



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
SECRETARY
POSITION DESCRIPTION**

General Description

The 4-H Management Team 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 Team. The Secretary plays a critical role in supporting the county 4-H YDP and Office staff in the development and dissemination of information.

Objectives

1. To maintain the 4-H Management Team records.
2. To develop and disseminate correspondence and information on behalf of the 4-H Management Team, 4-H YDP staff and 4-H Office.
3. To help ensure effective communication with 4-H youth, families and adult volunteers.

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 to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Ability to communicate effectively.
6. Good writing and proofreading skills.
7. Good organizational and record keeping skills.
8. Good computer skills and understanding of software programs for word processing.
9. An understanding of or the willingness to learn about the 4-H Management Team, Program Development Team, 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 Management Team Member.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team Secretary Position Description.
2. Record the full and complete minutes of all meetings of the Management Team. All action items, including motions made during the meeting and the result should be accurately documented and recorded.





3. Keep a record of those present at each Team meeting.
4. Provide draft meeting minutes to the Management Team and 4-H YDP staff the week following each Team meeting.
5. Provide a short summary of meeting highlights (usually 200 words or less) for publication in the 4-H newsletter or other communications, as appropriate. If possible, the summary will be completed within one week of the Team meeting to facilitate timely publication of news items.
6. Assist with correspondence needed by the Team.
7. Have signature authority on the Humboldt County 4-H Youth Development Management Team checking and savings accounts.
8. Ensure that 4-H units' (e.g., clubs) secretaries have the training and support needed to maintain unit record keeping, recording meeting minutes and attendance
9. Provide updates for the county 4-H YDP website.
10. Work with office staff and provide information to be published in the monthly county 4-H newsletter or other monthly communications as appropriate.
11. Maintain the county calendar of events, activities, meetings and trainings.
 - a. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 4 per year).
 - b. Help to carry out the responsibilities of the Team.
12. Work closely with the 4-H YDP staff and 4-H Office.
13. Attend scheduled orientation and training sessions for Management Team members and Directors.

Relationships

The Secretary is responsible to the 4-H Management Team and the 4-H YDP staff. The Secretary 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.

Type of Position

Volunteer

Time Involved

The time needed to do the position varies throughout the year. It is estimated that on average 10-12 hours per month throughout the year would be required to do this position well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Secretary work (up to the maximum set by the 4-H Management Team).





- 2. Postage reimbursement for mailings pertaining to Secretary work (up to the maximum set by the 4-H Management Team).
- 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. Such conferences may include:
 - a. State 4-H Leaders' Forum
 - b. Western Regional 4-H Leaders' Forum

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 same position. Applicants will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the Secretary.

_____	_____	_____
4-H Adult Volunteer (Print)	(Signature)	Date
_____	_____	_____
4-H YDP Staff (Print)	(Signature)	Date
_____	_____	_____
County Director, Humboldt (Print)	(Signature)	Date

This document was developed by the State 4-H Office and the Humboldt County 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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