



Santa Barbara County 4-H Youth Development Program 4-H MANAGEMENT BOARD SOUTH SECTION REPRESENTATIVE JOB DESCRIPTION

General Description

The 4-H Management Board South Section Representative is a middle manager who coordinates communication and decision-making between Santa Barbara County 4-H and the South Section 4-H Leader's Council. The South Section Representative ensures that Santa Barbara County 4-H is represented at South Section meetings the first Saturday of January, April, June, and September. The South Section Representative gives a report from the county, votes on action items, and reports back to the Santa Barbara County 4-H Management Board.

Objectives

1. To ensure effective management and operation of the county 4-H programming.
2. To represent the vision of Santa Barbara County in discussion and voting at the South Section Leader's Council.
3. To recruit, select and coordinate the five (5) sectional council representatives (at least one must be a youth delegate, 9th grade or above).
4. To prepare a written quarterly Santa Barbara County 4-H report and present it to the South Section Leader's Council.
5. To communicate South Section activities and action items to the Santa Barbara County 4-H Management Board.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Ability to write reports, take notes, and present information back and forth between the South Section Leader's Council and the Santa Barbara County 4-H Management Board.
3. Strong leadership skills.
4. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding, and the ability to motivate youth and adults.
6. Ability to communicate effectively.
7. Good organizational skills.
8. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
9. Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Board South Section Representative Job Description.
2. Attend the four South Section 4-H Leader's Council meetings each year.

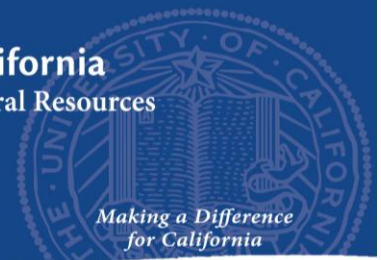


4-H Management Board South Section Representative

Job Description

CA 4-H 11/2013_SBC 4-H 4/2014

University of California
Agriculture and Natural Resources



3. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
4. Develop and oversee the South Section Representative budget subject to approval by the Management Board.
5. Maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.
6. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
7. Work closely with the 4-H YDP staff.
8. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board South Section Representative is responsible to the Management Board Director and 4-H YDP staff. The South Section Representative cooperates with the other Management Board Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Director will work cooperatively with the California 4-H Foundation. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 4-6 hours minimum per month throughout the year would be required to do this job well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Board).
 2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
 3. Annual appointment calendar.
 4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
 - a. State 4-H Leaders' Forum
Full conference fee and gasoline expenses will be paid.
 - b. Western Regional 4-H Leaders' Forum
Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.
 5. Travel reimbursement to attend South Section 4-H Leader's Council meetings
- Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.





Term of Appointment

The South Section Representative shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Management Board. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Board South Section Representative.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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