

# Grayson County 4-H County Council Expectation and Guidelines of Officers

*Update April 27, 2023*

## What is 4-H County Council?

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The Grayson County 4-H Council is an organization comprised of elected Council officers and club representatives. The organization stresses youth leadership training and development. All 4-H members, parents, and leaders are welcome to attend meetings. The County Council also has a district and state counterpart.

The County Council will meet in person at the Grayson County Courthouse. Meetings will take place on the 3<sup>rd</sup> Monday of the month at 7:00 p.m. Council members will conduct business, educational meetings, plan community service projects, and enjoy the company of fellow 4-H members.

Meetings will focus on:

- August – Welcome Back Celebration/ Awards Banquet
- September – County Wide Fundraiser Planning
- October – Community Service Planning
- November – TELS Kings and Queen Contest planning
- December – Holiday Party/ Celebration
- January – TELS Kings and Queen Contest event
- February – Prepare for County Stockshow/General Exhibits
- March – Community Service
- April – Recordbook Overview and Workshop
- May – Elections of 2024-2025 Officer Team

## Who Can Become a Member?

You can become a member of the Grayson County 4-H Council in one of two ways:

1. Be elected to a County Council office. (*See officer positions below*)
2. Be a club representative (*each club selects a representative to the Council; the representative is usually the club president and a secondary delegate*).
3. Any 4-H member can attend and participate in Council meetings and activities. However, only officers and club representatives are voting members.

## What are the requirements for a Council Officer?

Council Officers are elected during the May (and sometimes September) meetings. Officers oversee the monthly Council meeting and are **required** to:

- Be present at and prepared for Council Meetings (3<sup>rd</sup> Monday at 7:00 p.m.) Meeting will take place in September to May, with banquet and welcome party in August
- Serve as mentors to the Grayson County 4-H Clover Kids
- Oversee the implementation of the County 4-H Awards Banquet and Welcome Back Social in August

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- Attend county wide community service activities, educational programs, promotional events, social gatherings and county level fundraisers
- Participate in ADDITIONAL officer trainings – I.E. District IV 4-H Boot Camp (December) and the Grayson County 4-H Leadership Retreat (August)

## **Council Officer Positions and Roles**

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### **President**

#### **Qualifications**

- Must be entering the 9<sup>th</sup> to 11<sup>th</sup> grade
- Must have served as a Council Officer at least for one year prior
- Must be an active 4-H member for at least 2 years

#### **Responsibilities**

- Presides over the County Council Meetings and Executive Committee
- Serves as a District Delegate (see delegate requirements below)
- Appoints standing and special committees
- Attends required District Level Events – MANDATORY
- Ex-officio member of all committees, except nominating committee

### **First Vice President**

#### **Qualifications**

- Must be entering the 9<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

#### **Responsibilities**

- Presides over the County Council Meetings in absence of the President
- Serves on Executive Committee
- Serves as Chair of Educational Committee – Plans educational aspects for council meetings

### **Second Vice President**

#### **Qualifications**

- Must be entering the 4<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

#### **Responsibilities**

- Presides over the County Council Meetings in absence of the President & 1<sup>st</sup> Vice President
- Serves on Executive Committee
- Serves as Chair of Social/Recreation Committee – Plans recreational activity and brings refreshments for council meetings

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## Third Vice President

### Qualifications

- Must be entering the 4<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### Responsibilities

- Presides over the County Council Meetings in absence of top three officers
- Serves on Executive Committee
- Serves as Chair of Membership Committee – Welcomes and greets visitors at the council meetings

## Secretary

### Qualifications

- Must be entering the 4<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### Responsibilities

- Serves on Executive Committee
- Keeps accurate record of council meeting proceedings
- Takes roll and reads minutes during council meetings

## Treasurer

### Qualifications

- Must be entering the 9<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### Responsibilities

- Serves on Executive Committee
- Represents the County Council on the Youth Advisory Board
- Presents a financial statement during council meetings

## Parliamentarian

### Qualifications

- Primary: Role is appointed to the outgoing Council President – If unable to fulfill, then:
  - Must be entering the 4<sup>th</sup> grade and up
  - Must be an active 4-H member for at least 1 year

### Responsibilities

- Provides advice to the presiding officer on parliamentary procedure
- Instructs members in correct parliamentary procedures

## Reporter

### Qualifications

- Must be entering the 4<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### Responsibilities

- Reports activities of the county to local news media
- Reports activities through social media, with guidance of the CEA

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## **Health & Safety**

### **Qualifications**

- Must be entering the 4<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### **Responsibilities**

- Shares health/safety information at county meetings
- Serves as Chair of Health and Safety Committee

## **District Delegate**

### **Qualifications**

- Must be entering the 8<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### **Responsibilities**

- Serves as a delegate to the District IV 4-H Council along with the President
- Attends required District Level Events – MANDATORY

### **Alternate District Delegate Qualifications**

- Must be entering the 8<sup>th</sup> grade and up
- Must be an active 4-H member for at least 1 year

### **Responsibilities**

- Serves as an alternate delegate to the District IV 4-H Council if the President and District Delegate cannot attend the event
- Attends required District Level Events – MANDATORY