



Placer County 4-H Youth Development Program 4-H Council Assistant Chair Job Description

General Description

The 4-H Council Assistant Chair works to support the Chair in providing leadership, guidance and in coordinating the 4-H Council of the Placer County 4-H Youth Development Program (YDP). The Assistant Chair is responsible for the duties of the Chair in his/her absence.

Specific Responsibilities

- Follow and abide by the Placer County 4-H Council Assistant Chair Job Description.
- Fulfill the duties of the Council Chair in his/her absence.
- Succeed the Council Chair if that position should become vacant between terms.
- Have signature authority on the Placer County 4-H Youth Development Council checking and savings accounts.
- Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Council.
- Work closely with the 4-H YDP and Office staff.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 5-7 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Assistant Chair shall serve a one-year term, with eligibility for reappointment to another one-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process led by a selection committee.



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

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

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