



**2022-2023**

# **Burnet County Council Officer Application**

**FULL NAME:** \_\_\_\_\_

**4-H CLUB:** \_\_\_\_\_

**Application Deadline to the County Extension Office: Monday, May 16, 2022**

NOTE: All information obtained herein is to be kept strictly confidential.

Educational Programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, genetic information or veteran status. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

## **Council Officer Eligibility:**

1. Officers to be elected for the council include: President, Vice President, Secretary, Treasurer, Reporter, one District Delegate and others as needed.
2. Age requirements: President, Vice President, Secretary, Treasurer, District Delegate must be fourteen by August 31st of the year they are elected.
3. Term of office: Officers shall be elected annually and shall not be eligible for the same office in two consecutive full terms. The term of office for all officers shall be September 1st to August 31st of the next year.
4. Officers shall have had at least two years of club membership including the current year.
5. No council officer should hold more than one office on the council, with the exception of district delegates, unless deemed necessary by the Extension Agent.
6. President and Vice President cannot be from the same club or in the same family.
7. Those wanting to run for office must fill out an application and submit it to the County Extension staff by the deadline on the application cover sheet. Officers will be elected at the Spring County Council meeting (May 31, 2022), so they can attend Leadership Lab and they will be elected for the following 4-H year.
9. **Missed meetings:** Two unexcused absences are all that is allowed without the officer being replaced. An excused absence does not count against you. An excused absence is defined as a death in the family, illness, conflicting school functions or if you are participating in another approved 4-H function. Officers should notify their 4-H agent of their absence ahead of time (unless illness which should be notified as soon as you are aware).  
\* If replacement of an officer is required, we will open it up for nominations by the Council Officers, and will be selected by majority vote.

## **Officer Responsibilities:**

### **1. PRESIDENT**

- a. Serves as chairman of the executive committee.
- b. Presides at all council meetings and uses basic parliamentary procedure to conduct effective, orderly meetings.
- c. Assists in developing a council meeting agenda for each meeting.
- d. Contacts each person who has a part during the meeting and encourages them to be prepared.
- e. Appoints committees as needed. The president is an ex-officio member of all committees.
- f. Arrives at least thirty minutes before the meeting to set up room suitable for meeting and program, including setting up flags and banners, and to counsel with other officers, leaders and county agents about last minute changes to the agenda.
- g. Exhibits good leadership qualities and is a role model to the members of the council and all 4-H members in the county.
- h. Attends District 7 4-H Council Meetings as a delegate and acts as leader of delegation attending. (see district delegate responsibilities)

### **2. VICE PRESIDENT**

- a. Assists the president at council meetings and plans short program for each County Council Meeting.
- b. Presides at meetings and performs other duties of the president in the absence of the president.
- c. Becomes president if the president leaves, resigns or is relieved of office.
- d. Arrives at least thirty minutes before meeting to set up room suitable for meeting and program.

### **3. SECRETARY**

- a. Calls the roll and keeps attendance records.
- b. Reads the minutes of the last meeting.
- c. Reports if a quorum is present to conduct business.
- d. Keeps complete and accurate minutes of all meetings.
- e. Submits a copy of the minutes to the Extension office by the Friday following the council meeting.
- f. Writes and reads Thank You Letters, on behalf of the Burnet County 4-H Council.
- g. Reads correspondence by Burnet County 4-H Council at meetings.

### **4. TREASURER**

- a. Gives report of council's financial condition at each meeting.
- b. Assist with 4-H Council financial statement each month
- c. Keeps accurate records of all receipts and expenditures of council funds.
- d. Assist with planning all County Council Fundraisers.

## **5. DISTRICT DELEGATES**

(2 total consisting of council president, 1 acting delegates)

- a. Attends each district 4-H Council meeting and participates. Mandatory for delegate.
- b. Reports to the county council on district activities.
- c. Serves as a voting delegate for the county at district events.
- d. Works on district 4-H Council activities.

## **6. REPORTER**

- a. Writes accurate articles for news releases of county 4-H council activities and submits to the county Extension office.

**\*ALL OFFICERS MAY BE ASKED TO ASSIST WITH COUNTY CONTESTS, FUNDRAISERS AND OTHER ACTIVITIES AS THEY ARISE\***

### **Council Officer Candidate Process:**

1. All Burnet County 4-H members must submit their application to the Extension Office by the date on the cover page.
2. Burnet County Extension Agents will review applications to make sure applicants are eligible (based on age, years of involvement, etc.).
3. Candidates running for office must be present at the May Council meeting, where they will give a brief introduction of themselves prior to voting.

# Council Officer Application Form

1. Name \_\_\_\_\_  
                                    Last                                    First                                    Middle

2. Current Mailing Address \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Age as of August 31st: \_\_\_\_\_

6. Grade in School (Fall of 2023): \_\_\_\_\_

7. Number of Years in 4-H (including the 2021-2022 year): \_\_\_\_\_

8. County Council position applying for: \* Please check all positions you would be interested in running for\*

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- District Delegate
- Additional Officer as needed

List any **leadership roles** that you have held through your involvement in 4-H, or school and extracurricular organizations.

Leadership Role/Office:

Name of Organization:

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Please list your top three **4-H Projects**, and a very brief sentence of a learning experience you have gained through that project.

4-H Project:

Learning Experience:

_____	_____
_____	_____
_____	_____

List **extracurricular school activities and/or 4-H activities** in which you have been most significantly involved as a student and/or 4-H member.

Name of Activity:

Year / Years:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List **community and/or church activities** in which you have been most significantly involved in as a student.

Name of Activity:

Year / Years:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List your most significant honors and/or awards (can be 4-H and non-4-H).

Honors / Awards:

Year / Years:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In the space below, explain in a brief narrative some of the ideas and/or changes you would like to see and bring to the Burnet County 4-H Council.

If elected, I agree to fulfill my responsibilities to the best of my ability. I agree to the above listed responsibilities for each position I have applied for and to follow the Burnet County Council rules and policies in place.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

If my child is elected, I agree to assist them in fulfilling their County Council responsibilities to the best of my ability. I agree to the above listed responsibilities for each position my child has applied for and to follow the Burnet County Council rules and policies in place.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date