



**Placer County 4-H Youth Development Program
4-H Council Secretary
Job Description**

General Description

The 4-H Council Secretary is responsible for recording and distributing minutes of each meeting. The Secretary is also responsible for all correspondence of the council. The Secretary plays a critical role in working with the county 4-H YDP and Office staff in the development and dissemination of information.

Specific Responsibilities

- Follow and abide by the 4-H Council Secretary Job Description.
- Record the full and complete minutes of all meetings of the board. Motions made during the meeting and the result therefore should be accurately documented and recorded.
- Provide draft meeting minutes in electronic form to the Council and 4-H YDP staff the week following each board meeting.
- Assist with any and all correspondence as needed by the council.
- Keep a record of those present at each Council meeting. (Sign-in sheet.)
- Have signature authority on the Placer County 4-H Council checking and savings accounts.
- Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Council.
- Work closely with the 4-H YDP and Office staff.

Time Involved

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

Term of Appointment

The Secretary 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 Secretary.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

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