

SAMPLE LETTER

MEMO TO: _____ COUNTY 4-H MEMBERS

SUBJECT: DISTRICT 4-H COUNCIL OFFICER ELECTION

The election of officers for the District 10 4-H Council will take place at the Texas 4-H Center during Leadership Lab, June 29-July 1, 2011.

To be eligible for an office, 4-H'ers must have attended District Leadership Lab at least one year prior to running for office. This amendment was made to the District 4-H Council Standing Rules in August 2010 in an effort to encourage more youth to run for District Office.

Qualified delegates interested in seeking Council office must apply **by mailing** the attached application to Cheryl Newberry at the District Extension Office postmarked no later than **May 1, 2011**. Please note that May 1, 2011 is on a Sunday and applications postmarked May 2, 2011 or later will not be accepted. Please plan accordingly!

Candidates will participate in a question/answer session in front of the voting delegates following speeches. Candidates will be sent a list of potential questions in May. Each candidate will be asked 2 questions from the list and one question that is not on the list. This will provide an opportunity for the voting delegates to see how well candidates think on their feet.

Candidates who apply will be allowed to bring ONE posterboard size (22 inches X 28 inches) campaign poster to Lab! No other campaign materials will be allowed, i.e. candy, flyers, gum, etc.

Job descriptions for each office are attached. Serving as an officer of the District Council requires time and effort but it also provides leadership opportunities and other rewards. If you are interested in applying, call us for more information.

Sincerely,

County Extension Agent

County Extension Agent



JOB DESCRIPTION



- Position: **DISTRICT 10 4-H COUNCIL PRESIDENT**
- Term:
- 1 year - elected and installed at Leadership Lab
 - Not eligible for an office following term as President
 - A person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications:
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
 - President and 1st Vice-President may not be from the same County.
- Responsibilities:
- Serves as President of the Executive Committee
 - Oversees the yearly plan of Council meetings and activities
 - Appoints committees or task forces as needed
 - Works with agent advisors to develop meeting agendas
 - Presides effectively at meetings
 - Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
 - Attends Texas 4-H Council workshops and special events
 - Presides at Fall District meeting
 - Helps train council delegates
 - Serves as a delegate to the Texas 4-H Council
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension Office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **FIRST VICE-PRESIDENT**
- Term:
- 1 year - elected and installed at Leadership Lab
 - may run for President the following year, but may not be elected to another office
 - a person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications: -
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
 - President and 1st Vice-President may not be from the same County.
- Responsibilities:
- Assists the President
 - Presides at meetings and performs other duties in the absence of the President
 - Become President if the President leaves, resigns or is relieved of office
 - Serves as a member of the executive committee
 - Works closely with agent advisors
 - Serves as a delegate to the Texas 4-H Council
 - Attends Texas 4-H Council workshops and special events
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor of a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension Office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **SECOND VICE-PRESIDENT**
- Term:
- 1 year - elected and install at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
 - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- Responsibilities:
- assists the President and 1st Vice-President
 - Perform the duties of the President in the absence of the President and the 1st Vice-President
 - Works closely with agent advisors
 - Serves as a member of the executive committee
 - Serves as first alternate to the Texas 4-H Council
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **SECRETARY**
- Term:
- 1 year - elected and installed at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
 - a person may not serve as a District Council Officer for more than 2 years
- Qualifications: -
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- Responsibilities:
- Keeps the secretary's file up-to-date
 - Calls the roll and checks attendance
 - Reads minutes of the last meeting
 - Keeps complete and accurate minutes of all meetings
 - Sends copies of minutes to the District Extension Office for distribution within 10 days of each meetings
 - Reads letters of information or any other correspondence to the group
 - Writes letters and thank you notes on behalf of the council
 - Works closely with agent advisors
 - Serves as a member of the executive committee
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **INFORMATION CHAIRMAN**
- Term:
- 1 year - elected and installed at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
 - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- Responsibilities:
- Submits interesting reports and photographs of council or district activities to local newspapers, radio stations and television stations
 - Works closely with agent advisors
 - Serves as a member of the executive committee
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **PARLIAMENTARIAN**
- Term:
- 1 year - elected and installed at Leadership Lab
 - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- Qualifications:
- must have served one year on the District 4-H Council
 - a county is eligible for no more than two officers not including the delegate-at-large
- Responsibilities:
- Keeps order at council meetings, follows 4-H Parliamentary Procedure Guidelines
 - Assist in training the other officers in their duties and in parliamentary procedures
 - Makes parliamentary rulings during the business portion of meetings
 - Works closely with agent advisors
 - Serves as a member of the Executive Committee
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election



JOB DESCRIPTION



- Position: **DELEGATE TO TEXAS 4-H COUNCIL**
- Term:
- 1 year - elected and installed at Leadership Lab
 - a person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19th birthday before the end of the calendar year in which they are installed
- Qualifications:
- must be a minority if neither the District Council President nor 1ST Vice-President is a minority
- Responsibilities:
- Serves as a delegate to the Texas 4-H Council
 - Serves as a member of the Executive Committee
 - Works closely with agent advisors
 - Attends the State Fair of Texas Honor Banquet
 - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
 - Attends Texas 4-H Council Workshop and special events
- Application Procedure:
- Must apply to the District Extension office by May 1 preceding District Leadership Lab
 - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
 - Majority constitutes an election
 - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

**Applications due to the
District 10 office postmarked by
May 1, 2011!!!**



**Please attach a school picture or other
head shot to be used in the printed program.**

4-H 3-2.041

APPLICATION FOR 2011-12 DISTRICT 10 4-H OFFICER

Name of Member: _____
(First) (Middle) (Last)

Address: _____
(Street or Route) (City) (Zip)

County: _____ District _____ E-Mail: _____

Gender: _____ Male _____ Female Date of Birth: _____

Home Phone: _____ Cellular Phone: _____

Name of parents/Guardians: _____

Name of School Attending: _____ Grade in School: _____

Number of Years in 4-H: _____ Age as of 8/31/2010: _____

Name of County Extension Agent: _____

1. List your most important 4-H projects and activities:

2. Summarize your most interesting experiences in 4-H projects and activities (include experiences related to the program for which a application/nomination is being made):

3. List several of the most important 4-H honors received:

4. Summarize your most significant 4-H leadership responsibilities (offices held, leadership or citizenship activities, etc.):

5. Summary of involvement in church, school, community and other youth or civic organizations:

6. List future plans for 4-H, a profession, or college:

7. Below are the District 10 4-H Offices. Please indicate your choices 1 through 7 or as many offices you would like to be considered for which you meet the age requirements.

Rank	Office	Rank	Office
	President (16 by 8/31/2011)		Information Officer
	1 st Vice President (16 by 8/31/2011)		Parliamentarian
	2 nd Vice President		Council Delegate (16 by 8/31/2011)
	Secretary		

8. Candidate Program Information: Please provide a paragraph, **no longer than 100 words**, that we will use for the printed program for Leadership Lab. The following items are things you may want to consider providing in your paragraph. Please do not use personal pronouns such as “I”, “My”, etc. Use pronouns such as “He/She”, “His/Her”.

- * Name
 - * County
 - * Grade in school – Fall 2008
 - * Projects
 - * Leadership roles
 - * Significant awards
 - * School, church and/or community activities
-

Applicant Signature:	
Date:	

POSTMARK BY MAY 1, 2011 AND MAIL TO:

**Cheryl Newberry
Extension Program Specialist – 4-H
P.O. Box 1849
Uvalde, TX 78802-1849**

**NOTE: DON'T FORGET TO ATTACH A SCHOOL PHOTO OR
SNAPSHOT PHOTO THAT IS A CLOSE UP. THESE WILL BE SCANNED
AND USED IN THE PRINTED PROGRAM!**

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age or national origin.

Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Dr. Ed Smith, Director, Texas Cooperative Extension, The Texas A&M University System, College Station, TX.