**HANCOCK COUNTY 4-H VOLUNTEER JOB DESCRIPTION**

**PRESIDENT**

**Title: President, Hancock County 4-H Leaders Association**

**Purpose:** Serve as a liaison between the Hancock County Extension Office and the Leaders Association; provide leadership to the Hancock County 4-H Leaders Association, and provide guidance for the county 4-H program.

**Responsibilities:**

* Set the agenda for Leaders Association meetings and facilitate those meetings.
* Involve the Vice President in the planning.
* Facilitate and conduct prompt and efficient meetings.
* Chair Board of Directors meetings.
* Serve as representative on the Hancock County Extension Association Executive Committee, or

delegate a representative.

* Work with other leaders in the fall **to set an annual schedule** for county 4-H events.
* Work with other leaders to address concerns about 4-H, local and county. Advise county staff of needs of leaders and 4-H members.
* Work with county Extension staff and coordinate recognition.
* Act as a liaison with the president of the Blue Hill Fair.
* Get judges for the Razor Crosman Award

**Skills/ Knowledge Needed:** Experience working with adult 4-H volunteers and 4-H youth.

Leadership and decision-making abilities.

Familiarity with all local, state, and national opportunities available to

4-H’ers.

Sincere interest and willingness to work within the philosophy and

guidelines of the state and county 4-H program.

**Time Commitment:** 2 to 4 hours average per week for one year. Heavier commitment during

the summer/fall.

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