Advisory Council Duties

Roles for Everyone

• Welcome 4-Hers and parents who come into the room and meet with them before the Federation meeting starts.
• Rotating to help set-up and clean-up meeting room.
• Co-Leaders of the Club Officer Training of the year following your term (those elected in 2015 help 2016 Officer Training.
• Create a report for the incoming position (to help develop the different duties) and communicate with incoming 4-Her or volunteer.
• Attend the Budget Review meeting late summer/early fall to review previous year’s budget and shape coming year.
• Bring ideas to the meetings
• Help provide leadership for the Wright-Hennepin Co-Op Electric Annual Meeting Fundraiser.

President

• Work with VP to create agendas using templates from past year, previous meeting & asking PC for requests. Must be completed one week before Federation meeting.
• Lead the Advisory Council & Federation Meetings that fairly recognizes all members and ideas in an orderly fashion.
  o Start & end meetings on time, keep meetings under control (limited side-conversation)
  o Ask (or assign) for reports on the Federation agenda items (PC will only speak at Office Report or if there are specific questions).
• Work with President to create agendas from past year (PC will send any new events or requests to be on the agenda).
• Guide Advisory Council to set goals for the coming year with the VP & PC in late summer.

Vice President

• Work with President to create agendas using templates from past year, previous meeting & asking PC for requests. Must be completed one week before Federation meeting.
• Guide Advisory Council to set goals for the coming year with the P & PC in late summer.
• Lead the Advisory Council & Federation Meetings if President absent that fairly recognizes all members and ideas in an orderly fashion.
• Set up a short (15 minutes) activity during the January, March, April, October, & November meetings (rotated with Youth Leader at Large & Youth District Reps).

**SECRETARY**

• Help update the Advisory Council information at the start of the 4-H year.
• Take notes of both Advisory Council & Federation meetings
• Posts meeting notes to the Google Drive within ten days for review (PC will review within 5 days and use to send in next email reminder)
• Update online attendance forms (PC will keep paper for State requirements)

**TREASURER**

• Present a monthly report at each meeting.
• Help Adult Treasurer prepare the meeting report.
• Pick one to two dates a month to go to the office and fill out checks and filing paperwork for each check.
• Review Federation Chartering Paperwork with Adult Treasurer & PC – signature may be needed.
• Connecting with clubs to submit pre & post fundraising forms (with support from PC).
• Encouraging clubs to apply for Helping Hands Grants in fall.

**HISTORIAN**

• Collect newspaper clippings and photos for a county scrapbook or Facebook page.
• Create & interview at least six 4-Hers, leaders, or clubs for their 4-H story to post on Facebook, send to papers, etc. Work with an Adult Leader at Large and PC to go through draft and submission.
• Help create media releases of different County events.

**YOUTH LEADER AT LARGE (1)**

• Set up a short (15 minutes) activity during the January, March, April, October, & November meetings (rotated with VP & Youth District Reps).
• Communicate with at least two club officers three to four times a year in an official capacity (asking, comparing how club meetings are going, struggles that Federation might have suggestions on, etc) and reporting it.
• Communicate with clubs & individuals to apply for county, regional, state awards.

**YOUTH DISTRICT REPRESENTATIVES (4)**

• Set up a short (15 minutes) activity during the January, March, April, October, & November meetings (rotated with VP & Youth Leader at Large).
• Communicate with assigned club Presidents three to four times a year in an official capacity (asking, comparing how club meetings are going, struggles that Federation might have suggestions on, etc) and reporting it.
**Adult Leaders at Large (3)**

- Communicate with at least three project or general leaders three to four times a year in an official capacity (asking, comparing how club meetings are going, struggles that Federation might have suggestions on, etc) and reporting it.
- Any suggestions?

**Adults District Representatives (4)**

- Communicate with assigned club Key Leaders three to four times a year in an official capacity (asking, comparing how club meetings are going, struggles that Federation might have suggestions on, etc) and reporting it.
- Any suggestions?

**Adult Treasurer**

- Create meeting reports
- Help assemble County Federation Chartering paperwork
- Guide youth in treasurer roles