



**GUNNISON COUNTY**

**COLORADO STATE UNIVERSITY  
EXTENSION**

## 4-H Council Officer Expectations

As an officer for the Gunnison County 4-H Council, you will

- Learn and practice skills you will need for your elected office. These skills will help you throughout your life!
- Contribute your time and energy to the accomplishments of the Gunnison County 4-H Council. This will be a source of pride for you!

The following list of expectations is designed to help you understand your role and responsibilities for making this 4-H year the best ever. Before running for an office, you should understand the basic time commitments and responsibilities for that office. Once you are elected to an office, you will be asked to sign an agreement stating that you will fulfill the expectations for that role. *If you are unable to commit to the expectations of an 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 for **ALL** Council Officers:

- I understand that meetings are scheduled every month and I will attend.
- I will promote 4-H and serve as Gunnison County 4-H Ambassador when needed.
- I will attend officer training and/or retreat.
- 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.

Expectations for **President** of 4-H Council:

- 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 and Extension Staff if I will be absent

Expectations for **Vice President** of 4-H Council,

- 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.

Expectations for **Secretary** of 4-H Council:

- 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.

Expectations for **Treasurer** of 4-H Council:

- I will take charge of Council's moneys and keep an accurate record. To do this, I will meet with the Council Advisor or Extension staff before each meeting.
- 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.
- I will inform the President if it is necessary to be absent.

Expectations for **Recreation Leader** of 4-H Council:

- I will come 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.
- I will inform the President if it is necessary to be absent.

Expectations for **Committee Member** for Horse Committee, Junior Livestock Committee, or General Projects Committee, reporting to 4-H Council:

- 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.

Expectations for **Council Representative** to 4-H Council from each club:

- 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 for adult **Advisor** of 4-H Council:

- I understand meetings are scheduled every 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 to help 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.
- I will be an enrolled 4-H volunteer throughout my term as advisor.
- I will encourage, teach, and facilitate communication between 4-H Council officers and CSU Extension staff.