JOB DESCRIPTION

Position: DISTRICT 10 4-H COUNCIL PRESIDENT

Term: - 1 year - elected and installed at Leadership Lab
- Not eligible for an office following term as President
- A person may not serve as a District Council Officer for more than 2 years

Age: - must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications: - must have previously attended Leadership Lab
- A county is eligible for no more than two officers

Responsibilities: - Serves as President of the Executive Committee
- Oversees the yearly plan of Council meetings and activities
- Appoints committees or task forces as needed
- Works with agent advisors to develop meeting agendas
- Presides effectively at meetings
- Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
- Attends Texas 4-H Council workshops and special events
- Presides at Fall District meeting
- Helps train council delegates
- Serves as a delegate to the Texas 4-H Council
- Attends the State Fair of Texas Honor Banquet
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure:
- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.

Election:
- Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
JOB DESCRIPTION

Position: FIRST VICE-PRESIDENT

Term: - 1 year - elected and installed at Leadership Lab
- may run for President the following year, but may not be elected to another office
- a person may not serve as a District Council Officer for more than 2 years

Age: - must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications: - must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities: - Assists the President
- Presides at meetings and performs other duties in the absence of the President
- Become President if the President leaves, resigns or is relieved of office
- Serves as a member of the executive committee
- Works closely with agent advisors
- Serves as a delegate to the Texas 4-H Council
- Attends Texas 4-H Council workshops and special events
- Attends the State Fair of Texas Honor Banquet
- Serves as advisor of a district (county grouping) committee to plan and conduct one of the District events

Application Procedure: - Must apply to the District Extension Office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.

Election: - Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
Position: **SECOND VICE-PRESIDENT**

Term:  
- 1 year - elected and install at Leadership Lab  
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office  
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:  
- must have previously attended Leadership Lab  
- a county is eligible for no more than two officers

Responsibilities:  
- assists the President and 1st Vice-President  
- Perform the duties of the President in the absence of the President and the 1st Vice-President  
- Works closely with agent advisors  
- Serves as a member of the executive committee  
- Serves as first alternate to the Texas 4-H Council  
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure:  
- Must apply to the District Extension office by May 31 preceding District Leadership Lab  
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:  
- Held by secret ballot at Leadership Lab  
- Majority constitutes an election  
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
JOB DESCRIPTION

Position: SECRETARY

Term:  
- 1 year - elected and installed at Leadership Lab  
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office  
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:  
- must have previously attended Leadership Lab  
- a county is eligible for no more than two officers

Responsibilities:  
- Keeps the secretary’s file up-to-date  
- Calls the roll and checks attendance  
- Reads minutes of the last meeting  
- Keeps complete and accurate minutes of all meetings  
- Sends copies of minutes to the District Extension Office for distribution within 10 days of each meetings  
- Reads letters of information or any other correspondence to the group  
- Writes letters and thank you notes on behalf of the council  
- Works closely with agent advisors  
- Serves as a member of the executive committee  
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure:  
- Must apply to the District Extension office by May 31 preceding District Leadership Lab  
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:  
- Held by secret ballot at Leadership Lab  
- Majority constitutes an election  
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
JOB DESCRIPTION

Position: INFORMATION CHAIRMAN

Term:
- 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications:
- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:
- Submits interesting reports and photographs of council or district activities to local newspapers, radio stations and television stations
- Works closely with agent advisors
- Serves as a member of the executive committee
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:
- Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election
Position: PARLIAMENTARIAN

Term: - 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the
  same office or election to a lower office

Qualifications: - must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities: - Keeps order at council meetings, follows 4-H Parliamentary Procedure
  Guidelines
- Assist in training the other officers in their duties and in parliamentary procedures
- Makes parliamentary rulings during the business portion of meetings
- Works closely with agent advisors
- Serves as a member of the Executive Committee
- Serves as advisor to a district (county grouping) committee to plan and conduct
  one of the District events

Application Procedure: - Must apply to the District Extension office by May 31 preceding District
  Leadership Lab
- Applicants must complete the contract certifying their willingness and
  ability to fulfill all requirements of District 4-H Council and return to the
  District Office by June 1.

Election: - Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons
  for wanting the office in a speech prior to the election
Position: **DELEGATE TO TEXAS 4-H COUNCIL**

Term:  
- 1 year - elected and installed at Leadership Lab  
- a person may not serve as a District Council Officer for more than 2 years

Age:  
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed

Qualifications:  
- must be a minority if neither the District Council President nor 1st Vice-President is a minority

Responsibilities:  
- Serves as a delegate to the Texas 4-H Council  
- Serves as a member of the Executive Committee  
- Works closely with agent advisors  
- Attends the State Fair of Texas Honor Banquet  
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events  
- Attends Texas 4-H Council Workshop and special events

Application Procedure:  
- Must apply to the District Extension office by May 31 preceding District Leadership Lab  
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.

Election:  
- Held by secret ballot at Leadership Lab  
- Majority constitutes an election  
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election