on the Expansion and Review Committee.
- Engage community organizations and experts in justice, equity, diversity, and inclusion to provide expertise to the work of the committee.
- Provide oversight and coordinate activities and events of the Expansion & Review Committee.
- Ensure and maintain a collegial relationship and communications between 4-H adult volunteers, youth members, and 4-H YDP professional personnel.
- Prepares and publishes an annual report of the Expansion & Review Committee.
- May have secondary signature authority on 4-H County Council bank accounts.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office to encourage 4-H objectives and enforce 4-H policy.

Essential Functions of the Executive Role: (RL)

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities, or events.
- Demonstrate exemplary skills to always model the 4-H Code of Conduct.
- Demonstrate a collegial and partnership attitude and ethics with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) professional personnel. It is incumbent upon the Executive Committee to model what it looks like to recognize, honor, and uphold the responsibility and authority of the statewide and local program personnel in setting program priorities, standards, and direction.
- Listen and respond to the needs of the 4-H community.
- Attend 4-H County Council Officer orientation and training sessions required by local or state 4-H YDP professional personnel.
- In partnership with county 4-H professional personnel, the Executive Committee appoints committee chairs.
- Plan and manage meetings and activities using the tools available for adult volunteers. This includes:
 - Ensure that two adult volunteers are present at all meetings. Maintain 2:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
 - Wise use of resources within the 4-H YDP as well as within the UCCE office.
 - Commitment to complete all agreed upon duties and assignments.

Relationships (RL)

The Vice President is responsible to and supervised by 4-H YDP professional personnel and the President. The Vice President cooperates with other Executive Committee members, members of committees, as well as other adult volunteers, members, and participants in the 4-H YDP.

Term of Appointment (RL)

The Vice President shall serve a two-year term, with eligibility for reappointment for additional two-year term. An individual may serve a maximum of four years as an officer of the Monterey 4-H County Council, regardless of the position. Positions are filled by election, following the rules set forth in the 4-H County Council Bylaws.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H County Council Vice President.

4-H County Council Vice President

Date

4-H Youth Development Program Personnel

Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.