



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 14 years be 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 Outreach Officer (2nd Youth Vice President)

The Youth Outreach Officer (2nd Youth Vice President) provides leadership and guidance to efforts to include new youth, families, and communities in the Monterey County 4-H program. The Youth Outreach Officer (2nd Youth Vice President) supports the Youth Vice President and Youth President, including assuming the responsibilities of the Youth Vice President if unable to complete duties. The Youth Outreach Officer (2nd Youth Vice President) provides leadership as Youth Chair of the Monterey County 4-H [Expansion and Review Committee](#), advising efforts to reach new youth members in Monterey County and maintain inclusivity in the program. The Youth Outreach Officer (2nd Youth Vice President) works in youth adult partnership guided by [best Positive Youth Development practices](#) with the Council Outreach Officer (2nd Vice President), including initiating discussion and sharing decision making with adult volunteers and 4-H staff as part of the Executive Board and Expansion and Review Committee.

Responsibilities

- Serves as Youth Chair of the Monterey County 4-H Expansion and Review Committee, advising outreach and expansion efforts to reach new families and youth in Monterey County. Will be notified of meetings and requested to attend.
- Through the Expansion and Review committee, provides input and shares in decision making in the preparation of an effective outreach program, review of geographic boundaries of clubs, and annual diversity training in cooperation with 4-H YDP staff if necessary.
- Will attend 50% council monthly meetings and 50% Executive council meetings as scheduled.
- Presides at meetings in the absence of the Youth Vice President.
- Succeeds to the office of Youth Vice President should that office become vacant.

- Serves as a liaison to all local fairs through gathering information from fairs, following fair related social media sites, looking for current issues surrounding fairs, livestock, 4-H programs, health and diseases to report on.
- Provides input and youth perspective to Monterey County 4-H council efforts on how to best reach 4-H youth members and families as part of the Executive Board and Expansion and Review Committee.
- Will help plan and attend annual New Member party in the fall.
- Manage a personal/school/club calendar to support their work on the Leader's Council.
- Provide a written document 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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