



Santa Barbara County 4-H Youth Development Program 4-H MANAGEMENT BOARD ASSISTANT CHAIR JOB DESCRIPTION

General Description

The 4-H Management Board Assistant Chair is a middle manager and works to support the Chair in providing leadership, guidance and coordination of the 4-H Management Board of the Santa Barbara County 4-H Youth Development Program (YDP). The Assistant Chair is responsible for the duties of the Chair in his/her absence. The Assistant Chair serves as the initial board member to handle complaints. The Assistant Chair serves as the liaison to the 4-H Program Development Board, the 37th District Agricultural Association/Santa Barbara County Fair Board, and the 19th District Agricultural Association/Santa Barbara Fair & Expo Board.

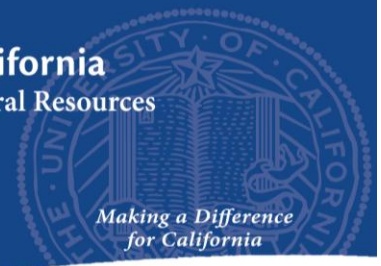
Objectives

1. To assist the Chair in effective management and operation of the county 4-H programming.
2. To ensure and maintain effective communication among the Management Board, Program Development Board, and 4-H YDP staff.
3. To effectively resolve conflict.
4. To oversee any individual that the Management Board may appoint as an assistant to the Assistant Chair for a definite or indefinite period of time.
5. To ensure representation on the sectional leader's council in the absence of the South Section Representative or other members of the South Section delegation.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks.
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 resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. 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.
10. Become a 4-H Adult Volunteer prior to serving as a Director.





Specific Responsibilities

1. Follow and abide by the 4-H Management Board Assistant Chair Job Description.
2. Fulfill the duties of the 4-H Management Board Chair in his/her absence.
3. May succeed the 4-H Management Board Chair if that position should become vacant between terms.
4. Serve as the liaison to the 4-H Program Development Board by attending their meetings. Provide updates to the 4-H Program Development Board of the 4-H Management Board decisions and vice versa, ensuring two-way communications and support between the two boards.
5. Serve as the liaison with the fair(s) or appoint a 4-H adult volunteer in the county to serve as the liaison with the fair(s), with the approval of the other board members and the 4-H YDP staff. Attend Junior Livestock Association meetings related to 4-H fair participation.
6. Serve as the initial board member to handle complaints and, if needed, organize a complaint review board to address the complaint.
7. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
8. Serve as an important link between the 4-H Management Board and any assistant(s) to the Assistant Chair. Inform the board by giving reports as to the assistant(s) plans, what they are doing and how they are functioning.
9. Develop and implement a plan to ensure prospective and new 4-H members, families and adult volunteers are communicated with, supported, and provided basic information about the 4-H programming, member and volunteer opportunities, etc.
10. 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.
11. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
12. Work closely with the 4-H YDP staff.
13. Attend scheduled orientation and training sessions for Directors.

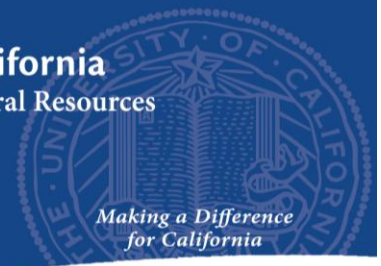
Relationships

The 4-H Management Board Assistant Chair is responsible to the 4-H staff. The Assistant Chair cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Assistant Chair 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 12-16 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.

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 Assistant Board Chair 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 (unless moving into the Board Chair position due to vacancy). 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 Assistant Chair.

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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