

STATE 4-H MANAGEMENT BOARD CHAIR JOB DESCRIPTION

General Description

The 4-H Management Board Chair provides leadership, guidance and coordinates the State 4-H Management Board. The Board Chair is responsible for working closely with the Associate Director of 4-H Program and Policy, Management Board Directors, 4-H Advisory Committees, and the University of California, Agriculture and Natural Resources (UC ANR) Program Teams and Workgroups to carry out the statewide goals of the 4-H Youth Development Program (YDP).

Objectives

1. Ensure effective management and operation of the State 4-H Management Board and Committees as well as programming and events under their purview.
2. Oversee the Directors, Committees, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. Ensure and maintain effective communication among the Management Board, 4-H YDP staff, California 4-H Foundation, 4-H Advisory Committees, and UC ANR Program Teams and Workgroups.

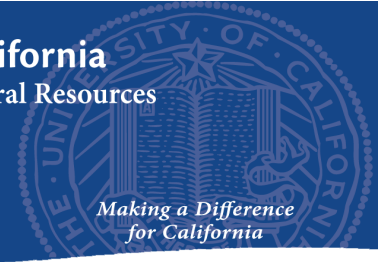
Specific Skills

1. Interest in administrative and management functions and tasks.
2. Strong leadership skills.
3. Ability to relate to and work with diverse youth and adults.
4. Enthusiasm, patience, understanding and the ability to motivate youth and adults through youth-adult partnerships.
5. Ability to resolve conflict in a timely manner.
6. Ability to communicate effectively.
7. Good organizational skills.
8. An understanding or willingness to learn about the UC ANR, UC Cooperative Extension (UCCE) and statewide 4-H YDP mission and organizational structure, including the California 4-H Foundation, and communicate it to others.
9. Youth members and adult volunteers must have been actively enrolled in the 4-H YDP for at least one year before applying for the position.

Specific Responsibilities

1. Maintain active 4-H enrollment status as a youth member or adult volunteer. Youth members must be 16 years old by July 1 of the program year.
2. Follow and abide by the 4-H Management Board Chair Job Description.
3. Upon selection as the Chair, provide leadership to support the transition to the Management Board by working with the Implementation Team and sectional and state councils.





4. Lead the development of a plan of work with the Management Board Directors, Ex-Officio members, and State 4-H Office staff.
5. Call meetings, set meeting agendas in conjunction with the 4-H YDP staff and preside at all meetings of the State 4-H Management Board.
6. Appoint existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.
7. Establish ad-hoc committees or task forces as necessary. Name the chairperson of each ad-hoc committee or task force, with the approval of the other board members and the 4-H YDP staff.
8. Have signature authority on the State 4-H Management Board checking and savings accounts.
9. Work closely with the 4-H YDP and State 4-H Office staff.
10. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board Chair is responsible to the Associate Director of 4-H Program and Policy. The Chair cooperates with the other Directors, Management Board Committees, State 4-H Advisory Committees, 4-H YDP staff, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to ensure compliance with UC/4-H program priorities and 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.

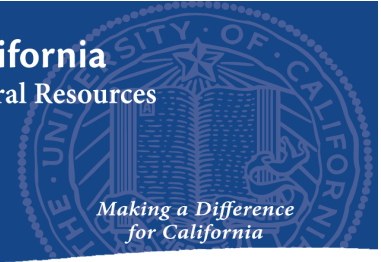
Benefits

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Positively contribute to the youth of California

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the State 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the State 4-H Management Board).
3. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the State 4-H Management Board).
4. Equipment necessary to carry out the essential duties of the position (subject to funding and approval by the State 4-H Management Board).
5. Travel to and from State 4-H Management Board and Committee meetings.





Term of Appointment

Youth members serve a one-year term and adult volunteers serve a two-year term, with eligibility to apply for reappointment to another 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 job description, and I am willing to volunteer and to serve in the capacity of the State 4-H Management Board Chair.

Chair

Date

Associate Director of 4-H Program and Policy

Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>). Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397

