



OSU EXTENSION
CREEK COUNTY
4-H YOUTH DEVELOPMENT

Creek County 4-H Teen Leadership Council

Qualifications: Applicants of the Teen Leadership Council must be at least 12 years of age and not be 19 years of age before September 1 of the current year. Junior Council members may be 12 years old while senior officers must be 13+ at the time of application. All candidates must be eligible for membership in the Creek County 4-H. You must have completed at least one year of 4-H and turned in your 4-H Record Book.

Responsibilities: The term of office is September 1 of current year to August 31 of the next year. Applicants for President and Vice President should be willing to represent the Teen Leadership Council (TLC) at Creek County 4-H Parent-Volunteer Meetings. All officers should also be willing to attend all Creek County 4-H functions. Finally, all officers of the TLC are expected to attend Creek County Teen Leadership Council meetings, trainings, and perform their duties as prescribed in the officer handbook (also on last page.)

Creek County 4-H Teen Leadership Council Application

Name: _____ Grade as of Sept. 1: _____ D/B: _____

Address: _____ City _____ Zip: _____

Phone#: _____ Email: _____

Name of Parent or Guardian: _____

Name of 4-H Club: _____ # Years in 4-H : _____

Check all officer position(s) you would like to be considered. If you are not elected to one position, you will be allowed to run for another position. Please rank your selections.

<input type="checkbox"/>	President	<input type="checkbox"/>	Song
<input type="checkbox"/>	Vice President	<input type="checkbox"/>	Recreation Leader
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Junior Vice President
<input type="checkbox"/>	Reporter	<input type="checkbox"/>	Member at Large

Qualifications: (If additional space is needed please attached a document no more than 300 words per section)

1- Describe your 4-H leadership roles at the club, County, District and State level:

2- What qualities do you possess that would make you a good Council Officer?

3- What 4-H events have you attended at the County, District and State level?

4- Why do you want to serve as a County Council Officer?

5- What community service projects have you participated in and at what level were you involved?

Signatures: The signatures required below indicate that the parties have reviewed the information in the application, understand the conditions of this leadership obligation and that to the best of their knowledge the applicant is qualified to hold an office for Creek County Council.

4-H Member: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Club Manager: _____ **Date:** _____

OFFICER POSITIONS/RESPONSIBILITIES

Officer	Responsibilities/Duties
President	a) Preside at all county youth officer meetings; call and adjourn the meeting on time and preparation of an agenda b) Appoint committees when needed c) Attend to such duties that are necessary to carry out the county 4-H program d) Promote the 4-H Program by speaking to various groups throughout the county e) Work closely with sponsor/extension educator on county activities f) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families. g) Assist in training of local officers
Vice-President	a) Serve in the absence of the president b) Promote the 4-H program by speaking to various groups throughout the county c) Perform all duties delegated to him/her by the president d) Assist president with questions of parliamentary procedure e) Assist in coordination of county activities f) Coordinate club committees and written progress reports of committees g) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families h) Assist in training of local officers.
Secretary	a) Record minutes of all county and officer meeting b) Keep OSU Extension staff informed of all business c) Conduct the official correspondence of organization and be responsible for county thank you notes d) Shall keep in order and provide for all to observe a written record of county meetings e) Perform duties delegated by the president f) Serve as treasurer g) Work with reporter in maintaining an annual history of activities h) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families i) Distribute minutes to Creek County Staff in a timely manner j) Collect and maintain written committee reports k) Assist in training local officers
Reporter	a) Must work closely with county 4-H and OSU Extension Staff b) Work with secretary in maintaining an annual history of activities c) Work actively with 4-H local reporters throughout the county to communicate the 4-H story d) Provides the District Reporter with news of county activities e) Responsible for articles for promotion of National 4-H Week f) Maintain a Creek County Scrapbook g) Work closely with media outlets within your community h) Provide articles and information for the County Newsletter and use all other media sources available i) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families j) Maintain an electronic history of the club's accomplishments and activities k) Work actively with 4-H reporters throughout the state to communicate the 4-H story l) Create Slide show for Achievement Banquet m) Assist in training of local officers.
Recreation Leader	a) Assist with group recreation on a county level and at any time that is considered part of the 4-H Program in the county b) Assist in the training of local recreation leaders c) Promote 4-H enthusiasm and the service of recreation leaders, as well as extending open communication with fellow club members d) Plan and conduct group recreation and/or singing at club meetings and activities e) Coordinated refreshments for club meetings and activities f) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
Song Leader	a) create an atmosphere of friendship and camaraderie b) Assist local club officers by providing song books and advice for their roles c) Work with the recreation leader to lead a fun activity at each county event d) Plan and conduct group recreation and/or singing at club meetings and activities e) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
Jr. Vice-President	a) Take notes on each officer's role and duties b) Learn how a meeting is properly conducted and discover the value of each office position c) Assist Reporter with photographs for events and slideshow, Recreation/Song Leader in leading songs d) Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
Member at Large	Will serve on the TLC but has no specific duties unless assigned by the president or a board committee but has the same rights and responsibilities as other council members.
*** BELOW IS REQUIREMENTS THAT MUST BE MET BY ALL OFFICERS***	
<ol style="list-style-type: none"> 1. Must prepare and lead a county level or higher workshop. 2. Must attend a club meeting other than clubs that they are associated with. 3. Attend Officer Retreat and Training 4. Attend Leader's On Trac Meeting when asked 5. Attend 75% of Youth Officer Meetings 	