

Guidelines for Junior Leader Officer Application

- **President** – should be a member who is entering the 11th or 12th grade this fall. The member should have served another office in the Junior Leader club for at least 1 year before becoming President. The President should be a member who is active in the club and is able to attend nearly all Junior Leader meetings including the annual officer planning meeting. The President will oversee all officers and work closely with the advisors in all aspects of the club. This office should be fulfilled only by a member that has the time to commit to the office. Typically, the President serves on the 4-H Inc. Board of Directors during his/her term in office and is expected to attend and represent the Junior Leaders in the monthly 4-H Inc. Board Meetings.
- **Vice President** – should ideally be a member who is entering the 10th, 11th, or 12th grade this fall. The member should have served another office in the club for at least 1 year before serving as Vice President. The Vice President should be a member who is active in the club and is able to attend nearly all meetings including the annual officer planning meeting. The Vice President will fill the role of President and lead the club or the meetings if the President is unable to attend a meeting or leaves the office. The Vice President typically sits on the 4-H Inc. Board of Directors during his/her term, along with the President, and is expected to attend and represent the Junior Leaders in the monthly 4-H Inc. Board Meetings.
- **Treasurer** – should ideally be a member who is entering the 9th, 10th, 11th, or 12th grades this fall. The Treasurer should be a member who is active in the club and is able to attend nearly all meetings including the annual officer planning meeting. The Treasurer will lead the monthly Junior Leader meeting in the event the President and Vice President are not in attendance.
- **Secretary** – should ideally be a member who is entering the 9th, 10th, 11th, or 12th grades this fall. The Secretary should be a member who is active in the club and is able to attend nearly all meetings including the annual officer planning meeting. The Secretary is expected to keep accurate minutes of the club's meetings and activities and give a report of these minutes at each club meeting. The Secretary will lead the monthly Jr Leader meeting in the event the President, Vice President, and Treasurer are not in attendance.
- **Recreation Director** – may be a member entering grades 8th – 12th this fall. He/She is expected to have a knowledge of several games and activities and needs to be prepared to lead these activities as needed during the meetings when asked to fill time. The Recreation Director is also expected to lead Ice Breaker (get to know you) activities during the first few meetings of the year. This office may be filled by 1 or 2 people depending on the decision of the

advisor and the needs of the club. The member should be one who is active in the club and is expected to regularly attend the club's meetings including the annual officer planning meeting.

- **Social Media Coordinator** – may be a member entering grades 8th – 12th this fall. He/She is expected to have access to the internet and the Junior Leader club's Instagram page. This officer will be responsible for taking pictures and notes during the club's meetings and activities and posting these to the club's Instagram page. The Social Media Coordinator will also post meeting reminders and other necessary information to the Instagram page. The member should be one who is active in the club and is expected to regularly attend the club's meetings including the annual officer planning meeting.
 - **Council Member** -- may be a member entering grades 8th – 12th this fall. There will be 3-4 Council Members. He/She is responsible for representing their school district on the officer team. This is especially important during the annual officer planning meeting as the Council Members will be needed to help plan activities that will be of interest to their fellow school members and activities that will not conflict with their school's major calendar events. The Council Members are also expected to recruit Junior Leader and 4-H members from their respective school district. Council Members will assist the other officers with duties as needed. This office is a good starting point for members who have not held an office before. The member should be one who is active in the club and is expected to regularly attend the club's meetings including the annual officer planning meeting.
- All officers should plan to attend nearly all Officer Meetings and Junior Leader meetings for the year. Officers may be asked by the Advisors to step down from the position if attendance becomes an issue.
 - All officers are responsible for being an "Officer in Charge" of the stand for 1 day during the county fair.

All Officers should ideally have access to text messaging as a means to communicate with the other officers and to receive reminders and important communication from the President and Vice President.

****Officers will be selected by the Advisor Team according to the applicant's abilities and the needs of the club.****