



**Nevada County 4-H Youth Development Program  
Leaders Council President  
Position Description**

**General Description**

The purpose of the Leaders Council is to actively involve local volunteers in developing, conducting, and evaluating the local 4-H program. The Leaders Council President provides leadership and coordinates the 4-H Leaders Council for the Nevada County 4-H Youth Development Program (YDP). To enhance the success of Council, the President is responsible for working closely with the other officers and the 4-H YDP staff.

**Specific Duties**

- Preside over all regular and special meetings of the 4-H Leaders Council
- Serve as ex-officio member of all committees of Leaders Council and appoint members of such committees
- Call special meetings when necessary and in concurrence with the County 4-H YDP staff
- Prepare Executive Committee and 4-H Council meeting agendas in consultation with 4-H YDP staff
- Have signature authority on the 4-H Council checking account
- Have voting rights when a motion is on the floor and results in a tie vote
- Convene a complaint review committee in conjunction with 4-H staff as needed
- Commitment to communicate with 4-H YDP staff, officers, and committees, in a timely fashion
- Attend and preside over monthly Executive Committee meetings and Leaders Council meetings (No meetings in August, December, and June)
- As a member of the Council Executive Board, help prepare the annual Council budget
- Support the vision, mission, and values of the 4-H YDP and work in compliance with UC/4-H program priorities and policies



Nevada County 4-H  
UCCE Placer and Nevada Counties

## **Relationships**

The Council President is responsible to the 4-H Program Representative, the 4-H Advisor (position currently not filled), and the County Director. The President cooperates with the other Council officers, Council committees, as well as other adult volunteers, members, and participants in the 4-H YDP.

## **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 7 - 10 hours per month throughout the year would be required to do this job well. The term of service is two years.

## **Benefits**

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Feel the rewards of sharing your skills, knowledge, and time
- Positively contribute to the youth and families of Nevada County

## **Term of Appointment**

The President shall serve a two-year term and is elected by vote of the Council.