

Levy County 4-H
County Council Officer Application Form
4-H Year:



Name: _____

4-H Age: _____

Important: Read Before Applying!

Requirements & Expectations:

- Attend ALL planned officer meetings and county activities, when at all possible
- Be willing to serve
- Be a positive role model and welcoming to all Levy County 4-H members
- Fulfill all duties of your office (summarized below)
- Practice open communication and transparency with one another, as well as the 4-H Agent and Program Assistant

*Noncompliance to these requirements and expectations may result in removal from office.

Officer Responsibilities

President: This officer position comes with a lot of responsibility and expectations to guide the county in the direction of its goals. Typical responsibilities of a President include creating agendas, running meetings while maintaining order and control, delegating tasks, working with other officers as a team, and being enthusiastic about club activities

Vice President: The Vice President runs the meetings in the absence of the President, often serves as the chairperson of committees, helps coordinate educational programs, and works as a team with other officers.

Secretary: The Secretary is responsible for keeping county records. This includes maintaining accurate meeting minutes, keeping track of roll, writing letters, and working with the President to correctly identify motions and unfinished business. The secretary will submit monthly minutes to the Extension Office.

Treasurer: It is the responsibility of the Treasurer to track funds, keep accurate records, and provide fundraising reports. The Treasurer will work closely with the Agent and Program Assistant to ensure records are accurate. At the end of the 4-H year, the Treasurer will be expected to submit an annual report to the Extension Office.

Historian: This individual will be responsible for keeping records of Levy 4-H County Council accomplishments and activities throughout the year. Collecting photographs, creating reports and articles of current events will also be expected.

Please answer the following questions and attach a copy of your resume to your application. We will reach out to schedule officer interviews!

1. What other extracurricular activities (sports, clubs, work, etc.) are you involved in?
Explain the time requirements for each club/organization/activity.
2. What specific things can you contribute to the county as an officer (skills, ideas, etc.)?
3. List one strength and one weakness that you have experienced through Levy County 4-H.
What would you propose to make the weakness a strength?
4. List all 4-H experience.
5. List all experience outside of 4-H that would help you serve as a County Council officer.

Youth Member Commitment

I understand that if I am elected to be a County Council officer, I will be required and relied upon to fulfill all the commitments of the office and may be required to dedicate some additional time and will fulfill my duties to the best of my ability.

Youth Name

Youth Signature

Date

Parent (or Guardian) Commitment

I understand that if _____ is elected to an office, he/she will fulfill all the commitments that are required of them (spending time planning and conducting meetings/activities and uphold the specific duties of the office elected to). I also understand that this takes additional time and effort and I fully support and encourage this action.

Parent/Guardian Name

Parent/Guardian Signature

Date