



Monterey County Council

ROLE DESCRIPTION: Reporter/Historian officer

General Description (RL)

The Monterey 4-H County Council Reporter/Historian officer is a middle manager volunteer and is active in leadership and guidance to the 4-H County Council, Executive Committee, Standing Committees and Ad hoc Committees. The Reporter/Historian officer must comply with and uphold all University of California (UC) and 4-H policies.

Key Responsibilities (RL)

1. Ensures and maintains effective communication among members of the 4-H County Council and 4-H YDP personnel.

Qualifications: (RL)

- Current 4-H adult or youth 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)

- Provide external communications with media (e.g., radio, newspapers, etc.).
- Provide internal communications via a county 4-H newsletter with members, participants, 4-H adult volunteers and 4-H YDP staff regarding 4-H Council activities.
- Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area
- Ensure and maintain a collegial relationship and communications between 4-H adult volunteers, youth members, and 4-H YDP professional personnel.
- 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 Reporter/Historian is responsible to and supervised by 4-H YDP professional personnel and the President. The Reporter/Historian 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 Reporter/Historian 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

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