

Kent County Jr Council Officer Expectations

PRESIDENT:

- Develop the agenda for each meeting, with help from the advisor
- Conduct each meeting
- Notify the Vice President if you are unable to attend a meeting

VICE PRESIDENT:

- Conduct meetings in the president's absence
- Serve as chair of program planning committee
 - Communicate with speakers
 - Set up dates and schedule speakers
 - Remind each speaker 1 week prior to program
 - Welcome the speaker at the meeting and introduce the person to the group
- Make sure all meetings are conducted using correct parliamentary procedure

SECRETARY:

- Take minutes and maintain secretary's file during your term
- Forward minutes to Kent County Administrative Assistant within 1 week of meeting to post to county webpage
- See that the Reporter is prepared for meeting if you are unable to attend
- Send official correspondence as needed

TREASURER:

- This is a **2 year** term
- Maintain checkbook
- Complete deposits as needed
- Maintain deposit and reimbursement forms
- Contact Jr Council treasury advisor (Lisa Collison) one week prior to each meeting to get the account balance and any other pertinent information from the bank statement
- Develop budget with input from executive committee and advisor
- Propose fundraisers as needed
- Give the secretary a written (or digital) report to file with the minutes

REPORTER:

- Submit a Newsletter article to 4-H Administrative assistant by published due dates
- Create advertisement flier about Jr Council for members to take to their community clubs
- Record minutes if the secretary is unable to attend and forward to 4-H Admin. Assistant within one week of meeting for posting to county webpage

ADVISOR:

- Attend all regular and executive meetings
- Provide guidance to officers as needed
- Assist in developing meeting agendas