

**UCCE PLACER COUNTY 4-H
EXECUTIVE TEAM
MANAGEMENT BOARD ROLE DESCRIPTION**

General Description

The Management Board Executive Team is composed of three (3) individuals who are middle manager volunteers that provide leadership and guidance, and coordinate the Placer County 4-H Management Board. The Executive Team is responsible for working closely with the Placer County 4-H YDP staff, and Management Board Directors, to carry out the local goals of the 4-H Youth Development Program (YDP). The Management Board has administrative authority and responsibility of the Placer County 4-H Program Development Board and, as such, the Management Board Executive Team is responsible for providing support, guidance, and leadership as necessary to ensure the 4-H YDP is successful.

Key Responsibilities

1. Oversee the Directors, Committees, and any established ad hoc committees and task forces as well as encourage teamwork.
2. Ensure and maintain effective communication among the Management Board Directors, Program Development Board, 4-H UCCE staff, the 4-H State Office and the California 4-H Foundation.

Qualifications:

- Current 4-H adult volunteer or a senior 4-H member, in good standing, who has:
 - A passion for leadership, administrative and organizational development.
 - 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 current technology 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 leadership, administrative and organizational tasks and relationships.

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

- Enable the smooth functioning of the Management Board and the Program Development Board, by adopting systems, processes and procedures that provide youth with multiple county-based opportunities.
- Create an environment where meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow into productive adults.
- 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 Executive Team 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.
 - Involve all Directors in meaningful leadership opportunities.
 - Plan, direct and execute business activities of the Management Board.
 - Commitment to complete all agreed upon duties and assignments.

Relationships

The Executive Team will be responsible to the 4-H YDP staff. The Executive Team cooperates with the Management Board Directors, as well as other adult volunteers, members and participants in the 4-H YDP.

Term of Appointment

Executive Team members shall serve a three-year term, with eligibility for reappointment to another three-year term. An individual may serve a maximum of six years on the Management Board regardless of position held. Applicants will go through an application and selection process. One member of the Executive Team shall be appointed in each program year (rotating). Should the Executive team have a resignation prior to the end of an individual's term the departing member will be replaced during the application process to fill the scheduled appointment of the member who is at end of term.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Executive Team.

4-H Executive Team Member

Date

4-H Youth Development Program Staff

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.