

## District 2 4-H Council Officer Responsibilities

### **President**

- Serve as chairman of the Executive Committee.
- Exhibit good leadership qualities and serve as a role model to the members of the council.
- Preside effectively at all meetings.
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings.
- With assistance from the district council advisors and 4-H specialist, arrange for a meeting time and place.
- Work with the district council advisors, 4-H specialist and other officers to develop an agenda for each meeting.
- Communicate with officers, members and leaders about assignments and duties for meetings.
- Contact each person who has a part during the meeting. Remind and encourage everyone to be prepared.
- Appoint committees as needed.
- Serve on committees when necessary.
- Serve on Texas 4-H Council.

### **First Vice-President**

- Assist the President.
- Preside at meetings in the absence of the President.
- Take over as President if the current one resigns or leaves council.
- Serve as chairman of the District Roundup, Fashion Show, Gold Star Banquet, Food Show/Nutrition Quiz Bowl Standing Committees
- Serve on Texas 4-H Council.

### **Second Vice-President**

- Assist the President and First Vice President.
- Preside at meetings in the absence of the President and First Vice President.
- Serve as Chairman of the Senior Leader Lab, Junior Leader Lab and D2 TAE4HA Leadership Workshop Standing Committees.
- Work closely with the committee adult advisor and members to plan the recreation for each event.

### **Third Vice-President**

- Assist the President and Vice Presidents.
- Preside at meetings in the absence of the President and Vice Presidents.
- Serve as chair of the Community Service Committee. You will work closely with the committee adult advisor and members to plan, market, and implement district-wide community service projects.

### **Secretary/Treasurer**

- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read minutes of the previous meeting.

### **Public Relations Chairman**

- Post updates, pictures, etc. on District 2 4-H social media accounts.

### **Member Advisor**

- Serve as mentor to District 2 President and First Vice-President in their roles as Texas 4-H Council delegates.