



## **4-H County Council Officer - Candidate Information:**

4-H County Council officer elections will take place during the April council meeting each year unless otherwise agreed upon by the current county council membership.

To be eligible for an office, 4-H'ers shall have served one year as a County 4-H Council delegate. Meaning they must have been an elected 4-H club president, 1<sup>st</sup> vice president or county council delegate. Officer candidates are not limited to the current 4-H year council membership.

Qualified delegates interested in seeking a 4-H County Council Office must apply by submitting a *Medina County 4-H Council Officer Application* along with the signed *Job Description* for the offices you wish to hold. Each candidate is allowed to run for three (3) officer positions (*only one position can be held at a time*).

Applications will be due to the Medina County Extension Office no later than **5:00pm on the Monday, April 5, 2024.**



## 2024-2025 Medina County 4-H Council Officer Application

*Each applicant will be expected to read their answers from this application to council members prior to officer elections.*

Name: \_\_\_\_\_ D/O/B: \_\_\_\_\_  
4-H Club: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_

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**Rank of Office:** *(Please indicate your choices- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)*

- \_\_\_\_ Chairman (16-18 yrs old)
- \_\_\_\_ 1<sup>st</sup> Vice Chairman (14-18 yrs old)
- \_\_\_\_ 2<sup>nd</sup> Vice Chairman (13-18 Yrs old)
- \_\_\_\_ Secretary (14-18 yrs old)
- \_\_\_\_ Reporter (12-18 yrs old)
- \_\_\_\_ Treasurer (14-18 yrs old)
- \_\_\_\_ District 10 Council Delegate # 1 (14-18 yrs old)
- \_\_\_\_ District 10 Council Delegate #2 (14-18 yrs old)

**Note:** *You must read, sign and include the officer job duties/ responsibilities with your application to be eligible to run for a chosen office.*

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### **Activities In 4-H:**

**4-H Leadership-** *(list leadership activities and offices you have held, including this year)*

**4-H Promotion-** *(List 4-H promotional activities you have lead and/or participated in)*

**4-H Community Service-** *(List community service projects you have lead or participated in)*

**Other 4-H Activities-** *(List public speaking, educational presentations, recreational programs, contests and/or camps you have lead or participated in)*

## ***Essay Questions:***

1.) Why do you want to be an officer of Medina County 4-H Council?

2.) Where will Medina County 4-H Council be in your list of priorities (*versus other extra curricular activities*)?

3) Will your parents actively support you as an officer?

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### ***Candidate Statements***

*As a candidate, I have read, understood and signed the job responsibilities of the top 3 officer positions that I would like to run for. I understand that if I am elected additional activities may be asked of me throughout the 4-H year. I agree to fulfill my responsibilities to the best of my ability including my attendance and participation in all County Council meetings, officer training events (club and council) and/or 4-H County Social/ Educational events lead by 4-H council members.*

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*(Candidate's Signature)*

### ***Parent/ Guardian Statement***

*I understand that if my child is elected, there are certain responsibilities that he/she must fulfill. I will help in seeing that these responsibilities are met.*

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*(Parent's Signature)*

### ***Club Manager Statement***

*I certify that this 4-H member has attended at least 50% of the regular 4-H meetings and participated in at least 50% of leadership and Community Service activities during the current 4-H year.*

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*(Club Manager's Signature)*

# **JOB DESCRIPTION**

## **Medina County 4-H Council Chairman**

### **Term:**

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as the Medina County 4-H Council Chairman for more than 2 years.

### **Age:**

- Candidates must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### **Qualifications:**

- Candidates must have served at least one year as a Medina County 4-H Council Delegate.
- Chairman and 1<sup>st</sup> Vice-Chairman elected may not be from the same 4-H Club.

### **Responsibilities:**

- Serves as Chairman of the Executive Committee and attend 75% of all council officer activities.
- Be a positive Role Model to council members and officers.
- Oversees the yearly plan of Council meetings and activities
- Appoint committees or task forces as needed
- Works with advisors to develop meeting agendas
- Presides effectively at meetings
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings
- Helps train council delegates during the 4-H year and Club Officer Training.
- Attend District 10 4-H Council workshops and special events
- Serves as a delegate to the District 10 4-H Council
- Serves as advisor to a Medina County 4-H club/ committee to plan and conduct one of the planned county events.
- Assist in leading club officer-President/Chairman training during county training events

### **Application Procedure:**

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### **Election:**

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)

# JOB DESCRIPTION

## First Vice-Chairman

### **Term:**

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as Medina County 4-H Council 1<sup>st</sup> Vice Chairman for more than 2 years.

### **Age:**

- Candidates must be at least 14 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### **Qualifications:**

- Candidates must have served at least one year as a Medina County 4-H Council Delegates.
- Chairman and 1<sup>st</sup> Vice-Chairman elected may not be from the same 4-H Club.

### **Responsibilities:**

- Serve as a member of the executive committee and attend 75% of all council officer activities.
- Assist the Chairman
- Preside at meetings and performs other duties in the absence of the Chairman
- Become Chairman if the Chairman leaves, resigns or is relieved of office
- Serve as chairman of the Educational Program Committee to plan, make arrangements in advance or lead educational programs for each council meeting
- Works closely with advisors to develop a quality 4-H program
- Serves as a delegate to the District 4-H Council if Chairman is unable
- Attend District 4-H Council workshops and special events
- Serves as member to a Medina County 4-H club/ committee to plan and lead one of the elected county events.
- Assist in leading club officer-1st Vice president training during county training events

### **Application Procedure:**

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### **Election:**

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)

# JOB DESCRIPTION

## Second Vice-Chairman

### **Term:**

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as Medina County 4-H Council 2<sup>nd</sup> Vice-Chairman for more than 2 years.

### **Age:**

- Candidates must be at least 13 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### **Qualifications:**

- Candidates must have served at least one year as a Medina County 4-H Council Delegate.

### **Responsibilities:**

- Serve as a member of the executive committee and attend 75% of all council officer activities.
- Assists the Chairman and 1<sup>st</sup> Vice-Chairman
- Perform the duties of the Chairman in the absence of the Chairman and the 1<sup>st</sup> Vice-Chairman
- Serve as chairman of the Recreation Committee to plan, make arrangements in advance or lead educational programs for each council meeting
- Works closely with advisors to develop a quality 4-H program
- Appoint 4-H Club Delegates to be hosts and provide refreshments at each club meeting.
- Work closely with other members on committee and advisors to plan additional social activities, such as holiday party, annual awards banquets for discussion at council meetings.
- Assist in leading club officer-2nd/3rd Vice president training during county training events

### **Application Procedure:**

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### **Election:**

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)

# JOB DESCRIPTION

## SECRETARY

### **Term:**

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as Medina County 4-H Council Secretary for more than 2 years.

### **Age:**

- Candidates must be at least 14 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### **Qualifications:**

- Candidates must have served at least one year as a Medina County 4-H Council Delegate.

### **Responsibilities:**

- Serve as a member of the executive committee and attend 75% of all council officer activities.
- Keep an accurate, current roll of all council members.
- Call the roll and checks for attendance during each council meeting.
- Reads minutes of the last meeting
- Keeps complete and accurate minutes of all meetings for year end audit.
- Sends copies of minutes to the Medina County 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 advisors
- Assist in leading club officer-secretary training during county training events.

### **Application Procedure:**

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### **Election:**

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)

# JOB DESCRIPTION

## COUNTY COUNCIL REPORTER

### Term:

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as Medina County 4-H Council Reporter for more than 2 years.

### Age:

- Candidates must be at least 12 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### Qualifications:

- Candidates must have served at least one year as a Medina County 4-H Council Delegate.

### Responsibilities:

- Serve as member of the executive committee and attend 75% of all council officer activities.
- Works closely with advisors
- Report news and/or articles of county 4-H events to the County Extension Office for the 4-H newsletter.
- Submits interesting reports and photographs of Medina County 4-H activities, County Council or District activities to local newspapers, radio stations and television stations. (*With advisors approval*)
- Work with the Council Secretary to complete the *Meeting Report Form* to submit to the County Extension Office after each meeting.
- Assist in leading club officer-Reporter and Historian training during county training events

### Application Procedure:

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### Election:

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)



# JOB DESCRIPTION

## TREASURER

### **Term:**

- 1 year - installed during the annual Medina County 4-H Awards Ceremony.
- A person may not serve as Medina County 4-H Council Treasurer for more than 2 years.

### **Age:**

- Candidates must be at least 14 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

### **Qualifications:**

- Candidates must have served at least one year as a Medina County 4-H Council Delegate.

### **Responsibilities:**

- Serve as a member of the executive committee and attend 75% of all council officer activities.
- Keep accurate, up-to-date records of all council funds. This includes receipts and expenditures, and the balance on hand.
- Present bills to be paid to council members and finance committee
- Serve as Finance Committee Chairman, working closely with adult advisors and committee members to develop an annual budget.
- Serve as Finance Chairman working closely with advisors and committee members to develop annual reimbursement plans and budgets.
- Serve as chairman of Finance Reimbursement Committee- leading reimbursement/ finance meetings in an orderly fashion.
- Report financial condition at each meeting or as requested
- Assist in leading club officer-Treasurer training during county training events

### **Application Procedure:**

- Must apply to the Medina County Extension Office preceding the County 4-H Council Officer Elections.
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of the County 4-H Council and the District 10 4-H Council. This must be included in your application at submission.

### **Election:**

- Held by secret ballot.
- Majority constitutes an election

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(Candidates Signature)