



## **Monterey County Council**

### **ROLE DESCRIPTION: SECRETARY**

#### **General Description** (RL)

The Monterey 4-H County Council Secretary is a middle manager volunteer and provides leadership to and coordinates all recording and communication activities for the 4-H County Council. The Secretary accurate and timely records of the proceedings of 4-H County Council business. The Secretary prepares and presents timely meeting minutes to the 4-H County Council membership. The Secretary also initiates and responds to any necessary correspondence of the 4-H County Council.

#### **Key Responsibilities** (RL)

1. Demonstrates an ability to keep accurate and timely records of 4-H County Council business documents.
2. Assumes primary responsibility for correspondence.
3. Trains and mentors, the Youth Secretary. (RL if this position exists)

#### **Qualifications:** (RL)

- Current 4-H adult volunteer, in good standing, who has:
  - A passion for attention to detail and managing the recording keeping of the 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 use current technology and communication tools (Email, Microsoft Word, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom, Social Media and County communication tools.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill to write and publish clear and understandable letters, meeting minutes and notes.

#### **Key Overarching Duties:** (RL, position titles editable)

- Act as Chair of the Communications & Marketing Committee. (RL if this or similar committee exists, either as Standing or Ad hoc Committee.)
- Record the minutes of all meetings of the 4-H County Council and Executive Committee. Minimally, record each motion, who made the motion, who seconded the motion and the results of the motion. Follow Democratic Rules of Order in the recording of meeting minutes.

- Provide the meeting minutes to UCCE 4-H professional personnel within 10 days following each meeting. Ensure meeting minutes are made available to the membership within 15 days following each meeting.
- Coordinate and manage 4-H County Council communications to the 4-H Council membership.
- Keep a record of those present at each meeting of the 4-H County Council and Executive 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:**

- 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 always.
  - Wise use of resources within the 4-H YDP as well as within the UCCE office.
  - Plan, direct and execute committee work.
  - Commitment to complete all agreed upon duties and assignments.

**Relationships**

The Secretary is responsible to and supervised by 4-H YDP professional personnel and the President. The Secretary 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**

The Secretary 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 Secretary.*

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4-H County Council Secretary

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Date

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4-H Youth Development Program Personnel

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Date

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