



2020 - 2021

# 4-H DISTRICT OFFICER RESPONSIBILITIES & CHECKLIST

Are you thinking of running for a District Officer position?

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## 4-H GROWS TRUE LEADERS

Serving as an officer gives you valuable experience which you will use all your life. We encourage you to consider this opportunity - it can be life-changing.



# DISTRICT OFFICER CANDIDATE CHECKLIST

**4-H Officers will learn about teamwork, communication, program planning, parliamentary procedure, and the connection between citizenship, service and leadership.**

Serving a district officer is a big responsibility. Here is a checklist for you to work through with your 4-H Agent, parent / guardian to help determine if you are prepared to run for a district officer position.

- ✓ Have you talked to your family and 4-H Agent about running for office?
- ✓ Can you balance school, work, and other commitments and still perform the duties required of your office?
- ✓ Are you committed to working as part of a team, attending training and fully participating in county, district and state events / programs?
- ✓ Are you willing to serve, provide leadership and support 4-Her's from across your district / state?
- ✓ Can you be respectful to others when they have different beliefs, thoughts and opinions than you?
- ✓ Are you passionate about 4-H and willing to share that enthusiasm with others?
- ✓ Are you willing to make 4-H a priority for the term of your office?
- ✓ Are you willing to challenge yourself, have fun and grow as a leader?



## **Serving as an District Officer is BOTH an honor and a privilege.**

✓ Are you prepared to pay for meetings / retreats during your term?  
\*Many counties provide scholarships - ask your 4-H Agent.

✓ Are you prepared to fulfill the duties described below for each office.

\*Candidates must be at least 14 years of age (4-H age is based on age as of Jan. 1st) and have been a member of 4-H for 2 years to run for District office.

## **FOR MORE INFORMATION TALK TO YOUR 4-H AGENT**



North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

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# OFFICER DUTIES

## **PRESIDENT**

- ◆ Prepares meeting agendas with other officers & agent advisors.
- ◆ Presides at all meetings.
- ◆ Uses parliamentary procedure to conduct business meetings.
- ◆ Understands responsibilities of other officers.
- ◆ Plans ways to encourage member engagement at events and meetings and delegates responsibility.
- ◆ Appoints committees as needed.
- ◆ Works with the Vice-President to preside at meetings / events if unable to attend.
- ◆ Provides leadership to the team while serving alongside their fellow officers.
- ◆ Communicates promptly with the team, agent advisors and State Council Coordinator.
- ◆ Attend and fully participate in all District and State 4-H Council trainings, programs and events.
- ◆ Performs other duties as assigned.

## **VICE PRESIDENT**

- ◆ Presides at meetings if the President is absent.
- ◆ Learn the general duties of all Officers and Committees in order to substitute as may be required.
- ◆ Assists other officers with their duties as needed.
- ◆ Introduces educational program at events and meetings.
- ◆ Thanks the educational guest speakers, presenters, member demonstrators, etc.
- ◆ Assists committees as needed.
- ◆ Communicates promptly with the team, agent advisors and State Council Coordinator.
- ◆ Attend and fully participate in all District and State 4-H Council trainings, programs and events.
- ◆ Performs other duties as assigned.



## **SECRETARY / TREASURER**



- ◆ Keeps an accurate written record of the business meetings.
- ◆ Writes thank you letters to speakers, sponsors, etc.
- ◆ Writes correspondence as directed by the President and/or advisor.
- ◆ Keeps an accurate account of all money received and spent.
- ◆ Gives a financial report at each 4-H business meeting.
- ◆ Gives an annual financial report at the final business meeting for the year.
- ◆ Work with the advisor to prepares a budget with the team.
- ◆ Balances the bank statement each month (if applicable).
- ◆ Assists committees as needed.
- ◆ Communicates promptly with the team, agent advisors and State Council Coordinator.
- ◆ Attend and fully participate in all District and State 4-H Council trainings, programs and events.
- ◆ Performs other duties as assigned.

## **REPORTER**

- ◆ Writes articles about 4-H and submits to local news outlets.
- ◆ Takes photographs at 4-H meetings and events.
- ◆ Puts together the district 4-H scrapbook.
- ◆ Writes and posts social media posts re: 4-H.
- ◆ Collects pictures, articles, etc. from other officers and members to include in the scrapbook and for social media posts.
- ◆ Ensures that all postings and media releases are in good taste and up to 4-H standards.
- ◆ Understands the guidelines and policies re: using the 4-H Clover.
- ◆ Works with the State 4-H Reporter on multi-media efforts.
- ◆ Submit completed 4-H scrapbook to State 4-H Reporter.
- ◆ Assists committees as needed.
- ◆ Communicates promptly with the team, agent advisors and State Council Coordinator.
- ◆ Attend and fully participate in all District and State 4-H Council trainings, programs and events.
- ◆ Performs other duties as assigned.

