

Position Description

Position title: Grays Harbor 4-H Horse Council Secretary

Advisor(s): Previous Secretary, current elected officers, WSU Extension 4-H Youth Development Educator

Directly responsible to: Washington State University and the WSU Extension 4-H Youth Development Educator as its local representative

Purpose: To provide advice, guidance, and volunteer leadership to the entire Grays Harbor 4-H Horse project

Benefits of the position:

- Provide valuable leadership to a youth development program that enhances the lives of youth and adults throughout the county
- Gain leadership experience
- Work in partnership with WSU Extension Youth Development staff
- Meet and develop a working relationship with government officials, 4-H donors and others providing support or direction to 4-H
- Learn more about the WSU Extension program

Major duties:

- Record full and complete minutes for the 4-H Horse Council meetings
- Assist with all correspondence regarding the Grays Harbor 4-H Horse project
- Plan 4-H Horse Council meeting agendas in consultation with other Council members and 4-H Youth Development Educator
- Preside at the monthly 4-H Horse Council meetings
- Participate in developing long/short term goals to guide the Grays Harbor 4-H Horse project
- Ensure that 4-H horse policies are reviewed and updated on an annual basis
- Ensure that 4-H horse policies are upheld by 4-H members and volunteers
- Serve as a spokesperson for the 4-H Horse Council and be an advocate for the 4-H program
- Engage the 4-H Horse Council members to recruit volunteers to carry out 4-H activities/programs, provide support in planning and organizing 4-H committees and promote youth and adult participation in 4-H

Skills needed:

- Willingness to follow and apply the beliefs and philosophy of the WSU 4-H Youth Development Program
- Be officially enrolled as an adult or member in the Grays Harbor County 4-H program
- Ability to conduct meetings, listen and communicate effectively
- Ability to delegate and supervise work
- Ability to analyze facts and build realistic plans
- Ability to follow through on commitments
- Knowledge of electronic communication methods (e-mail)

Term: One year

Time involved: Approximately 5-10 hours per month

Trainings: Annual training with 4-H Youth Development Educator, and as deemed necessary to carry out duties

Expectations:

Periodic discussions with the 4-H Youth Development Educator will evaluate progress to successfully carry out each of the major duties. In addition, the Council Secretary is encouraged to relate the degree to which they are receiving support from other Council Members and the 4-H Youth Development Educator.

