

**UCCE PLACER COUNTY 4-H
DIRECTOR OF BUDGET & FINANCE II
MANAGEMENT BOARD ROLE DESCRIPTION**

General Description

The 4-H Management Board Director of Budget and Finance II is a middle manager volunteer and assists to coordinate all budgeting and accounting activities for the Placer County 4-H Youth Development Program (YDP). The Budget and Finance Director II assists the Budget and Finance Director I who disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Management Board and associated 4-H Program Development Board, presents an up-to-date financial report at each meeting of the board and prepares and presents financial reports annually at year-end. The Budget and Finance Director II must comply with all University of California (UC) and 4-H financial policies.

Key Responsibilities

1. Follows established UC policies and procedures to document financial activity in accordance with laws and regulations.
2. Demonstrates an ability to handle funds properly and in accordance with the 4-H Management Board Constitution and Bylaws.
3. Assumes secondary responsibility of handling the organization's funds.
4. Learns the roles and responsibilities of the Director of Budget and Finance with the intention to apply for the role in the next open term.

Qualifications:

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

Essential Knowledge, Skills and Abilities:

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to use or learn current technology communication tools (Email, Microsoft Word and Excel, QuickBooks, 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, skill or desire to learn accounting, budgeting and/or financial management skills.

Key Overarching Duties: (4-H Vision and Values)

- With input from other Directors and Key Leaders, assist to establish and maintain an annual budget for the Management Board with sub-allocations to the Program Development Committees.
- Assist to present a current and accurate monthly financial report to the Management Board that includes a balance sheet, income and expenditure statements for each line item and general financial health statement.

- Assist to furnish financial reports annually at year-end, or by September 15, and at such times as required by the Management Board and/or the county director. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
- Assist to coordinate and ensure the completion of the annual peer review process as required by the UC 4-H YDP Policies.
- Provide guidance on income and expenditure strategies that maintains the financial health of the organization.
- 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 in order to encourage 4-H objectives and enforce 4-H policy.

Essential Functions of the Director 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.
- Listen and respond to the needs of the 4-H community.
- 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 Placer County as a whole.
 - Plan, direct and execute committee work.
 - Commitment to complete all agreed upon duties and assignments.

Relationships

Directors are responsible to the Executive Team and the 4-H YDP staff. Directors cooperate with other Management Board Directors, members of the Program Development Board as well as other adult volunteers, members and participants in the 4-H YDP.

Term of Appointment

The Director II shall serve a one-year term in an apprentice role, with eligibility for appointment as the Budget and Finance Director I. An individual may serve a maximum of six years on the board, regardless of the 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 Director of Budget and Finance II.

4-H Director of Budget and Finance II

Date

4-H Youth Development Program Staff

Date

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