

# 2018 ORANGE COUNTY 4-H COUNTY COUNCIL

## INFORMATION SHEET

### What is 4-H County Council?

- The Orange County 4-H County Council is an organization of elected Council officers and representatives from each of the county 4-H clubs. The council will meet bi-monthly to conduct business, plan community service events, plan achievement night, and recruit students in the county to attend 4-H camps and conferences. The council provides student leadership for the county program. They advise the 4-H agent.
- In 2018, Council officers will be elected to serve from January 2018 to July 2018. Elections will occur again in July 2018 and that group will serve from August 2018 to July 2019. This allows current high school seniors to interview for a position.

### How Do I Become A Member Of The Council?

- Elected officers must be at least 11 years old. There is no age restriction for appointed club representatives.
- Be elected to a County Council office.
- Be a club representative. Clubs should notify the 4-H Agent by January 19 who their representative(s) will be. Each club may appoint up to two representatives to the Council. Every club is expected to have at least one representative on the Council. It is recommended that the club representative(s) have at least one year of 4-H experience before appointment.

*Any 4-H member can attend and participate in Council meetings and activities. However, only officers and club representatives are allowed to vote.*

### What Are The Officer's Duties?

- **President** (must be in grade 7-12)
  - Preside over meetings of the Council.
  - Plan the meeting agenda with other officers and 4-H Agent before meetings are held.
  - Know parliamentary procedure and use it to conduct an orderly 4-H meeting.
  - Ensure that all council members are heard at a meeting. Get everyone to participate, if possible.
  - Represent the County Council at official functions.
- **Vice President**
  - Preside at meetings in the absence of the president.
  - Know the duties of the president and have a working knowledge of parliamentary procedure.
  - Work closely with the president, 4-H Agent, and other officers on all County Council activities.
  - Help plan Orange County 4-H programs and oversee committees as needed.

- **Secretary**
  - Keep an accurate record of all meetings. Distribute meeting notes to all Council members and the 4-H Agent. Stand and read minutes at meetings.
  - Conduct a roll call at the request of the president and record attendance.
  - Read correspondence received by the 4-H County Council and send any correspondence as directed by the County Council.
  
- **Reporter**
  - Spread the good news of 4-H to the public.
  - Write articles about special 4-H events to be included in the 4-H Update sent out monthly by the 4-H Agent.
  - Maintain a scrapbook of Orange County 4-H events.
  - Collect pictures and articles from county and club events.
  
- **General Club Representatives**
  - Attend regularly scheduled meetings of the County Council.
  - Gather input at your club meetings and bring those ideas to County Council meetings. Be a voice for your club.
  - Recruit your club members to be a part of Orange County 4-H projects such as parades, camps, and conferences.

### Time Required

- Meetings will be held bi-monthly. Dates and times will be determined by Council members.
- More Council meetings may be held in special circumstances when deemed appropriate by the Council president and 4-H Agent.

### Selection Process & Timeline for Council Officer Candidates

- Complete application and submit to 4-H Agent. Application must be received by him by January 19, 2017.
- Attend an interview with 4-H Agent, Program Assistant, and Volunteer, on January 22. Interviews will be held between 4:00 and 6:00 P.M.
- New officers notified by January 24.
- Installation to follow at later meeting.

