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

**VICE PRESIDENT**

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

**Purpose:**  Assist the President in providing leadership to the Hancock County 4-H

Leaders’ Association, and guidance for the county 4-H program.

**Responsibilities:**

* Assist the President in formulating agenda items for Leaders’ Association meetings.
* Act as 4-H Leaders’ Association meeting chairperson when the President cannot be present. Facilitate and conduct prompt and efficient meetings.
* Attend county or state events or meetings when a delegate is needed.
* Work with the President, Secretary, and Treasurer to assure that items of correspondence, items of income and expense for the Leaders’ Association, and issues of concern to all 4-H’ers and their families are addressed.
* Assist in the promotion of 4-H by acting as a liaison between the Leaders’ Association and various educational or commercial organizations.
* Help Leaders’ Association devise new approaches to 4-H activities that meet the needs of changing times.

Resources/Support Available: UMCE website has many helpful tools. Go http://extension.umaine.edu/umaine-extension-4h/

Listen to officers’ ideas and help improve the 4-H program.

Give appropriate recognition and awards to Leaders’ Association officers.

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

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 8 hours average per month for one year. Heavier commitment during the summer/fall.

Updated September 2016