



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 Secretary Officer

The Monterey 4-H County Council Youth Secretary is responsible for coordinating all recording and communication activities for the 4-H County Council in partnership with the County Council Secretary. The Youth Secretary co-manages correspondence and attendance of the 4-H County Council for the 4-H County Council membership. The Youth Secretary works in youth adult partnership guided by [best Positive Youth Development practices](#) with the Council Secretary, including initiating discussion and sharing decision making with adult volunteers and 4-H staff.

Responsibilities

- Responsible for tracking and reporting Council related correspondence.
- Works with the Council Secretary to keep a record of those present at each meeting of the 4-H County Council and Executive Committee.
- Acts as Co-Chair of the Communications & Marketing Committee, providing youth voice to County 4-H communication activities if requested.
- Ensures the Council meeting minutes are prepared within the agreed upon timelines. Works in tandem with the Secretary that these minutes reflect what said. Develops ways to provide the minutes to 4-H Council membership and 4-H membership.
- Will attend 50% council monthly meetings and 50% Executive council meetings as scheduled.
- Provides input and youth perspective to Monterey County 4-H council efforts on how to best reach 4-H youth members and families.
- Attends annual Secretary training as provided by 4-H Program staff.
- 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 and date:

Parent Signature and date:

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