

Officer Duties

President

- Promote 4-H.
 - Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Prepare agenda for Junior Council meetings
Preside at Junior Council and officer team meetings.
Encourage participation during meetings.

Vice President

- Promote 4-H.
 - Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Preside over Junior Council meetings in the absence of the President.
Work with President to prepare addenda for Junior Council meetings.

Secretary

- Promote 4-H.
 - Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Record accurate minutes/notes at Junior Council meetings.
Submit minutes.
Read correspondence at Junior Council meetings.

Treasurer (2)

- Promote 4-H.

- Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Keep accurate and current records of all financial transactions.
 Make deposits into appropriate bank accounts.
 Pay bills as requested by writing checks.
 Prepare a monthly financial report and present it at Junior Council meetings.
 Assist in developing annual budget.

Parliamentarian

- Promote 4-H.
 - Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Ensure that all Junior Council business is conducted using proper Parliamentary procedure.
 Assist members in making a motion.
 Encourage participation during meetings.

Media Specialist (2) (Public Relations Officer)

- Promote 4-H.
 - Attend Junior Council meetings.
 - Attend officer team meetings.
 - Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
 - Serve on at least two committees.
 - Assist with the presentation of awards at the County Achievement Program.
- Maintain social media updates.
 Notify members of upcoming meetings and events.

Fair Board Representative (2)

- Promote 4-H.
- Attend Junior Council meetings.

- Attend officer team meetings.
- Participate in assessing needs, planning activities and setting goals for the Junior Council and Rock County 4-H Program.
- Serve on at least two committees.
- Assist with the presentation of awards at the County Achievement Program.

Attend all meetings of the Rock County 4-H Fair Board.

Report Rock County 4-H updates at Fair Board meetings.

Report Fair Board updates at Junior Council meetings.