



## STATE 4-H MANAGEMENT BOARD SECRETARY JOB DESCRIPTION

### General Description

The 4-H Management Board Secretary is responsible for recording and distributing minutes of each meeting. The Secretary is also responsible for all correspondence of the board. The Secretary plays a critical role in supporting Directors, Management Board, 4-H Youth Development Program (YDP) staff, California 4-H Foundation, State 4-H Advisory Committees, and University of California, Agriculture and Natural Resources (UC ANR) Program Teams and Workgroups in the development and dissemination of information. The Secretary coordinates the efforts of the Communications Committee and any related ad-hoc committee(s).

### Objectives

1. To maintain the State 4-H Management Board records.
2. To develop and disseminate correspondence and information on behalf of the 4-H Management Board, 4-H YDP and State 4-H Office.
3. To help ensure effective communication among the Management Board, 4-H YDP staff, California 4-H Foundation, 4-H Advisory Committees, UC ANR 4-H Program Teams and Workgroups, 4-H units (i.e., clubs), county Volunteer Management Organizations (VMOs), 4-H members, 4-H adult volunteers and families.
4. Chair and oversee the Communications Committee.

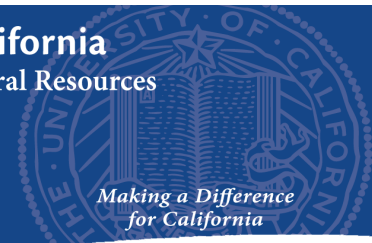
### Specific Skills

1. Good organizational and record keeping skills.
2. Good writing and proofreading skills.
3. Ability to communicate effectively.
4. Either an understanding of or a willingness to learn about the 4-H YDP.
5. Interest in administrative and management functions and tasks.
6. Strong leadership skills.
7. Ability to relate to and work with diverse youth and adults.
8. Enthusiasm, patience, understanding and the ability to motivate youth and adults through youth-adult partnerships.
9. Ability to resolve conflict in a timely manner.
10. Working knowledge of technology, various software applications, such as MS Office, social media, etc. as it applies to this position.
11. 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 4-H as either a youth member or an adult volunteer, prior to serving as Secretary. Youth members must be 16 years old by July 1 of the program year.





2. Follow and abide by the 4-H Management Board Secretary Job Description.
3. Upon selection as the Secretary, work with the sectional and state councils to transition records to the Management Board.
4. Record minutes of all meetings of the board.
5. Provide draft meeting minutes to the Management Board and 4-H YDP staff the week following each board meeting.
6. Work with the State 4-H Program Assistant to include Management Board updates in the monthly State 4-H Updates or other monthly communications as appropriate.
7. Develop and manage a budget to support communications projects and needs across the state, subject to approval by the State 4-H Management Board. Authority to re-budget between line items as needed.
8. Assist with any and all correspondence as needed by the board.
9. Have signature authority on the State 4-H Management Board checking and savings accounts.
10. Work with the State 4-H Program Assistant to maintain and update the State 4-H Management Board webpage.
11. Work with the State 4-H Program Assistant to maintain and coordinate the state calendar of events, activities, meetings and trainings.
12. Serve as a member of the State 4-H Management Board and attend regularly scheduled meetings.
13. Serve as chairperson of the Communications Committee, and coordinate any related ad-hoc committees.
14. Work closely with the 4-H YDP and State 4-H Office staff.
15. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The Secretary is responsible to the State 4-H Management Board and Associate Director of 4-H Program and Policy. The Secretary works with the State 4-H Program Assistant who serves as the staff liaison and provides technical support and assistance with the website, listserves and use of other online tools related to the position. The Youth, Families and Communities (YFC) Marketing and Communications Specialist will provide technical support and assistance on communication strategies, current communication channels and all other matters pertaining to internal communications. The Secretary cooperates with other Directors, Management Board Committees, event 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 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 Secretary.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Program Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director of 4-H Program and Policy

\_\_\_\_\_  
Date

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