



STATE 4-H MANAGEMENT BOARD VICE CHAIR JOB DESCRIPTION

General Description

The 4-H Management Board Vice Chair works to support the Chair in providing leadership and guidance and helping to coordinate the State 4-H Management Board. The Vice Chair is responsible for the duties of the Chair in their absence. The Vice Chair serves as the initial board member to handle complaints. The Vice Chair also coordinates any pertinent ad-hoc committee(s).

Objectives

1. Assist the Chair in effective management and operation of the State 4-H Management Board and Committees as well as programming and events under their purview.
2. Ensure and maintain effective communication among the Management Board, 4-H YDP staff, California 4-H Foundation, 4-H Advisory Committees, and University of California, Agriculture and Natural Resources (UC ANR) Program Teams and Workgroups.
3. Serve as the primary State 4-H Management Board liaison to the State 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.

Specific Responsibilities

1. Become actively enrolled in the 4-H YDP as either a youth member or an adult volunteer, prior to serving as Vice Chair. Youth members must be 16 years old by July 1 of the program year.
2. Follow and abide by the 4-H Management Board Vice Chair Job Description.
3. Upon selection as the Vice Chair, actively support the transition to the Management Board by working with the Implementation Team and sectional and state councils.
4. Fulfill the duties of the Board Chair in their absence.
5. Succeed the Board Chair if that position should become vacant between terms.





6. Serve as the liaison to the State 4-H Advisory Committees and UC ANR Program Teams and Workgroups to ensure cross-communication, planning, synergy and integration of statewide programs.
7. Serve as the initial board member to handle complaints and, if needed, organize a complaint review board to address the complaint.
8. If the Chair position is under recruitment, fulfill the Chair's duties of appointing existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.
9. Have signature authority on the State 4-H Management Board checking and savings accounts.
10. Serve as a member of the State 4-H Management Board and attend regularly scheduled meetings.
11. Coordinate any related ad-hoc committees and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
12. Work closely with the 4-H YDP and State 4-H Office staff.
13. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Board Vice Chair is responsible to the State 4-H Management Board Chair and the Associate Director of 4-H Program and Policy. The Vice Chair collaborates with the other Directors, Management Board Committees, State 4-H Advisory Committees, UC ANR Program Teams and Workgroup, 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 8-10 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 this 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 Vice Chair.

Vice 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.

