



# STATE 4-H OFFICER CANDIDATE GUIDELINES

2021 - 2022



# BE YOURSELF - EVERYONE IS ALREADY TAKEN

~ Oscar Wilde

Hello!

If you've taken the time to find & read this PDF - thanks. 😊

Perhaps you just started thinking about running for a State 4-H Officer Position or maybe it's been a dream you've had for several years now. Well, let me remind you - "there's no better time than the present" - right!

Yes, running this year will be different (there's no doubt) but there are lots of benefits to being a trailblazer. Plans for our 2021 *Virtual NC 4-H Congress* are underway and so are the preparations for online campaigns and elections. So while I know the idea of campaigning on a "virtual" platform might intimidate some of you - don't let it! Let's face it - 2020 gave us all lots of opportunities to get familiar with technology, and we have an awesome plan in place that will be both fun and interactive. You'll have opportunities to connect and meet new people, spotlight who you are, share your passion for 4-H, and of course - have fun!

I'm honored to say that I served as an NC State 4-H Officer and to this day it's one of my fondest and proudest life accomplishments. So, I truly hope you'll consider running for a State 4-H Officer Position in 2021. Be yourself and be part of an exciting process that is sure to help shape North Carolina 4-H for centuries to come.

Sincerely,

*Mitzi Downing*

Mitzi Downing, Assistant State 4-H Leader & State 4-H Council Advisor

**APPLICATION & SUBMISSION REQUIREMENTS HAVE BEEN UPDATED**

**USE THIS GUIDE TO HELP YOU PLAN AND SUBMIT YOUR APPLICATION**

**\*State 4-H Officer Candidate Applications  
are due No Later than May 20, 2021**



# Revised: 2021 State 4-H Officer Candidate Guidelines

## 1. State 4-H Officer Candidate Required Qualifications

- a. Must have been an active participant in 4-H for at least three years (36 months).
  - i. Active participation is defined as participation in local, county, district and state 4-H activities and events.
- b. May serve as a state officer one year.
- c. Must be at least 16 years of age by January 1 of the year that they are running for office.
- d. Must not have reached their 20th birthday by the Congress that they plan to seek office.
- e. Must have served as a district officer.
- f. Must possess strong public speaking skills.
- g. Must possess strong leadership skills.
- h. Must have solid record of service and participation in various leadership and service activities including, but not limited to 4-H.
- i. **Must electronically submit the entire application by the deadline: May 20, 2021**
- k. **Must have a letter of recommendation from (2 letters in total):**
  - i. 4-H Agent in their home county.
  - ii. Individual not related to the candidate.
- l. Must have read and understand the State 4-H Council Constitution and Bylaws.
- m. **Must have the five (5) signature of the following individuals on their application (\*See "Online Signature Sign-off" section below)**
  - i. Candidate Signature.
  - ii. Parent/Guardian.
  - iii. 4-H Agent in their home county.
  - iv. County Extension Director in their home county.
  - v. 4-H Agent Advisor (from when the candidate was a district officer).

## 2. State 4-H Officer Roles and Responsibilities

- a. State 4-H officer is responsible for serving and representing North Carolina 4-H members and youth served through the program.
- b. A state 4-H officer serves under the direction of the Assistant State 4-H Leader and or her designee.
- c. A state 4-H officer is a brand ambassador for the 4-H program to youth, agents, volunteers, alumni, industry leaders, government officials, media, and the general public.
- d. A state 4-H officer are expected to:
  - i. Participate fully as an engaged member of a State Council team.
  - ii. Participate in all training and development activities developed to increase their effectiveness.
  - iii. Participate in all national, state, district, and county 4-H activities as directed by the state 4-H office including, but not limited to, State 4-H Congress, State 4-H Electric Congress, 4-H Citizenship North Carolina Focus, State 4-H Council Conference, District Activity Days, District Teen Retreats, and 4-H Development Fund Board meetings (as appointed).
  - iv. Plan and conduct state 4-H events with the state 4-H staff.
  - v. Plan, prepare, study, listen, review and practice to continue improving public speaking and teaching skills.
  - vi. Remain current on events, facts, and issues related to 4-H, youth, education, health, economy, agriculture, and other related topics.
  - vii. Develop and maintain a positive relationship with youth, agents, staff, alumni, donors, and other partners.
  - viii. Maintain a positive attitude and enjoy their year of service.
  - ix. Prepare and submit 4-H expense reports and other assignments by their due date.
  - x. Keep current on all correspondence related to 4-H state officer service.
  - xi. Perform other duties as assigned by the state 4-H office.

### 3. Election Process and Procedures

- a. A State 4-H Officer candidate must have a complete officer application, 4-H resume (2-page max), Video file, contract, and associated paperwork electronically submitted by May 20.
- b. A State 4-H Officer candidate must register for State 4-H Congress.
- c. **A State 4-H Officer candidate must be prepared to share the following during NC 4-H Congress:**
  - i. **Be prepared and present a 2-minute speech on "What service means to you and how you live a life of service."**
  - ii. **Prepare and submit a 2 to 3 minute video on "Why You Aspire To Serve As A State 4-H Officer" (candidates are encouraged to talk specifically about the position they are running for). \* The video must be in one of the following formats .mp4 or .mov. Please note that you cannot include copyrighted music / images , etc. in your video. Video's will be posted online and shown during NC 4-H Congress.**
  - iii. Be prepared for the **\*virtual candidate forum**, question and answer session during 4-H Congress. \*The State 4-H Office will coordinate this process. Candidates will only need to be able to join the online Zoom session.
  - iv. Be prepared to have a **\*virtual campaign booth** during 4-H Congress on the designated night. \*The State 4-H Office will coordinate this process. Candidates will only need to be able to join the online Zoom session.
  - v. Be prepared for the active campaigning segment of the process that begins after the candidates are presented to all the delegates at 4-H Congress and end with the election process.
  - vi. Attend all candidate prep sessions and be prepared to take part in the scripted program when asked. **\*There will be several virtual candidate prep sessions before 4-H Congress. These sessions will be designed to prepare candidates for campaigning online, using ZOOM, and make everyone comfortable with the technology and processes.**
  - vii. Candidates will need to manage their time wisely and be on- time. If a candidate is late for an event/program they forfeit their right to participate in that event/program.
- d. The state 4-H officer election process will be conducted on a day designated by the State 4-H Office. Candidates are running for one of four positions. There are four offices as follows: State 4-H President, State Vice President, State 4-H Secretary-Treasurer and State 4-H Reporter.
  - i. The election process is based on the electoral votes that each county received re: their 4-H enrollment (ES-237).
  - ii. If a candidate receives a majority vote during the first voting period, the candidate is elected.
  - iii. If a candidate receives a majority vote during the first voting period, the candidate is elected. If during the voting period none of the candidates for a particular office has a majority, a second voting period will be held for this particular office, with the top two vote-getters remaining on the ballot. A short caucus period will be allowed for county groups following the first voting period if needed. The county representative will again cast the county's votes for the respective candidate as determined by the caucus. Counties may abstain if desired on either roll call.



## If you plan to submit an Application for State 4-H Office here's what you are required to submit:

A complete State 4-H Officer Application which includes:

- Application Signatures
- Resume (2 page max)
- Video
- Questions
- Letters of Recommendation

**Due to COVID-19 we have created 2 electronic submission processes to assist you in securing and submitting your application safely.**

### Signature Sign-Off

A complete application requires several signatures. Please provide the individuals listed below the *Signature Sign-Off URL* so they can electronically sign off on your packet. **\*Please do NOT personally take your application to these individuals.**

Your Application requires 5 signatures these include:

- Your Signature
- Parent / Guardian
- \*Your 4-H Agent (Primary County of Participation)
- \*County Extension Director
- \*Current / Former Agent Advisor
- **Signature Sign-Off URL: [https://go.ncsu.edu/4hofficer\\_application\\_signatures](https://go.ncsu.edu/4hofficer_application_signatures)**

### Special Note: Letters of Recommendation

Letters of recommendation can be uploaded with your application packet - OR- they can be emailed directly to me from the individual providing reference. \*Emailed letters go to Dr. Mitzi Downing @ [mitzi\\_downing@ncsu.edu](mailto:mitzi_downing@ncsu.edu) / **Subject Line:** State Officer Candidate Letter of Recommendation

### Candidate Application Upload Submission

When you have your Application complete (the components you complete) upload it to the *State 4-H Officer Application Google file*. \*Please remember to name all your file uploads using your LastName\_filetype.

- **State 4-H Officer Application Google File: [https://go.ncsu.edu/state\\_4hofficer\\_applications](https://go.ncsu.edu/state_4hofficer_applications)**