



DOUGLAS COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Job Description for Douglas County 4-H Council Secretary

The Douglas County 4-H Council Secretary is a responsible leader who handles keeping accurate records to help the council membership know actions that have been taken.

Prerequisites for any Secretary are that the member is:

- Enrolled in 4-H.
- Has been a member in good standing for at least 2 years in 4-H.
- Must be at least 14 years of age ("Senior" 4-H member) as of December 31 in the year of serving as an officer.
- Must have attended at least 2/3 of the council meetings during the previous year.

Duties of the Secretary include, but are not limited to:

- Keeping records of Council.
- Carrying out all correspondence, in a timely manner.
- Completing a 4-H Secretary's Record Book.
- Attending all council meetings and functions.
- Taking minutes at meetings and send them to the 4-H Agent within a week of the meeting.
- Communicating appropriately with council officers, leaders, and extension office.
- Attend and assist at Achievement Night.
- Promoting active participation of council members.
- Fully participating in and raising funds for the June Show.
- Assisting in preparing and presenting Leadership Day.
- Attend and participate in Officer Retreat.
- Help council membership feel included, learn more about the 4-H program, and participate fully in council activities.