



DOUGLAS COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Job Description for Douglas County 4-H Council Treasurer

The Douglas County 4-H Council Treasurer is a responsible leader who manages the funds of the Council and keeps the council updated about the status of funds.

Prerequisites for Treasurer are that the member is:

- Enrolled in 4-H.
- Has been a 4-H member in good standing for a least two years.
- 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 Treasurer include, but are not limited to:

- Keeping accurate records of all money.
- Paying the council’s bills on the approval of the council.
- Reporting all council transactions.
- Completing a Treasurer’s Record Book and necessary Chartering paperwork.
- Becoming a signer on the 4-H Council banking accounts.
- Meeting with an Extension employee who directs learning on the bookkeeping system. These meeting are traditionally once a month from 4 pm to 5 pm on Council meeting nights, but may be arranged at other times during office hours.
- Attending all 4-H Foundation meetings as a representative of the Council.
- Participating in the planning and presentation of Leadership Day.
- Attending and participating in Officer Retreat.
- Fully participating in and raising funds for the June Show.
- Communicating appropriately with council officers, leaders, and extension office.
- Helping council membership feel included, learning more about the 4-H program, and participating fully in council activities.