

## Events Council Officers- Youth

Executive officers meet on the 2<sup>nd</sup> Thursday of each month – 6 for Events Council meetings and 6 for Executive officers meetings. (Executive officers meeting nights are subject to change)

Meetings start at 6:15 PM and run about 1 to 1 ½ hours.

Executive officers are also expected to be the Chair for at least one Council committee.

**Qualifications:** must be a current Shawnee County 4-H member at least 12 years of age on the date of election. Must have been an active Council member by serving on at least one Council committee in a previous year or must have held a major office (President, Vice President, Secretary, or Treasurer) at the club level. Officer may be voting or non-voting member.

**Duties: President**-Preside at all meetings. Review agenda for all meetings. Serve on the executive committee. Serve as youth signatory on all Council financial accounts.

**Vice President** – Preside over the Council meetings in the absence of the president. Serve on the executive committee. Contact the Council committee chairs to see if they will meet and/or report at the Council meeting. Serve as youth signatory on all Council financial accounts if the president is unable to serve.

**Secretary** – Keep accurate minutes of all Council and executive committee meetings. Keep all minutes, roll calls and committee reports of the prior 4-H year and the current 4-H year in the official notebook. Within one week of the Council meeting, send a copy of the minutes to the executive committee members and the 4-H office staff for review. Serve on the executive committee. Send copy of council minutes to the 4-H PDC chair. Act as correspondent. Assist in preparation of the Council and executive committee agendas.

**Treasurer** – shall work with the adult treasurer mentor and the Extension Office staff to receive, to keep custody of, and to pay out all monies budgeted by the Council. Serve as active member of the Council finance committee. Assist in preparation of the Council budget. Assist with the annual review of Council funds. Serve as youth signatory on all Council financial accounts. Sit with the adult treasurer mentor at the Council meetings. Serve on the executive committee.

**Reporter**- Write news reports of the Council meetings and other events and submit to the Chatterbox, newspapers, and/or websites. Reporter should include photos with news reports and keep a notebook of articles written and stories submitted and published. Serve on the executive committee.

**\*\*** If you feel you cannot fulfill the above guidelines, please **DO NOT** run for a Council office. If you want to help expand and improve the Event Council events please sign up.