

Junior Council Officer Position Descriptions

President-Elect

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Assist the current President in all duties as much as possible.
Assume the position of President the next 4-H year.
Serve on at least two committees as Youth Chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Secretary

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Record accurate minutes and attendance at Junior Council meetings.
Submit agendas, minutes and other correspondence to the UW Extension Office for typing and copying.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Parliamentarian

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Ensure that all Junior Council business is conducted using proper Parliamentary procedure.
Clarify any questions and/or concerns regarding Parliamentary Procedure that may occur during Junior Council meetings.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Fair Board Representative (2)

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Attend all meetings of the Rock County 4-H Fair Board.
Serve as a liaison between Rock County 4-H Junior Council and the Rock County 4-H Fair Board.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Vice President

Attend all Junior Council meetings.
Preside over Junior Council meetings in the absence of the President.
Attend monthly and special meetings of the Executive Board.
Serve on at least two committees as youth chairperson and oversee all committees' work.
Serve on ad-hoc and special committees as needed.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Treasurer

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Keep accurate and current records of all financial transactions and pay bills as requested.
Assist the Senior Council Treasurer in preparing a monthly financial report; present the report at Junior Council meetings.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Historian

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Responsible for an overall view of the year's activities through photos, programs, interviews using scrap booking techniques.
Communicate with clubs regarding their youth leader's activities and events and report it in a scrap book.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.

Ambassador Liaison (2)

Attend all Junior Council meetings.
Attend monthly and special meetings of the Executive Board.
Meet regularly with Ambassador group and help plan yearly calendar and promotional trainings.
Serve as a liaison between Rock County 4-H Junior Council and the Rock County 4-H Ambassadors to provide a monthly report at Junior Council meetings.
Serve on at least two committees as youth chairperson.
Assist with the presentation of awards at the County Achievement Program.
Participate in assessing needs and setting goals for the Junior Council and Rock County 4-H Program.
Promote 4-H throughout Rock County.