

# Rock County 4-H Senior Council Exec. Board Position Description

## PRESIDENT

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### Responsibilities and Duties:

1. Preside over monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Interpret and enforce the By-Laws of the Rock County 4-H Senior Council.
4. Serve as Chair of the 4-H Disciplinary Review Committee, which is convened as needed within thirty days of a reported violation. Serve as Chair of the Appeals Committee as needed.
5. Serve on ad-hoc and special committees as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Basic knowledge of parliamentary procedure
2. Organizational and communication skills
3. Assertiveness and ability to keep order during meetings
4. Ability to motivate others and delegate authority
5. Commitment to the position and the Rock County 4-H program
6. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## VICE PRESIDENT

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Preside over Senior Council meetings in the absence of the President.
4. Serve on the 4-H Disciplinary Review Committee, which is convened as needed within thirty days of a reported violation.
5. Serve on ad-hoc and special committees as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Basic knowledge of parliamentary procedure
2. Organizational and communication skills
3. Assertiveness and ability to keep order during meetings
4. Ability to motivate others and delegate authority
5. Commitment to the position and the Rock County 4-H program
6. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## SECRETARY

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Record accurate minutes at Executive Board meetings, as well as accurate minutes and attendance at Senior Council meetings.
4. Submit minutes and other correspondence to the UWEX Office for copying as needed.
5. Serve as Recorder for the 4-H Disciplinary Review Committee, which is convened as needed within thirty days of a reported violation. Service as Recorder for the Appeals Committee as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Ability to take notes and organize them into clear, concise reports
2. Organizational and communication skills
3. Commitment to the position and the Rock County 4-H program
4. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## TREASURER

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Maintain and balance the Leaders Council accounts. Keep accurate records of all financial transactions and pay bills as needed and requested.
4. Work with the Junior Council Treasurer to prepare monthly financial reports. Present reports at monthly Senior Council meetings.
5. Work with the 4-H Budget Committee to prepare the Leaders Council budget on an annual basis.
6. Serve on the 4-H Disciplinary Review Committee, which is convened as needed within thirty days of a reported violation.
7. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Must have served at least one previous term in any Senior Council Exec. Board position
2. Knowledge of and ability to use an appropriate accounting program
3. Organizational and communication skills
4. Commitment to the position and the Rock County 4-H program
5. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## PARLIAMENTARIAN

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Ensure that all Senior Council business is conducted using proper parliamentary procedure.
4. Clarify questions or concerns regarding parliamentary procedure that may occur during Senior Council meetings.
5. Serve on ad-hoc and special committees as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Knowledge of parliamentary procedure
2. Familiarity with Roberts Rules of Order
3. Organizational and communication skills
4. Commitment to the position and the Rock County 4-H program
5. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## FAIR BOARD REPRESENTATIVE (2 POSITIONS)

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Attend monthly meetings of the Rock County Fair Board and represent the Senior Council in a non-voting capacity. Meetings are usually held the 3<sup>rd</sup> Tuesday of the month.
4. Serve as liaison between the Rock County 4-H Senior Council and the Rock County Fair Board. Provide accurate reports from Senior Council to the Fair Board as needed and requested.
5. Serve on ad-hoc and special committees as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Ability to summarize meetings into clear, concise reports
2. Organizational and communication skills
3. Commitment to the position and the Rock County 4-H program
4. Enthusiasm and sense of humor



# Rock County 4-H Senior Council Exec. Board Position Description

## STATE LEADERS COUNCIL REPRESENTATIVE

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### Responsibilities and Duties:

1. Attend monthly Senior Council meetings. Meetings are usually held the 4<sup>th</sup> Monday of every month; there are no meetings in July and December.
2. Attend and actively participate in monthly and special meetings of the Executive Board. Meetings are usually held the 3<sup>rd</sup> Monday of every month; there are no meetings in July and December. Contact the UWEX Office in advance of any meeting absence.
3. Attend meetings of the State 4-H Leaders Council, both via teleconference and face-to-face. Travel to face-to-face meetings may be required.
4. Serve as liaison between the Rock County 4-H Senior Council and the State 4-H Leaders Council.
5. Serve on ad-hoc and special committees as needed.
6. Participate in assessing needs and determining the direction of the Senior Council and the Rock County 4-H program.

### Skills Required:

1. Ability to summarize meetings into clear, concise reports
2. Organizational and communication skills
3. Commitment to the position and the Rock County 4-H program
4. Enthusiasm and sense of humor

