



Contra Costa 4-H Council

Call for Executive Board Officer Nominations

Nomination for the 2019-2020 Officers will be taken during the **March 4, 2019, 7 pm Council Meeting** at UCCE Contra Costa County (2380 Bisso Lane, Concord), and elections for the 2019-2020 Officers will be held at the **April 1, 2019** meeting (same time and location).

Officer positions and responsibilities are described below. President and Treasurer positions must be held by 4-H Adult Volunteers. Vice President and Secretary positions are open to senior 4-H members (age 14+) and 4-H Adult Volunteers. Standing County Council meetings are once monthly (August through May). There are also monthly Executive Board Meetings (at the Board's discretion).

PRESIDENT:

- Presides over all Council Meetings;
- Appoints Committees and appoints members to Committees;
- Services as liaison to County Fair;
- Prepares meeting Agendas with other Council officers

VICE PRESIDENT:

- Serves as chair of the 4-H Council Program Committee;
- Manages Committee contact lists;
- Facilitates Key Resource Leader recruitment;
- Presides over all Council Meetings in the absence of the President

TREASURER:

- Keeps accurate financial records, copies of invoices, bills, etc. relating to the funds and property of the 4-H Council;
- Receives and record deposits and pay invoice/bills;
- Secures Council authorization for disbursement of funds;
- Act as custodian of Council funds and property and maintain property list;
- Furnish timely Finance reports (balance sheet, statement of revenues and expenses) to the Council monthly and at year-end per the 4-H Policy Handbook;
- Maintains signature authority on Council checking account (along with 3 other officers).

SERETARY:

- Records and publishes complete minutes of all 4-H Council meetings including roll call, motions made and their results
- Writes general Council Correspondence.

The first 2019-2020 County Council Meeting is on August 26, 2019 at 7:00 p.m.