



University of California

Agriculture and Natural Resources | 4-H Youth Development Program

Monterey 4-H County Council Youth Leadership Position Description

2024/2025

All Youth Council officer positions are held for one year - July to June. Nominations will open in April and voting will take place in June. The role begins in July. Each Youth officer will take part in a training session provided by the Council officers and 4-H Program staff to ensure a successful year. Youth officers will receive a proposed 4-H calendar of events, meetings and obligations by July.

Should the youth position remain open after elections, the Council President may appoint an interested youth member. Check the council Bylaws for all youth officer eligibility information. Members must be 14 years by December 31st of the Program year to hold an office position.

Officers will receive an exit interview in June for feedback and, upon successful completion of the role, will receive a hat pin and have earned points towards the Council Senior scholarship for each year served.

Youth President Co-Officer expectations:

The Monterey 4-H County Council Youth President is responsible for representing Monterey County 4-H youth members, including advocating for youth programmatic needs, advising Council efforts, and providing leadership and guidance to the Monterey 4-H County Council, Executive Committee, Standing Committees and Ad hoc Committees as requested. The position of Youth President ensures that Council youth officers fulfill their responsibilities and are able to thrive in their roles. The Youth President works in youth adult partnership guided by [best Positive Youth Development practices](#) with the Council President, including initiating discussion and sharing decision making with adult volunteers and 4-H staff. The Monterey 4-H County Council Youth President may not serve in a leadership role in any 4-H County Council Standing or Ad Hoc Committee during the same term as the presidency.

Responsibilities

- May preside over all regular and special meetings in partnership with the Monterey 4-H County Council President as requested.
- Provides input and or prepares agendas in partnership with council leadership and staff. Will have access to agendas and timelines for completion.
- Will attend 50% council monthly meetings and 50% Executive council meetings as scheduled.
- Prepares and presents monthly reports on youth leadership opportunities and efforts, including presenting upcoming opportunities at the County and State Level for involvement and updates from Monterey County 4-H members.
- Provide input, with other youth members, into Monterey 4-H County Council yearly planning and budget. Time frame for planning is generally Jan-March.

- Provide a written document (example- member survey) of what was completed in the role at the end of the officer year to be submitted to 4-H Staff and Council executive officers.
- Manage a personal/school/club calendar to support their work on the Leader's Council.
- Agree to be a visible role model through personal social media use. Will not post inappropriate photos, cartoons, words, foul language or sexual images. Agree to give Program staff the rights to view personal social media during the leadership year. Will respond to requests to "take down" posts that may not be a positive example.
- Know that officer names and images will be used in media to promote the program.
- In a timely manner, write and respond to all Council electronic mail, texts letters, thank-you notes, reports and other correspondence that are necessary and desirable.

Communication and teamwork is vital in these youth officer roles. Your volunteer time is valued by all. Please be open to sharing your experiences, building your leadership skills and accepting the differences of others. If additional support is needed, contact the Council President, 4-H Program Staff or statewide 4-H offices.

I, _____, agree to accept the responsibilities and live up to the expectations of being a Monterey County Youth Council Officer. I am willing to abide by the responsibilities presented in this letter. I further understand that if I do not fulfill my obligations or conduct myself in a manner appropriate to the position, I may be removed from the Youth Council officer position. This may include a verbal warning, written warning or, a notice that I have been removed.

Member signature:

Parent Signature:

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