

## Santa Barbara County 4-H Youth Development Program 4-H MANAGEMENT BOARD SECRETARY JOB DESCRIPTION

### General Description

The 4-H Management Board Secretary is a middle manager and responsible for recording and distributing minutes of each meeting. The Secretary is also responsible for all correspondence of the board. The Secretary plays a critical role in supporting the county 4-H YDP staff in the development and dissemination of information.

### Objectives

1. To ensure effective management and operation of the county 4-H programming.
2. To record and distribute the 4-H Management Board meeting minutes.
3. To develop and disseminate correspondence and information on behalf of the 4-H Management Board and 4-H YDP staff.
4. To help ensure effective communication with 4-H youth, families and adult volunteers.
5. To oversee the work of any individual that the Management Board may appoint as an assistant to the Secretary for a definite or indefinite period of time.

### 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 writing and proofreading skills.
9. Good organizational and record keeping skills.
10. Computer skills and proficiency in computer software programs for word processing.
11. 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.
12. Become a 4-H Adult Volunteer prior to serving as Secretary.

### Specific Responsibilities

1. Follow and abide by the 4-H Management Board Secretary Job Description.
2. Record the full and complete minutes of all meetings of the board. Motions made during the meeting and their results should be accurately documented and recorded.
3. Provide draft meeting minutes to the Management Board and 4-H YDP staff the week following each board meeting.

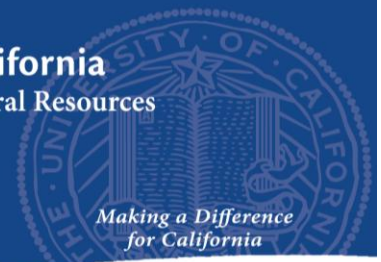


# 4-H Management Board Secretary

## Job Description

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

University of California  
Agriculture and Natural Resources



4. Provide a short summary of meeting highlights (usually 200 words or less) for publication in the 4-H newsletter or other communications, as appropriate. This summary should be completed within one week of the board meeting to facilitate timely publication of news items.
5. Assist with correspondence as needed by the board.
6. Keep a record of those present at each board meeting.
7. May be assigned signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
8. Lead training events for 4-H unit (e.g., club) secretaries in their responsibilities, record keeping and recording meeting minutes.
9. Provide 4-H YDP staff with updates for county 4-H YDP website.
10. Coordinate with 4-H YDP staff to make photocopies of agendas and necessary handouts for Management Board meetings.
11. Assist 4-H YDP staff in coordinating the county calendar of events, activities, meetings and trainings and developing monthly county 4-H newsletter articles or other communications as appropriate.
12. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
13. Work closely with the Director to coordinate ad-hoc committees to ensure that members are recruited, timelines and policies are followed, and that the committee is functioning according to the instructions provided to them by the 4-H Management Board.
14. 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.
15. If given a Secretary's budget, 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.
16. Work closely with the 4-H YDP staff.
17. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

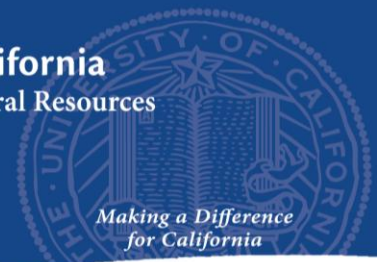
The Secretary is responsible to the 4-H Management Board Director and the 4-H YDP staff. The Secretary cooperates with the other Management Board Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Secretary will work cooperatively 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 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 Secretary 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 Secretary.

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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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