

## **Position Description**

Position title: Grays Harbor 4-H Council Treasurer

Advisor(s): Previous Treasurer, 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 Youth Dev. Program

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 4-H 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:

- Receive, promptly deposit, disburse, and keep complete and accurate records of all monies received and distributed by the 4-H Council
- Present up-to-date financial reports at all 4-H Council meetings
- Prepare records for annual audit and end-of-year reports
- File the annual Grays Harbor County 4-H Council tax reports to the IRS
- Plan 4-H Council meeting agendas in consultation with other Council members and the WSU Extension 4-H Youth Development Educator
- Preside at the monthly 4-H Council meetings
- Participate in developing long/short term goals to guide the Grays Harbor 4-H Youth Development Program
- Ensure that 4-H Council policies are reviewed and updated on an annual basis
- Ensure that 4-H Council policies are upheld by 4-H members and volunteers
- Serve as a spokesperson for the 4-H Council and be an advocate for the 4-H program
- Engage the 4-H 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: Two years

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