

Roles of State 4-H Council and Selected Extension Personnel

Prepared by

District Agent Advisors and 4-H Specialists, August 1987,
updated August 2004, August 2011, August 2012, July 2013, July 2014

Contact: Sarah H. Kotzian, Extension 4-H Associate, Box 7606 NCSU Raleigh, NC
27695-7606 (919) 515-8480

JOIN | THE REVOLUTION 
OF RESPONSIBILITY
Cooperative Extension's Youth Development Program

Organizational Structure

State 4-H Leader



Assistant State 4-H Leader



State Executive Committee



State 4-H Council
(Includes State Offices, District Officers, and
one representative per county)



District Council
(one for each Extension District: consisting of District Officers
and one representative per county within the district)



County Council

Each county will have one official representative to the district council. The representative will be selected each year and will serve the same term as the district officers. District council meetings are open to district officers, the official representative from each county and other county representatives at the discretion of each set of district officers. Each county will have one official vote.

The State 4-H Council is an excellent means of teaching the democratic process, a major objective of 4-H. The process will involve 4-H members in planning, implementing and evaluating 4-H programs beyond the county level.

In order to provide continuity from year to year, the following timetable must be followed:

| Month(s) | Action |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February - May | Election of District Officers at District Teen Retreats or other appropriate meeting, but no later than District Activity Day. New officers should attend the DAD's and be introduced. |
| Appointment May 1 st (Effective Tuesday of Congress) | Appointment of new agent advisors. Use a two-year rotation with one experienced and one new. It is recommended that all agents in a district have an opportunity to serve as agent advisor. |
| July | Counties appoint a County Council Representative to the District Council (ex. County Council Officer or other appropriate member). |
| July 4-H Congress | New and outgoing officers meet with new and outgoing advisors. The purpose of this is to: 1. Review unfinished business. 2. Review financial situation and transfer accounts. 3. Evaluate retreats and projects. |
| August | State and District 4-H Officers Planning Meeting The purpose of this meeting is to: 1. Work in ideas to implement State Project. 2. Review expectations and role descriptions. 3. Build group capacity. 4. Participate in leadership training. |

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>5. Learn and practice Parliamentary Procedures.</p> <p>Also during the State 4-H Council Planning Meeting, District Officers meet with Agent Advisors. The purpose of this meeting is to:</p> <ol style="list-style-type: none"> 1. Review actions and prepare for State Council Conference 2. Discuss previous district projects to be continued. 3. Set agenda for district council meetings. 4. Make plans for district projects and district retreats. 5. Discuss standing committees. |
| September - October | District Councils meet to follow up on State Council Project implementation and finalize program and retreat planning. District Councils plan and attend teen retreats and other District functions. |
| October - May | District Programs |
| Spring | All District Officers participate in District Activity Days. Current officers preside and help with the program. Newly elected officers are introduced. All must be dressed appropriately in business dress. |
| July | State and District Officers provide leadership at 4-H Congress |

Roles of the State 4-H Council and Selected Extension Personnel

Role of the County Representative

1. Provide continuity to District Council by serving the same term as District Officers.
2. Serve as communications link between county, district and state council.
3. Attend District Council meetings.
4. Vote on issues that come before District Council.
5. Communicate State and District Council projects to County Council and encourage county support.
6. Attend State 4-H Council meeting at North Carolina 4-H Congress.
7. Attend State 4-H Council Conference.

Role of the District Officers

1. Attend and participate in State Council meetings.
2. Communicate State Council plans to District Councils.
3. Provide leadership for planning and implementing district business.
4. Serve as liaison between counties and State Council.
5. Keep county 4-H agents informed of any District Council projects.
6. Seek participation of all counties in the district.
7. Help develop a network of leadership within the district.
8. Assume responsibility for election of District officers with guidance of advisors.
9. Orient new district officers on the "How to" of being an officer with the help of advisors.
10. Represent the District Council at 4-H events within the district whenever feasible.
11. Assist with District Activity Day including participating on the program, presiding at assembly, etc.
12. Follow the code of ethics for district 4-H officers.
 - a. To refrain from using alcohol and tobacco.
 - b. To treat all 4-H members equally by not favoring one over another.
 - c. To behave in a manner which conveys and commands respect.
 - d. To maintain dignity while being personable, concerned and interested in fellow 4-H members.
 - e. To avoid places and activities which would raise questions as to my moral character or conduct.
 - f. To use wholesome language in all formal and informal occasions.
 - g. To maintain proper dress and good grooming for all occasions.
 - h. To avoid participating in any conversations which belittle 4-H members and adults.

Role of State Officers

1. Provide leadership to implement the State Project each year.
2. Serve as liaison between the 4-H'ers and the state 4-H office.
3. Help plan and carry out 4-H Congress
4. Prepare and distribute state 4-H newsletter to district and all 4-H agents.
5. Train district officers on how to perform their role by example or otherwise with assistance of state 4-H staff members.
6. Serve on state committees representing 4-H when ask.
7. Serve as state-wide representatives of 4-H.
8. Keep State Council informed.
9. Attend District Activity Days.
10. Be dedicated and committed to the total program of 4-H.
11. Be willing to commit the entire year to state 4-H activities.
12. Be willing and able to travel on behalf of the 4-H.
13. Become thoroughly knowledgeable about 4-H and its history.
14. Develop into an effective public speaker.
15. Correspond with 4-H members and people in the state office in a regular and timely manner.
16. Develop strong interpersonal communication skills.
17. Seek constantly the evaluation of my performance as a state 4-H officer, and make necessary improvements.
18. Become thoroughly knowledgeable in current events on local, state, national, and international levels.
19. Maintain good health, and demonstrate good health habits.
20. Serve as a member of a team and maintain a cooperative attitude.
21. Report to the State 4-H extension associate in charge of state council on a regular basis.
22. Follow the code of ethics for state 4-H officers.
23. To refrain from using alcohol and tobacco.
24. To treat all 4-H members equally by not favoring one over another.
25. To behave in a manner which conveys and commands respect.
26. To maintain dignity while being personable, concerned and interested in fellow 4-H members.
27. To avoid places and activities which would raise questions as to my moral character or conduct.
28. To use wholesome language in all formal and informal occasions.
29. To maintain proper dress and good grooming for all occasions.
30. To avoid participating in any conversations which belittle 4-H members and adults.
31. Participate in training activities designed to improve the effectiveness of a state officer.
32. Prepare adequately for briefings, meetings, and conferences.
33. Obtain the approval of the State 4-H Coordinator prior to participation in any 4-H activity. This may be required in order to be covered by the association's liability insurance.
34. Maintain an accurate calendar or planner system and carry through on all commitments made during the year of service as a state 4-H officer.
35. Contact the State 4-H Coordinator on a weekly basis to receive updates on 4-H activities and responsibilities.

Role of County 4-H Agent

1. Keep up to date of District Council plan and keep County Council informed as required. Respond to deadlines.
2. Send name of new county representative to State 4-H Office by 4-H Congress of each year.
3. Encourage county representative to attend District Council meetings.
4. Train county representative on how to represent the county at district meetings.
5. Assist county representative in keeping county council informed of the activities of the District Council.
6. Make copies of District and State Newsletters and send to appropriate 4-H'ers.
7. Encourage qualified 4-H'ers to run for district and state office positions.

Role of Advisor, Extension Agent

1. Provide leadership and guidance to district officers.
2. Help to keep agents in the district informed about projects.
3. Help officers with details of their projects -- follow up on their progress.
4. See that other 4-H agents and district 4-H officers get minutes of District Council meeting.
5. Assist with setting up the transitional meeting during 4-H Congress.
6. Keep District Director informed of goals and activities.
7. Help District Council formulate the goals for the year and the plan of work.
8. Help District officers formulate the agenda for the District Council meetings to accomplish objectives.
9. Coordinate district meeting and places with District Director and County 4-H Agents.
10. Enlist District Director's cooperation in getting good representation at District Council meetings.
11. Copy all correspondence to District Officers, their respective 4-H agents, the State 4-H Office and District Directors.
12. Work with District Officers to ensure timely communication regarding all District Council activities and events (ex. newsletters, etc.)
13. Attend State Council meetings as requested and coordinate transportation plans of district representatives to State Council meetings.
14. Assist District Officers in planning and preparing for a workshop to be taught at State 4-H Council Conference.

Role of 4-H Agent having District Officers or State Officers in their County

1. Offer guidance and support to officers.
2. Monitor and share any communication received to or from the officers.
3. Coach officers to follow through on their obligations.
4. Work with Agent Advisors to facilitate effective working relationship of District Council.

Role of District Director

1. Utilize District Officers at district events and activities when possible.
2. Appoint two agent advisors by May 1 to be effective at the end of 4-H Congress each year and notify in writing with a carbon copy to the State 4-H Office. Recommended criteria for the selection of agent advisor is as follows:
 - a. One advisors should be a carry over from the previous year.
 - b. Each agent should have an opportunity to serve as district agent advisor on a rotational basis established by the District Director.
 - c. No agent should serve more than two consecutive years.
3. Monitor and share any communication received to or from the officers.
4. Coach officers to follow through on their obligations.
5. Work with Agent Advisors to facilitate effective working relationship of District Council.
6. If possible allocate additional funds for Agent Advisors in county travel allotments.

Role of State 4-H Staff (State Council Coordinator)

1. Work with District Director to have all counties represented at council meetings, retreats, and/or other meetings and events.
2. Facilitate a smooth transition from outgoing officers to new officers.
3. Train district and state officers on their role during State 4-H Council Planning Meeting in August.
4. Help district and state councils look at organizational development needs.
5. Communicate to counties the current agent advisors.
6. Keep everyone informed of the due dates in regards to transition
7. Provide training opportunities for District Agent Advisors and assist them in working with District Councils. Training will be provided during August State Council Planning Meeting.
8. Utilize District and State officers at district events and activities when possible.
9. Guide State Officers in planning state council meetings, developing a plan of work and implementing a plan of work.
10. Involve State Officers whenever appropriate as representatives of 4-H.
11. Arrange for State Council meetings.
12. Facilitate a working environment for the State 4-H Council.
13. Prepare officers to assume their role.
14. Determine policy when necessary, make the decision, announce the decision, mobilize resources, and support the State Council in implementing the decision.
15. Inform State 4-H Leaders, Extension Administration, 4-H Faculty and 4-H Agents when appropriate.

District Officer Responsibilities

President:

Primary responsibilities include:

1. Check with the Agent Advisor on arrangements for each meeting.
2. Preside at all meetings.
3. Prepares an agenda and conducts meetings according to parliamentary procedure.
4. Checks with the Secretary-Treasurer to see that the minutes are up-to-date.
5. Guides meeting in a courteous way and avoids talking too much.
6. Votes in case of a tie.
7. Stay involved in all district activities and set a good example.
8. Maintain a good working relationship with officer team and Agent Advisor.

Vice President:

Primary responsibilities include:

1. Presides over the meeting if the President is absent.
2. Learns parliamentary procedure.
3. Seeks to find out what counties are doing in their local programs and how the district 4-H council can support counties in the district.
4. Create a fun icebreaker and/or team building activity for each district meeting.
5. Follow through with all leadership roles as requested by the President or Agent Advisor.
6. Assist the President as requested.
7. Maintain a good working relationship with officer team and Agent Advisor.

Secretary-Treasurer:

Primary responsibilities include:

1. Calls roll and read minutes at each meeting.
2. Sits at the right of the President and gives close attention to all discussion and business. Takes sufficient notes to write accurate minutes of the meeting.
3. Types and submits minutes to the Agent Advisor within the specified time frame.
4. Maintains district correspondence.
5. Prepares a summary of the district accomplishments at the end of the year for the District Scrapbook.
6. Assists Agent Advisor with preparation of treasurer reports to share at district business meetings.
7. Maintain a good working relationship with officer team and Agent Advisor.

Reporter:

Primary responsibilities include:

1. With the help of the Agent Advisor, writes interesting news stories and press releases for counties to put in their local newspapers.
2. Take photographs of all district events.
3. Keeps a scrapbook of district activities and member participation. Works with counties to collect information and compile a district scrapbook. Turns in scrapbook on time for judging at State 4-H Congress.
4. Help make district activities known. Avenues to consider using to share district news include newsletters, blogs, facebook or other social media.
5. Maintain a good working relationship with officer team and Agent Advisor.