



**DOUGLAS COUNTY**  
COLORADO STATE UNIVERSITY  
EXTENSION

## ***Job Description for Douglas County 4-H Council Vice President***

The Douglas County 4-H Council Vice President is a responsible leader who organizes and works with the membership to achieve the goals of the organization.

### **Prerequisites for Vice President 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 Vice President include, but are not limited to:**

- Carrying out the duties of the president in the event of his/her absence. In the absence of the Parliamentarian, serve as Parliamentarian.
- Being an ex-officio on each committee, making sure the committees function, overseeing of agenda preparation for the committees, communicating with committee members, office, and council leaders as to meeting times and agendas.
- Being an active part of a team that serves as an advisory for 4-H activities.
- Attending all council meetings and functions.
- Attend and assist at Achievement Night.
- Fully participating in and raising funds for the June Show.
- Be an active part of the preparations and presentation of Leadership Day.
- Attending and participating in Officer Retreat.
- Promoting active participation of council members.
- Communicating in appropriate manner with council officers, leaders, committees and extension office.
- Help council membership feel included, learn more about the 4-H program, and participate fully in council activities.