



## **Nevada County 4-H Youth Development Program Leaders Council Secretary Position Description**

### **General Description**

The purpose of the Leaders Council is to actively involve local volunteers in developing, conducting, and evaluating the local 4-H program. To enhance the success of Council, the Secretary is responsible for working closely with the other officers and the 4-H YDP staff.

### **Specific Duties**

- Record the full and complete minutes of all meetings of the 4-H Council and those of the Executive Board and to carry on such correspondence as the Council and the President shall direct. Motions made during the meeting and the result thereof should be accurately documented and recorded.
- Provide a set of all 4-H County Council minutes to the 4-H YDP staff the week following each Council meeting. These minutes will be made to the membership.
- Keep a record of those present at the 4-H Leaders Council meeting (units and other individuals)
- Have signature authority on the 4-H Council checking account
- Attend monthly Executive Committee meetings and Leaders Council meetings (No meetings in August, December, and June)
- As a member of the Council Executive Board, help prepare the annual Council budget
- Support the vision, mission, and values of the 4-H YDP and work in compliance with UC/4-H program priorities and policies

### **Relationships**

The Council Secretary is responsible to the 4-H Program Representative, the 4-H Advisor (position currently not filled), and the County Director. The Secretary cooperates with the other Council officers, as well as other adult volunteers, members, and participants in the 4-H YDP.



Nevada County 4-H  
UCCE Placer and Nevada Counties

### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that, on average, 6 - 8 hours per month throughout the year would be required to do this job well. The term of service is two years.

### **Benefits**

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Feel the rewards of sharing your skills, knowledge, and time
- Positively contribute to the youth and families of Nevada County

### **Term of Appointment**

The Secretary shall serve a two-year term and is elected by vote of the Council.