



University of California  
Agriculture and Natural Resources

# 4-H Council Officers

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**In California, the number of participants has increased over the years. Local youth need your volunteer skills to guide the county 4-H program. The Leader's Council meets 10 times per year with representatives from all 15 clubs in order to plan, address local needs, celebrate youth accomplishments and to share information and ideas that could enhance the experience for youth at the club level. Officer elections take place in June.**

**Contact the 4-H offices for more information. 831-759-7386**



**VOLUNTEER TODAY.**  
**INSPIRE FOR A**  
**LIFETIME.**

## Council President

The role of the Council President is to:

- Plan and preside over all regular and special meetings of the County 4-H Council.
- Serve as ex-officio member of all committees of the County 4-H Council and appoint the members of such committees.
- Call special meetings when necessary and in concurrence with the county 4-H Youth Development Program (YDP) staff.
- Prepare Executive Committee and 4-H Council meeting agendas in consultation with the county 4-H YDP staff.
- Have signature authority on the 4-H Council checking account and savings account.



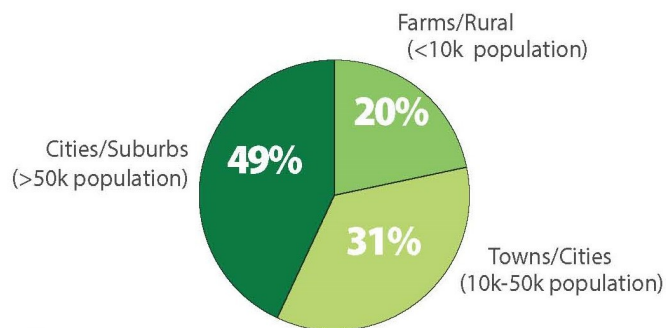
## Council 1st Vice-President

**The role of the Vice President is to:**

- **Preside at all meetings in the absence of the president.**
- **Succeed to the office of President should that office become vacant between elections.**
- **Serve as chairman of the 4-H Council Program Committee.**
- **Have signature authority on the 4-H Council checking account and savings account.**
- **Plan, coordinate and oversee the Council's committees during the year.**

***Take a look at where the California 4-H community youth live and what they look like.***

### Where do they live?



### What do they look like?

	% of total 4-H enrollment
American Indian/Alaskan Native	2%
Asian	7%
Black or African American	5%
Native Hawaiian/Pacific Islander	.1%
White	77%
More than one race	5%
Undetermined	3%

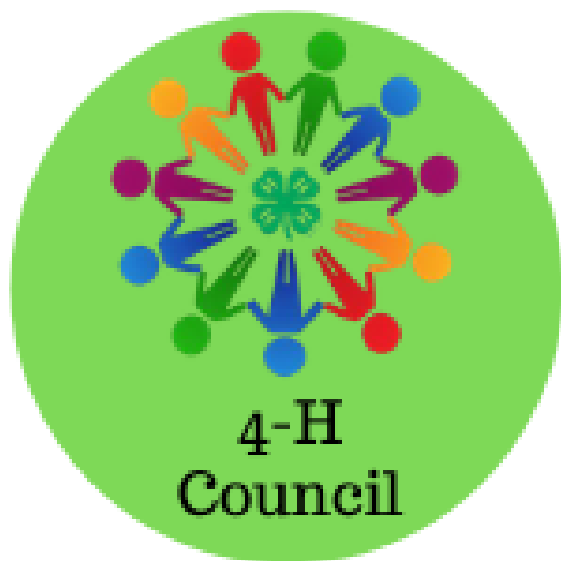
Hispanic/Latino	47%
Non-Hispanic/Latino	53%



## **Council 2nd Vice-President**

**The role of the Vice President is to:**

- **Preside at all meetings in the absence of the 1st Vice president.**
- **Succeed to the office of 1st Vice President should that office become vacant between elections.**
- **Collaborates with the county newsletter editor/reporter to ensure all local dates and information are accurate.**
- **Attends and participates in leadership training for Club leaders or other adult volunteers.**
- **Has input into the yearly budget planning meetings.**
- **Is a liason to all local fairs by gathering information to share.**
- **Can act as a guide to new volunteers and Club Leaders as to the role of the Leader's Council.**
- **May provide resources for volunteer or member trainings related to the work of the Leader's Council**



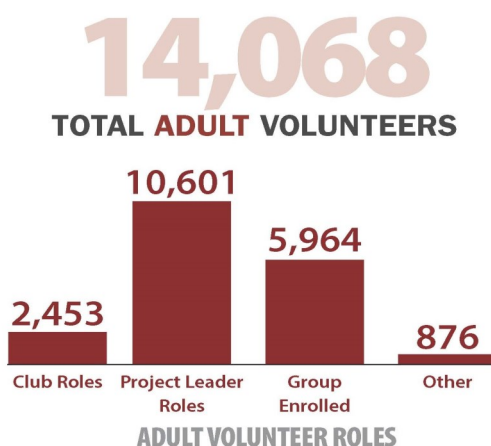


## **Council Secretary**

**The volunteer role of the secretary is to:**

- **Record the full and complete minutes of all meetings of the 4-H Council, and assist with any and all correspondence as directed by the president. Motions made during the meeting and the result thereof should be accurately documented and recorded.**
- **Provide a set of all 4-H Council minutes to the county 4-H YDP staff the week following each council meeting. These minutes will be made available to the membership at large with no exceptions.**
- **Keep a record of those present at the 4-H Council meeting (units and other individuals).**

**On average in California, there are 14,067 total adult volunteers. Join the number and run for a Council Officer position**



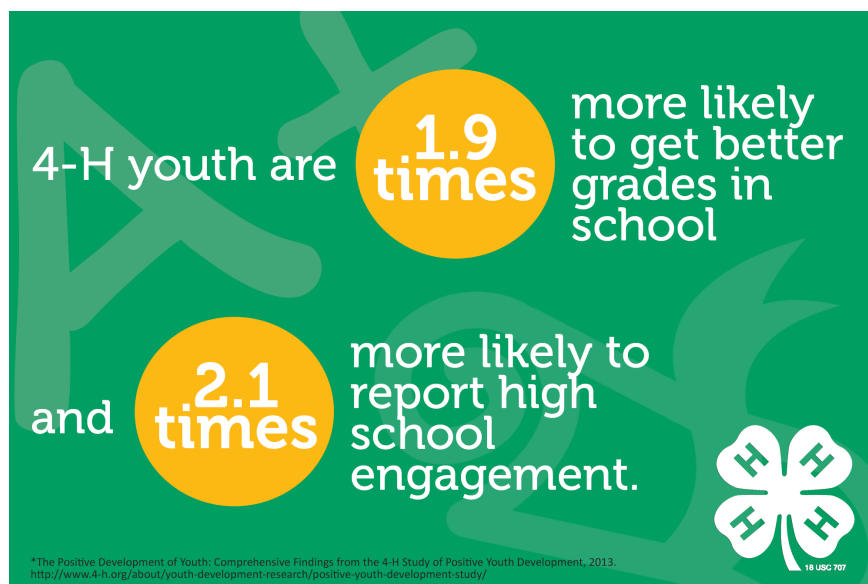


## **Treasurer**

**The role of the treasurer is to:**

- **Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the 4-H Council and account fully for all receipts and expenditures.**
- **Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H Council.**
- **Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the 4-H Council.**
- **Secure authorization by the 4-H Council for disbursement of all funds.**
- **Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook.**
- **Furnish financial reports annually at year-end, or by September 15, and at such times as required by the 4-H Council and/or the county director. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).**
- **Act as custodian of all funds and personal property of the 4-H Council, and keep a current list of all such property.**

**The impact of the 4-H program on youth members is tremendous!**





## Reporter/Historian

The role of the reporter/historian is to:

- Provide external communications with media (e.g., radio, newspapers, etc.).
- Provide internal communications via a county 4-H newsletter with members, participants, 4-H adult volunteers and 4-H YDP staff regarding 4-H Council activities.
- Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area

**In California, there are many Leadership projects and activities that are designed to help youth gain skills. Join the Executive Board of the Leaders Council and help guide the Council in enhancing opportunities for county 4-H youth.**

**LEADERSHIP  
AND PERSONAL  
DEVELOPMENT**

**20,574**  
**TOTAL PROJECTS**