



**2014-2015**

**Bastrop County Council Officer Application**

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

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

**Application Deadline to the County Extension Office: March 15, 2014**

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, sex, disability, religion, age, or national origin. 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, Parliamentarian, Reporter, Historian, two District Delegates, and one Alternate District Delegate.

2. Age requirements: President, Vice President, Secretary, Treasurer, three District Delegates and one Alternate delegate must be fourteen by August 31st of the year they are elected. Reporter, Parliamentarian, and Historian must be entering the seventh grade or above for the year in which they are elected, when possible.

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.

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 March 15th. Officers will be elected at the April 12th meeting for the following year.

8. Those wanting to run for office must have submitted a recordbook the previous year and must submit one for the current year. (Summer is when county record books are due.) Recordbook is defined by the Texas 4-H Program.

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. Bring proof of an excused absence to the next meeting and present it to the secretary.

**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 10 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.

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 Bastrop

County 4-H Council.

 G. Reads correspondence by Bastrop County 4-H Council at meetings.

**4. TREASURER**

a. Gives report of council's financial condition at each meeting.

b. Keeps accurate records of all receipts and expenditures of council funds.

c. Signs checks on the council account.

d. Balances 4-H Council checkbook each month.

e. Serves on the finance committee.

**5. DISTRICT DELEGATES**

 (3 totals consisting of council president, 2 acting delegates and 1 alternate)

a. Attends each district 4-H Council meeting and participates. Mandatory for delegates.

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. PARLIAMENTARIAN**

a. Is versed on parliamentary procedure and assists in maintaining order at council meetings.

b. Provide interpretation of by-laws to council when in question.

c. Review 4-H club by-laws and assesses whether they agree with

County 4-H Council statutes.

**7. REPORTER**

a. Writes accurate articles for news releases of county 4-H council

activities and submits to the county Extension office.

**8. HISTORIAN**

a. Maintains county 4-H scrapbook each year.

b. Retrieves area newspapers, and photographs of 4-H events from

Extension office to compile scrapbook.

**Council Officer Application Form**

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle

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

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

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

5. Age as of August 31, 2013: \_\_\_\_\_\_\_\_\_

6. Grade in School (Fall 2014): \_\_\_\_\_\_\_\_

7. Number of Years in 4-H: \_\_\_\_\_\_\_\_\_\_

8. Record book Submitted for the previous or current year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. County Council position applying for (rate from 1-8):

\_\_\_\_\_\_\_ President

\_\_\_\_\_\_\_ Vice President

\_\_\_\_\_\_\_ Secretary

\_\_\_\_\_\_\_ Treasurer

\_\_\_\_\_\_\_ Parliamentarian

\_\_\_\_\_\_\_ Reporter

\_\_\_\_\_\_\_ District Delegate

\_\_\_\_\_\_\_ Historian

**A. EXTRACURRICULAR PARTICIPATION**

List any Leadership roles that you have held in your 4-H club, and any 4-H projects that you have participated in:

Leadership Roles Name of projects

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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

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

Name of Activity Year / Years

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**B. HONORS/AWARDS PROFILE**

List your most significant honors and/or awards extended to you as a student in 4-H.

Honors / Awards Year / Years

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In the space below, explain in a brief narrative of why you feel you should be elected to County 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 following the Bastrop County Council rules and policies in place.

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Applicant Signature Date