

## Gunnison County 4-H Council Officer Agreement



Congratulations on being nominated to a Council Office. This experience will provide opportunities to gain skills you will need in your office and will continue to use in any future endeavor you choose.

As an officer you will provide a vital role to the execution and accomplishments of the 2020-2021 Gunnison County 4-H Council.

This Expectation Agreement is designed to help you understand your role and responsibilities to making this 4-H year the best ever. By reading and signing this agreement you are 1) confirming you have an understanding of the basic time commitments and responsibilities for your office, and, 2) you are committing to fulfilling those time commitments and responsibilities.

If you are unable to commit to the expectations of this office you should not run for this office out of consideration for the leadership team and the 4-H membership you are chosen to represent or lead.

### Expectations Agreement for Council Officers

- I understand meetings are scheduled every month and will attend.
- I will promote 4-H and serve as Gunnison County 4-H Ambassador when needed.
- I will attend officer training and help plan and facilitate leadership sessions.
- I understand I may need to serve on committees and help with fund raisers.
- I understand I may need assistance and will work closely with other officers, Advisors, and Extension Staff.
- I understand that District and State Leadership Camps and Conferences are opportunities to learn and experience new ideas and will attend one if able.

### As President,

- I will be prepared to lead meetings by attending agenda building sessions (usually before the regular Council meetings).
- I will use Parliamentary Procedure running meetings.
- I will communicate with the Vice President if I will be absent.

As Vice President,

- I will be prepared to lead meetings in the absence of the President by attending agenda building sessions before the regular Council meeting.
- I will use Parliamentary Procedure running meetings.
- I understand I will serve on and chair committees and will follow through.

As Secretary,

- I will keep an accurate record of all the meetings, including writing the motions as stated to assist the President.
- I will keep an accurate Council membership roll, and I will record attendance.
- I will be prepared to read the minutes of the last meeting and correspondence and also turn in the minutes for each meeting to the Extension Office.
- I will inform the President if it is necessary to be absent.

As Treasurer,

- I will take charge of Council's moneys and keep an accurate record.
- I will be prepared to give a report at each meeting.
- I will pay Council bills out of the treasury only as approved by the Council.

As Recreation Leader,

- I will be prepared to lead games or ice breakers at council meetings.
- I will promote attendance by making meetings fun.
- I understand I may need assistance and will work closely with other officers, Advisors, and Extension Staff.

As Committee Member,

- I will attend committee meetings and represent 4-H membership.
- I will be prepared to give a Committee report at each Council Meeting.
- I understand I may have Committee responsibilities for specific 4-H events and programs and will be able to fulfill those responsibilities.

As Council Representative,

- I understand meetings are scheduled every month and I will attend.
- I will represent my club and report back to the club with any council business.
- I understand I may need to serve on or chair a committee and will follow through.
- I will be prepared to give a club report.

Expectations Agreement for Advisor,

- I understand meetings are scheduled every other month and I will attend meeting and the agenda/prep meeting (usually before Council).
- I will promote 4-H.
- I will attend officer/leadership training.
- I understand I may need to advise on a committee.
- I will help with flow of meeting and encourages participation—make it fun.
- I will work with 4-H Agent to follow up with officer team to assure they are fulfilling their responsibilities, i.e. Secretary has minutes.
- I will work with 4-H Agent to follow up with Youth Reps from Livestock, Horse, and General Project Committees to give reports to Council.