

Do you enjoy leadership positions? Do you want to help the Jr. Council's voice be heard? Junior Council helps plan and implement many 4-H events and activities throughout the year. If you are interested in being an officer of this important group, please fill out the following form.

## 2017-18 Junior Council Officer Application

Name \_\_\_\_\_

Years in 4-H \_\_\_\_\_ Years in Junior Council \_\_\_\_\_

Position Interested in Holding (President, VP, Secretary, Reporter, Assistant Treasurer (2 year commitment), or Club Representative for Junior Council)

\_\_\_\_\_

Qualifications (committees, leadership roles, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in this position?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Remember to:**

**Email this form to [tammys@udel.edu](mailto:tammys@udel.edu) or it can be mailed by August 18 to:  
Sussex 4-H Office  
16483 County Seat Hwy Georgetown, DE 19947  
ATTN: Kaleb Scott**

## Jr. Council Officer Roles:

The President of Junior Council will preside over all of the meetings during the coming year. You are expected to work closely with fellow Officers, Junior Leaders and adult Leaders in preparing an agenda before each meeting and in conducting the business of the council. Members deserve your best effort to keep the meetings running smoothly. You must be fair in your treatment of all members as you work together with them to accomplish the work before you.

The Vice President is the second in the chain of command. In the absence of the President you will preside and perform the duties of the President. Therefore, you must keep yourself informed about the business coming before the Council.

Decisions made by Junior Council must be officially written down and kept by the Secretary for future reference. Clear and precise minutes are important to a well-organized group. Reports will be kept in a binder and also sent to the 4-H Office after each meeting to keep the 4-H Staff in the counties informed. You are the official link with others outside the Council.

The money of Junior Council is entrusted to the care of the Treasurer. This money is a tool in helping the Council make accomplishments that individually could not be done. You will carefully record all money received and pay out the money the Council decides to spend. Be ready to give a report of the finances at any time. This is a two-year commitment. The officer chosen will begin as the Assistant Treasurer and will learn from the Treasurer how to write checks, read reports, and keep track of financial records.

It is the job of the Reporter to record all items discussed at meetings. Your reporting will inform county club members and leaders what we do as a Junior Council. Council reports need to be sent to the 4-H Office by the 25<sup>th</sup> of each month.

The duty of a Club Representative is to report all happenings of 4-H to their club as well as report what their club is involved with to the Junior Counselors. This position was created to help further involvement in all aspects of 4-H across the county.

The officers carry important responsibilities; however, Junior Council is composed of all of the members. The members bring ideas, enter into the discussion, vote on important issues and give full support to the officers. Regardless of your experience in meetings, we all can increase our skill in working together as a group if we are willing to follow the 4-H motto of "Make the Best Better."