



Placer County 4-H Youth Development Program 4-H Council Chair Job Description

General Description

The Council Chair provides leadership, guidance and coordinates the 4-H Council of the Placer County 4-H Youth Development Program (YDP). To enhance the success of Council, the Chair is responsible for working closely with the other officers and the 4-H YDP staff.

Specific Responsibilities

- Follow and abide by the 4-H Council Chair Job Description.
- Sign and uphold all agreed to policies in the Council By-Laws and Constitution.
- Set meeting agendas in conjunction with other Council members and the 4-H YDP staff and preside at all Council meetings.
- Appoint an alternate recording secretary if the elected one is absent.
- Guide the meeting. During discussions focus on addressing and resolving issues and concerns, not your own opinions.
- Communicate with officers, committees, and coordinator groups regularly.
- Work closely with the 4-H YDP and Office staff.
- Establish ad-hoc committees or task forces as necessary. Name the chairperson of each ad-hoc committee or task force, with the approval of the other members and the 4-H YDP staff.
- Have signature authority on the Placer County 4-H Youth Development Council checking and savings accounts.
- Become familiar with parliamentary procedures and consensus methods of making decisions.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 7-10 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Council Chair shall serve a one-year term, with eligibility for reappointment to another one-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process led by a selection committee.



I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Council Chair.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

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