



CLAY COUNTY 4-H COMMITTEE CHAIRPERSON POSITION DESCRIPTION

Purpose: To provide the leadership and direction necessary for the committee to accomplish its goals and provide quality educational programs to 4-H members and volunteers.

Duties:

- ✿ Plan and conduct all committee meetings, including the development of the agenda, meeting notice, location, etc.
- ✿ Ensure that members are notified of meeting date, time and location.
- ✿ Ensure that minutes of each meeting are kept and turned into Extension Office within one week of the meeting.
- ✿ If articles need to be printed in the 4-H Newsletter Update or information sent out from the office, the chair should ensure that the information is in the office at least one week in advance of the target date for send out.
- ✿ Submit year-end committee report, budget request for the up coming 4-H year, and inventory to Extension Office by September 15.

Necessary Skills:

- ✿ Ability to work with others and promote teamwork.
- ✿ Basic knowledge about parliamentary procedure.
- ✿ Interest and concern for the well being of the entire 4-H program with particular interest in committee area topic.

Training:

- ✿ County committee leader training held in the fall of each year.
- ✿ Past correspondence and information.
- ✿ Funds may be available to committee members who wish to attend training to build competencies.

Time Involved:

- ✿ Varies with each committee, depending on roles and responsibilities (refer to the position description specific to your committee).
- ✿ Expected to attend County Committee Leader Training in the fall (late Oct/early Nov.).
- ✿ Committee meetings are scheduled at the discretion of the chair.

Expectations of Extension Office:

- ✿ Provide information as requested by the committee.
- ✿ Keep chairperson informed of policies and information relating to their committee.
- ✿ Work closely with chairperson and provide direction and assistance when requested or necessary.
- ✿ Mail out correspondence to project members and leaders (one week advance notice is required).
- ✿ Conduct county committee training annually and keep committee informed of opportunities to attend training.
- ✿ Presence at committee meetings when possible and necessary.