
North Carolina
4-H Volunteer Leaders'
Association

1999 OFFICER HANDBOOK

President — Katie Lawrence, Gates County
Advisor — Harriett Edwards, Extension Staff Associate, 4-H

Table of Contents

Mission Statement	1
Action Plan	2
Constitution and Bylaws	3
Job Descriptions	9
Agent Advisor to District or State Officer	9
State Advisor	9
District Agent Advisor	9
Secretary for State Advisor	10
Extension Assistant to State Advisor	11
President	11
President-Elect	12
Vice President	12
Secretary	13
Treasurer	13
Reporter	14
Historian	15
Parliamentarian	15
Past President	15
Board of Directors	16
Nomination Form for State Officers	17
Committee Descriptions and Objectives	18
Program Committee	18
Leader Recognition Committee	18
Finance Committee	19
Elections Committee	19
Conference Planning Information	20
Calendar for Conference Planning	20
Conference Committees	21
Rotation of Conference Responsibilities	24
Ladder Information	25
Calendar	25
Committee Descriptions	25
Job Descriptions	25
Common Parliamentary Terms	27
Installation of State and District Officers	30
Southern Region 4-H Leader Forum	33
Associate State Coordinator Job Description	33
State Coordinator Job Description	34
Application	36
Officers Directory	38
State Officers	38
District Officers	39

North Carolina 4-H Volunteer Leaders' Association

MISSION STATEMENT

The mission of the North Carolina 4-H Volunteer Leaders' Association is to provide opportunities to inform, educate, and support each other to better serve the youth of North Carolina.

Organization

The North Carolina 4-H Volunteer Leaders' Association represents volunteers involved in the 4-H program. The organizational structure provides for leader participation in county, district, and state activities. Programs and functions are determined by volunteers who serve in officer roles with 4-H Extension Staff in support roles.

Membership

Membership in the Association is open to every 4-H volunteer leader who works directly or indirectly with youth. The educational philosophy is to promote leaders teaming with leaders and growing in leadership through utilization of leadership skills in practical program planning, implementation, and evaluation.

Vision

- Represent the interests of volunteers, parents, and 4-H'ers from culturally diverse backgrounds and various levels of commitment.
- Are advocates for youth and leaders to foster cultural understanding and international goodwill in communities, the state, and the nation.
- Are committed to helping youth develop positive understanding of self and reach their full potential.
- Are positive role models who develop through continuous learning and doing.
- Facilitate leaders' participation in quality educational programs.
- Offer opportunities for voluntary involvement in officer roles in the organization.
- Are committed to effective communications and interaction among all levels of the association and the extension staff.
- Initiate and participate in cooperative efforts with other extension programs and agencies.
- Are knowledgeable of the North Carolina 4-H Volunteer Leaders' Association to justify increased support from the communities at large.
- Are committed to excellence.

**FIVE YEAR ACTION PLAN
NC 4-H VOLUNTEER LEADERS' ASSOCIATION**

Goal 1: To ensure that every volunteer realizes that he/she is a member of the county, district, and state leader associations.

Objectives:

1. Update Association brochure and develop membership card.
2. Insure delivery of items named above by local contact to every leader within county, and, thereafter, delivery to new leaders.
3. Target those counties that do not have a leaders association for additional support by district leadership teams to establish county associations.
4. Offer guidance, training and other assistance needed for state and district groups to provide assistance and to take advantage of leadership opportunities that may become available.

Goal 2: To insure that every volunteer has the opportunity to receive the training necessary to increase leadership skills.

Objectives:

1. Update Master Volunteer directory and provide access to counties.
2. Encourage districts to include Master Volunteer tracks in district meetings
3. Provide Master Volunteer exhibit at annual conference and devise other incentives for participation in the program.
4. Develop and provide effective leadership training. Appoint an officer training committee to develop a training outline for training to be offered at annual conference and at district and county events as needed.
5. Devise methods for evaluating impact of leadership training.

Goal 3: To increase 4-H Volunteer Leaders' Association visibility at county, district, and state levels.

Objectives:

1. Encourage the display of the standard Association logo at 4-H leader events and functions, including though not limited to donor appreciation dinners, leader recognition banquets, annual conference, Southern Region Leader Forum, district activity day, district leaders' association meetings, and other leader trainings.

Goal 4: To restructure the existing Committee for 100 for more effective utilization.

Objectives:

1. Review current revisions to plan to insure that all changes made will positively reflect districting changes.
2. Provide for additional agent feedback and input into restructuring process.
3. Activate newly restructured and renamed Committee for 100 by publicizing new information and providing training for agents and volunteers at Volunteer Leaders' Conference and at other appropriate opportunities.

**CONSTITUTION AND BYLAWS OF THE
NORTH CAROLINA
4-H VOLUNTEER LEADERS' ASSOCIATION**

Article I - Name

Section 1

The name of the association shall be the North Carolina 4-H Volunteer Leaders' Association.

Article II - Objectives

Section 1

- A. To sustain and promote "The 4-H Mission in North Carolina" as it relates to volunteer identification, recruitment, training, utilization, and support.
- B. To provide a forum for communication among North Carolina 4-H Volunteer Leaders and to serve as a link for existing community, county, district, and multidistrict volunteer organizations.
- C. To expand and improve the information, service, and human and economic resources available to volunteers involved in 4-H program development, delivery, and support.

Article III - Membership

The membership of the association shall consist of all volunteer 4-H leaders in the state of North Carolina. Volunteer 4-H leaders include those persons who are non-salaried and involved in 4-H program development, delivery, or support at the community, county, district, or state level. This involvement may include: Programs to 4-H members, services/support of other 4-H volunteers, indirect services, 4-H program advocacy, administration, and policy development.

Article IV - Officers

Section 1

The Executive committee shall be the eight officers: President, President-Elect, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, and the immediate Past-President.

Section 2

The Board of Directors shall be composed of the Executive Committee and the two Board of Directors Members, elected annually from each Extension District.

Section 3

The Officers and members of the Board of Directors shall be installed at the annual meeting of the Association. Officers shall be rotated among Extension districts as outlined in Bylaw X.

Section 4

Officers and members of the Board of Directors are to carry out their duties to the best of their ability adhering to the objectives and the mission of the Association. Should an officer or member of the Board of Directors be found working against the objectives and/or mission of the Association or not carrying out their duties, a meeting may be held by the Executive Committee

and the State Advisor to determine an appropriate course of action.

Article V - Meetings

Section 1

The Association will attempt to have one Annual Convention for the purpose of promoting objectives, receiving reports, electing officers, and transacting business.

Section 2

The Board of Directors will meet at least biannually; one meeting will be during the Officers' Seminar, and one will be in July during North Carolina 4-H Congress. The president may convene the Board of Directors to transact Association business as necessary.

Section 3

The Executive Committee is to meet upon the Call of the President.

Article VI - Powers

Section 1

This Association shall have all the powers usually exercised by volunteer or service organizations; and those powers specifically authorized by the membership.

Section 2

The Association may affiliate with county, district, state, regional, national, and/or other similar volunteer or service organizations.

Section 3

To properly and effectively carry out its purposes, this association may delegate applicable segments of its power to respective committees, as well as to distribute some of its powers to the county, district, state, regional, national, or other similar volunteer or service organizations.

Article VII - Quorums

Section 1

Quorum at the business meetings during Annual Convention shall be the members present, provided verbal or written notice has been communicated to counties and districts, as to the time, place, and date, at least 30 days in advance.

Section 2

Quorum of the Board of Directors shall consist of the Directors present. The state Secretary shall be responsible for communicating a notice of the President's call for a Directors' Meeting.

Section 3

Quorum of the Executive Committee meetings shall consist of not less than four (4) officers, provided the President has given verbal or written call to all officers.

Article VIII - Ratification and Amendments

Section 1

Ratification of this constitution, bylaws, and amendments may be accomplished by a two-thirds affirmative vote of the members present during a General Business Session of the business meeting at an annual convention.

Section 2

Bylaws may be adopted as long as they are not in conflict with the constitution.

Section 3

Constitution and by-laws may be amended by a two-thirds vote of the members at the annual convention business meeting provided the proposed change, in writing, is sent to the counties and districts at least 30 days before the annual convention meeting.

Article IX - Disposition of Funds

Section 1

The Association would contribute all funds to the North Carolina 4-H Development Fund should dissolution occur.

BYLAWS TO CONSTITUTION

Bylaw I - Rules of Order

Section 1

The rules contained in *Robert's Rules of Order*, latest edition, shall govern the business meetings of the association.

Section 2

The Parliamentarian of the Association shall rule upon any point of order and shall rule upon any differences of opinion. A decision by Parliamentarian is not debatable — but, such decision may be overturned, through motion duly carried by no less than three-fourths (3/4) vote of members present.

Bylaw II - Order of Business

The order for business meetings at the Annual Convention shall be:

1. Call to order
2. Reading of the Minutes
3. Roll Call (optional) (Vice President)
4. Reports: Officers and Committee
5. Announcements
6. Unfinished Business
7. New Business
8. Nomination/Election of Officers
9. Officer Installation
10. Recess/Adjournment

Bylaw III - Dues

The members of the association may, by majority vote, elect to levy membership dues.

Bylaw IV - Committees

Section I

Standing Committees shall be appointed by the President and, whenever possible, be representative of the Extension Districts. The standing committees are:

- A. Finance Committee — 3 or more persons (Treasurer, Chair)

- B. Program Committee — 7 or more persons (President-Elect, Chair)
- C. Publicity Committee — 5 or more persons (Reporter, Chair)
- D. Elections Committee — 7 or more persons (Past President, Chair)
- E. Membership Committee — 5 persons (Vice President, Chair)
- F. Constitutional Review Committee — 7 persons (Parliamentarian, Chair)
- G. State Association Project Committee — 7 or more persons (Chair appointed by President)
- H. Leader Recognition Committee — 7 or more persons (Parliamentarian, Chair)

Bylaw V - Nominations and Elections

Section 1

The immediate Past President shall chair the Elections Committee, which shall consist of one representative from each district as appointed by the President. The President-Elect shall be an Ex-Officio member.

Section 2

The Elections committee shall present the current President-Elect as candidate for President and candidate(s) from respective districts for each of the other offices. The Elections Committee slate shall be prepared in writing and available to all members registering for the Annual Convention. The slate shall be officially presented by a committee representative at the first business session of the annual convention.

Section 3

Offices shall be rotated among Extension districts. Officer nominees shall be well qualified and attend designated meetings respective to their responsibilities.

Section 4

Terms of Office: An officer may serve for consecutive years, but no officer may hold the same office for two consecutive years.

Section 5

The officers shall be elected by written secret ballot. A written ballot shall list the offices to be filled.

Section 6

Election shall be by simple majority vote of regular members present, during the formal business session of the annual meeting.

Section 7

Officers will be installed at the Annual Conference. The new officers' terms of office begin following installation.

Bylaw VI - Amendment to Bylaws

Bylaws may be amended at Annual Meetings in accordance with Section 3 of Article VIII of the Constitution.

Bylaw VII - Duties of Officers, Board of Directors, and Standing Committees

Section I

The President shall preside at state meetings of the Association, at Board of Directors meetings, and at meetings of the Executive Committee. The President shall also be responsible for all the administrative functions of the

organization during the tenure of office.

Section 2

The President-Elect shall chair the Program Committee and learn the duties of the President.

Section 3

The Vice President shall perform the duties of the President in case of absence and shall assume any other duty that may be assigned by the President. The Vice President shall serve as Chairman of the Membership Committee.

Section 4

The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The Secretary shall also receive and file communications, shall communicate notice of called meetings, and shall correspond as directed by the President.

Section 5

The Treasurer shall assume those duties normally associated with the office and specifically shall keep the financial records of the Association and shall be responsible for the collection of any dues and for payment of any bills incurred by the Association and be chairman of the Finance Committee.

Section 6

The Parliamentarian shall guide the business meeting process of the association adhering to the constitution, bylaws, rules and regulations, and *Robert's Rules of Order*. The Parliamentarian will also chair the Constitutional Review Committee and Leader Recognition Committees.

Section 7

The Reporter shall prepare news releases and direct the public relations efforts of the association. Annual records are to be placed in the historical files of the Association. The Reporter will also chair the Publicity Committee.

Section 8

Members of the Board of Directors shall attend their respective district meetings. They shall be responsible for district officer orientation and training, and for presenting matters from the State Association for information and action of the members in their respective districts. Members of the board will have authority to act on behalf of the total membership on all matters of interest to the association (except Articles III and VIII of the Constitution), including the authority to elect interim officers to positions which become vacant before the annual meeting.

Section 9

To facilitate the business of the Association, the Board of Directors shall have the power to act on all items of business with the exception of those items covered in Article III and VIII of the Constitution. At the discretion of the Board or upon request of the membership, any item of business may be placed on the agenda of the annual or special meeting for action by the entire membership. Within the guidelines of the previous statements, the Board will have the authority to act in behalf of the total membership on all matters of interest to the Association.

Section 10

Suggestions for the constitution may be amended by the Board of Directors after suggestions from the floor at annual meeting.

Bylaw VIII - Delegates to National Meetings

Section 1

Delegates to Regional or National meetings shall include, in so far as practical, a cross section of membership in regard to age, sex, race, and program responsibilities. Delegates to receive financial consideration shall be recommended by the Finance Committee or the Association's Board of Directors.

Section 2

All members are encouraged to attend state, regional, or national meetings for improvement of volunteer leadership skills.

Bylaw IX - Audits and Budget

Section 1

A Finance Committee of the Association shall audit/review the financial records of the Treasurer each year.

Section 2

If a motion is to be brought to the floor that includes expenditures of more than \$50.00, an assessment of the financial impact on the organization must be presented by the President and Treasurer before this motion can be called.

Section 3

The Association would contribute all funds to the North Carolina 4-H Development Fund should dissolution occur.

Section 4

An attempt will be made to maintain the Association's account(s) in a state-wide banking institution. Should the current treasurer request that the account(s) be moved to another banking institution for convenience, the executive committee will evaluate the impact on the association finances and make the final decision.

Bylaw X - Officer Rotation

Rotation of Officers

	Pres.	Vice					
	Pres.	Elect	Pres.	Sec.	Treas.	Parl.	Rep.
1999-2000	5	6	7	1	2	3	4
2000-2001	6	7	1	2	3	4	5
2001-2002	7	1	2	3	4	5	6
2002-2003	1	2	3	4	5	6	7
2003-2004	2	3	4	5	6	7	1
2004-2005	3	4	5	6	7	1	2
2005-2006	4	5	6	7	1	2	3

- | | |
|------------------|------------------|
| 1. Southwest | 5. Northeast |
| 2. Western | 6. Southeast |
| 3. Northwest | 7. South Central |
| 4. North Central | |

JOB DESCRIPTIONS

Agent Advisor to District or State Officer

TITLE: County Agent with District or State Officer

GENERAL DESCRIPTION: Provides technical support and facilitates communications to counties using Extension electronic mail system.

SPECIFIC DUTIES:

1. Meets with officers after the first officer seminar or executive committee meeting to outline plans and assistance needed.
2. Advises officers on timetable and procedures for obtaining technical assistance to support specific role.
3. Communicates as needed with State 4-H Specialist or other Agent Advisors.
4. Communicates with agents in district as needed.

RESOURCES:

1. District Agent Advisors
2. State Advisor
3. Extension Electronic Mail System
4. *NC4-HVLA Officers' Handbook*

State Advisor

TITLE: State Advisor

GENERAL DESCRIPTION: Provides leadership and guidance for the North Carolina 4-H Volunteer Leaders' Association; facilitates implementation of programs and projects.

SPECIFIC RESPONSIBILITIES:

1. Meets with State Officers to plan yearly calendar.
2. Makes physical arrangements for all meetings.
3. Provides technical assistance for operating committees.
4. Facilitates communications between officers and Agent Advisors and the Extension system.
5. Advises officers about policies, norms within Extension, communication channels, and opportunities for impacting policy.
6. Identifies, secures, and manages monetary support for Association activities.

RESOURCES:

1. Agent Advisors
2. State 4-H Leader
3. *NC4-HVLA Officers' Handbook*

District Agent Advisor

TITLE: District Agent Advisor

GENERAL DESCRIPTION: Supports and advises District Officers on matters of policy and Extension procedures; facilitates and provides technical assistance to officers in conducting business of the Association.

SPECIFIC DUTIES:

1. Attends Leader Conference or Officer Seminar and coordinates with other Agent Advisors and State Advisor.
2. Facilitates making arrangements for meetings of District Association and Board of Directors.
3. Advises officers and Board.
4. Offers technical assistance to enhance communication with Extension staff in the district.
5. Communicates with State Advisor regarding special needs of the District Association.
6. Works with the District Director to recommend and secure successive Agent Advisors.
7. Ensures that list of new officers and new agent advisors with addresses, electronic mail addresses (if available), and phone numbers is sent to State Advisor by December 1.
8. Reads and becomes familiar with the Constitution, Bylaws and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.

RESOURCES:

1. State Advisor
2. Former District Advisors
3. District Director

Secretary for State Advisor

TITLE: Secretary for State Advisor

GENERAL DESCRIPTION: Facilitates communication linkage between officers, Agent Advisors, and State Advisor; follows up on technical details incurred with the state office's role of providing technical assistance.

SPECIFIC DUTIES:

1. Handles detail follow-up as requested by the State Advisor.
2. Facilitates communication linkage between vendors, appropriate officers, and State Advisor.
3. Works with vendors to secure competitive bids and follow-up orders of materials or facilities.
4. Works with hotel and restaurant concerns to arrange meetings and conferences.
5. Coordinates District Committee of Annual Conference needs with vendor.

RESOURCES:

1. State Advisor
2. State Officers

3. Vendors

Extension Assistant to State Advisor

TITLE: Extension Assistant to State Advisor

GENERAL DESCRIPTION: Facilitates communication linkages between officers, Agent Advisors, and State Advisor; follows up on details related to content of program (workshops, speakers, etc.)

SPECIFIC DUTIES:

1. Prepares program for Leader Conference.
2. Handles incoming registration for Leader Conference.
3. Communicates with conference committees and State President-Elect on a regular basis concerning program agenda.
4. Prepares list of new State and District Officers and updates *Officer Handbook* for distribution.
5. Prepares updated list of Committee for 100.

RESOURCES:

1. State Advisor
2. Secretary to State Advisor
3. State President-Elect

President

TITLE: President

GENERAL DESCRIPTION: Provides leadership for the association. Presides at all meetings and appoints appropriate committee chairs.

SPECIFIC DUTIES

1. Summarizes evaluation from conference just completed.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Attends Officer Seminar and provides leadership for planning the calendar.
4. One month before each meeting, checks with all officers and Agent Advisors to formulate an agenda and assures that notices have been sent out and reports prepared.
5. Conducts meetings according to parliamentary procedure. See Appendix I in *Robert's Rules of Order*.
6. Appoints ad hoc committee chairs and serves as ex-officio member of these committees.
7. Coordinates North Carolina 4-H Volunteer Leaders' Association efforts by communicating with State Advisor, State Officers, District Officers, County officers, and other linkages as necessary.
8. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. State Advisor

2. Secretary to State Advisor
3. Officers and Advisors

President-Elect

TITLE: President-Elect

GENERAL DESCRIPTION: Chairs the Program Committee and provides leadership for planning, implementing, and evaluating annual conference.

SPECIFIC DUTIES

1. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
2. Attends Officer Seminar.
3. Meets with advisor immediately after election/installation to set an organizational timetable for conference: begins brainstorming of strategies for involving program committee in process.
4. Meets with program committee to establish location theme and workshop ideas.
5. Presents proposal to Executive Board for suggestions.
6. Mobilizes program committee to secure workshop facilitators.
7. Coordinates with advisor and secretary to State Advisor to match program needs with physical facility.
8. Publicizes through all available media, i.e., *Ladder* and Extension electronic mail.
9. Follows through implementation of program.
10. Designs and administers an evaluation instrument.
11. Secures gift to present to outgoing President.
12. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. Evaluation forms from previous conference
2. State Advisor and Advisor's Secretary
3. County Agent
4. Program Committee
5. Board of Directors

Vice President

TITLE: Vice President

GENERAL DESCRIPTION: Fulfills duties of President in his or her absence, provides leadership for Officer Seminar, helps update *Association Handbook*, and chairs Committee for 100.

SPECIFIC DUTIES:

1. Provides leadership to help plan and attends Officer Seminar.
2. Reads and becomes familiar with the Constitution, Bylaws and Officer Job Descriptions for the NC 4-H Volunteer Leaders' Association.

3. Provides State Advisor with updated information for *NC4-HVLA Officers' Handbook*.
4. Assembles a diverse team to review the processes for the Committee for 100 to make annual improvements.
5. Follows through on plans for improvement of the Committee for 100.
6. Prepares Committee for 100 report for Annual Conference.
7. Helps collect and compile District Officer lists from all districts in December.
8. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. District Agent Advisors
2. District Vice Presidents
3. County Agent
4. State Advisor
5. Advisor's Secretary

Secretary

TITLE: Secretary

GENERAL DESCRIPTION: Records minutes and keeps organized records of Association business.

SPECIFIC DUTIES:

1. Attends Officer Seminar, keeps minutes, and distributes copies.
2. Reads and becomes familiar with the constitution, bylaws and officer job descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Prepares minutes for each Board of Directors meeting and sends to all District and state officers and State Advisor.
4. Places copy of July Board Meeting minutes in Annual Conference Packet.
5. Keeps Secretary's notebook and files up to date.
6. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. 4-H Agent
2. State Advisor
3. President
4. Secretary's Notebook

Treasurer

TITLE: Treasurer

GENERAL DESCRIPTION: Shall receive and disburse all monies, keep a true and accurate record of all financial details, and provide membership with a written Treasurer's Report at each meeting of the Association.

SPECIFIC DUTIES:

1. Secures all financial records from previous treasurer.

2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Attends Officer Seminar.
4. Handles all financial disbursements in a timely fashion.
5. Prepares financial statement for each meeting.
6. A proposed budget will be drafted by the current Treasurer and the Finance Committee and transmitted to the new Treasurer at installation of officers for the new year. The proposed budget will be presented at the first Board Meeting and adopted for the new year.
7. Prepares financial records for auditing by end of year.
8. Prepares financial summary report for registration packet for Annual Leaders Conference.
9. Obtains transfer cards to transfer funds from bank and acquire proper signature.
10. Serves as liaison for the district executive committee to the State.
11. In the year following holding the office of Treasurer, shall retain co-signature authority on the Association bank accounts.

RESOURCES:

1. 4-H Agent
2. State Advisor
3. Former Treasurer and financial records
4. Auditor

Reporter

TITLE: Reporter

GENERAL DESCRIPTION: Provides leadership for *Ladder* Committee to plan each issue of the *Ladder*; coordinates with District Reporters and others to gather news and articles.

SPECIFIC DUTIES:

1. Attends Officer Seminar.
2. Reads and becomes familiar with the constitution, bylaws and officer job descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Provides leadership for Editorial Board (Editorial Staff, Circulation Editor, State Advisor and At-large Member) to plan each issue for the year.
4. Collects and edits articles and coordinates with Managing Editor before each publication deadline.
5. Coordinates with members of Editorial Staff for content and circulation before each issue.
6. Organizes and assembles files reflective of the year's activities and prepares an exhibit for display at annual meeting.
7. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. Editorial Staff
2. State Advisor

3. Circulation Editor
4. Membership

Parliamentarian

TITLE: Parliamentarian

GENERAL DESCRIPTION: Guides the business meeting process of the Association, adhering to the Association Constitution, Bylaws, rules and regulations, and *Robert's Rules of Order* (latest edition).

SPECIFIC DUTIES:

1. Attends Officer Seminar.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Chairs the Constitutional Review and Leader Recognition Committees.
4. Maintains current Constitution revisions in the districts and state.
5. Monitors the business meetings to assure that business is transacted in an orderly manner, according to the Constitution and *Robert's Rules of Order*.
6. Serves as liaison for the district executive committee to the State.

RESOURCES

1. *Robert's Rules of Order* (latest edition)
2. *Leadership Training Guide for Rockingham County 4-H Clubs*
3. State Advisor
4. Agent Advisor
5. Constitution Review Committee

Past President

TITLE: Past President

GENERAL DESCRIPTION: Chairs the Election Committee and serves as an advisor for the Board of Directors.

SPECIFIC DESCRIPTION:

1. Attends Officer Seminar.
2. Reads and becomes familiar with the constitution, bylaws and officer job descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Chairs Election Committee consisting of one representative from each district and the President-Elect serving as an ex-officio member.
4. Obtains nomination and short biography of nominees from each district by December 1.
5. Prepares and presents slate to advisor one month before the conference.
6. Places copy of ballot in packets for conference.
7. Presents recommended slate of officers at the annual conference.
8. Facilitates the election process for the conference. (You will need about 90 candles.)
9. Serves as an advisor for the Board of Directors.
10. Rotates onto the 4-H Curriculum Committee or a three-year appointment

RESOURCES:

1. State Advisor
2. Other Past Presidents

Board of Directors

TITLE: Board of Directors

GENERAL DESCRIPTION: Members of the Board of Directors shall attend meetings and be responsible for presenting and acting on matters referred by the Association for information and action by the members.

SPECIFIC OBJECTIVES:

1. Attends meetings.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Presents and acts on pertinent matters.
4. Reports to the members information/actions taken.
5. Elects interim officers to positions that become vacant before annual conference.

RESOURCES:

1. State Advisor
2. Past President

Use formatted WP version

NC 4-H Volunteer Leaders' Association
1999-2000 State Officer Nomination Form

Nominee Name _____ Office _____
County _____ District _____
Address _____

Telephone: Home (____) _____ Work (____) _____

Years of 4-H Volunteer Leader Experience _____ 4-H Alumni _____ Yes _____ No

Types of 4-H Volunteer Leader Experience _____

4-H Volunteer Leader Offices/Experiences

National/Regional _____

State _____

District _____

County _____

Other Special Recognitions, Current Involvement, Etc. _____

Current 4-H Involvement (Including Club Name and Number of Members) _____

How did you become involved in 4-H? _____

What has been your most memorable 4-H experience/event? _____

Other personal information you'd like to share (married, children, employment, etc.) _____

Agent's Signature _____ Date _____

Return this form by November 30, 1998 to:

Micki Earp	or	Harriett Edwards
267 Devonshire Road		NCSU Box 7606
Taylorsville, NC 28681		Raleigh, NC 27695-7606

COMMITTEE DESCRIPTIONS AND OBJECTIVES

Program Committee

GENERAL DESCRIPTION: Plans, implements, and evaluates an educational program for the annual meeting.

SPECIFIC OBJECTIVES:

1. Establishes theme, program cover design, schedule, and workshop possibilities.
2. Presents package of ideas to the Board of Directors for suggestions.
3. Secures workshop facilitators.
4. Monitors conference program while it occurs.
5. Plans and conducts an evaluation of the content and procedures of the conference.
6. Prepares a written report of suggestions and recommendations for consideration by the next committee for March Officer Seminar.

REPORTING DATES: July Board Meeting, February Conference, and March Officer Seminar

RESOURCES:

1. State Advisor
2. President
3. Secretary to the State Advisor

Leader Recognition Committee

GENERAL DESCRIPTION: Maintains current set of recognitions, reviews nominations, and selects recipients for each category/award.

SPECIFIC OBJECTIVES:

1. Reviews and edits previous year's recognition process and records recommendations for next year's Recognition Committee.
2. Monitors placement of corrected recognition information in the *Association Handbook*.
3. Organizes a judging process including recruitment of volunteers to judge nominations.
4. Presents award winners during the Recognition Luncheon.

REPORTING DATES: Awards List to State 4-H Office by November 1, and

Committee Report at February Conference

RESOURCES:

1. State Advisor
2. President

Finance Committee

GENERAL DESCRIPTION: Reviews and makes suggestions for Association expenditures.

SPECIFIC OBJECTIVES:

1. Monitors receipts and expenditures throughout the year.
2. Ensures that an organizational review of the Association financial records is completed annually.

REPORTING DATE: February Conference

RESOURCES:

1. Former Treasurer
2. Final statement of previous year
3. Previous year's financial records
4. Auditor

Elections Committee

GENERAL DESCRIPTION: Coordinates nomination and election of officers for State 4-H Volunteer Leaders' Association.

SPECIFIC OBJECTIVES:

1. Ensures that districts are notified of state election rotation and the following criteria.
 - a. Nominees are encouraged to have unfaltering commitment to serve the Association and to have previously served as a county or district officer.
 - b. If elected, an officer who has a change in circumstances that prevents attendance at training, business, or other meetings should notify the District Advisor (verbal/written), as well as the State President.
 - c. If circumstances require withdrawal from office, written notification to State 4-H Office and State President is required to allow appointment to fill the office.
2. Collects and prints biographical information on all candidates.
3. Prepares a slate of officer nominees for distribution in registration packets at annual conference.
4. Handles balloting and counting of ballots for all officers.
5. Reports to membership election results.

REPORTING DATE: February Conference

RESOURCES:

1. Past Presidents
2. State Advisor
3. District Agent Advisors

CONFERENCE PLANNING INFORMATION

Calendar for Conference Planning

March

Officer Seminar — President leads discussion of evaluation of conference just completed.

President-Elect meets with leader groups to get workshops/program ideas.

April

President Elect attends Washington Conference.

President Elect meets with State Advisor to congeal ideas.

July

Board meeting — Presentation to Board of Directors recommending theme, workshops, special events, registration cost, committee assignments, etc.

August

Finalize marketing packet information and provide copy for publication in *Leader Ladder*.

September

Agents marketing packet distribution begins.

Follow through with written communication to workshop facilitators, finalizing details.

Contact district committees regarding responsibilities.

Recognition committee selects award recipients.

November

Design and plan administration of evaluation.

Confirm program resources.

Recognition recipients announced to agents.

December

Conference call with Executive Committee and/or Committee Chairs.

New District and State Officers lists to State Advisor.

Final program to State Advisor by December 1.

February

Meet with Executive Committee the night before conference to finalize plans and anticipate opportunities.

During conference — troubleshoot.

Conference Committees

Begin by asking the district assigned to your committee from the previous year for helpful pointers. This will provide basic information as you organize and make preparations to complete your committee tasks. These descriptions provide a list of specific tasks as well as hints from “experienced” committee members.

Table Decorations

1. Centerpiece for Head Table (usually one large arrangement — check with State Advisor’s Secretary for specifics).
2. Decorations for each table at awards banquet (mirrors are usually available from convention facility at no additional fee).
3. Corsages for state officers for awards banquet (optional).
4. Place cards for Head Table — check with State Advisor’s Secretary for details concerning who will be at the Head Table and other information.
5. Committee members are responsible for placing and removing decorations as described above. Decorations may be saved for use at State 4-H Congress or may be sold in the auction or may be taken back to the counties.
6. Work with state staff to ensure reservation of appropriate number of tables for award recipients and their guests.
7. Table decorations should, if possible, reflect the conference theme in regard to colors and designs. Work with state advisor’s secretary for specifics.

Operations/Program

1. Post signs to indicate locations of workshops during conference.
2. Coordinate with state staff to develop posters/directional guides for hard-to-find or special rooms.
3. Put equipment in rooms and remove appropriately. Guide sheets are printed and posted by the state staff.
4. Check rooms for equipment as specified on equipment list. Make sure equipment functions properly once delivered to rooms.
5. Assist with loading and unloading equipment as needed.
6. Provide a host/hostess for each workshop who will be available to provide assistance for instructors as requested.
7. Administer workshop and conference evaluation with assistance from state advisor.
8. Secure and present gifts for workshop facilitators. Coordinate with state staff regarding numbers of presenters and appropriate times for presentation. Check program to confirm number of gifts for each workshop.
9. Assist with placement and posting of banners and other large signs as requested through the state staff.
10. Schedule two volunteers to staff an operations desk provided by State Staff for ease in locating assistance to handle equipment situations and any other minor emergencies which come up during workshop sessions. At this station, maintain schedule of state staff members attending with means of contacting,

copy of equipment lists, and other pertinent information.

Registration

1. Gather and assemble favors, inserts, etc., for conference tote bags to be given out during registration. State staff will provide printed materials (ballots, budgets, minutes, etc.).
2. Check with State Advisor's Secretary concerning size of tote bags ordered for the upcoming conference.
3. Plan to arrive early on Friday afternoon of the conference to assemble registration bags and organize registration area. (Usually begin about 3 p.m.; you will need about 10 volunteers from the district to complete task.)
4. Provide hosts/hostesses for registration desk Friday evening and Saturday morning. State staff will be responsible for providing name tags, registration lists, receipts, etc.
5. It is essential that the district committee set up a specific schedule for hosting the registration area, preferably keeping a minimum of 6 volunteers on Friday evening, 8 on Saturday morning until 10:00, then 2 on site through 5:00 on Saturday afternoon to assist conference attendees with questions, information, messages, etc. Schedule should include individual names and their specific job assignments.
6. Registration table should be open Saturday evening to provide a welcome and distribute name tags for those arriving for the awards banquet.

Raffle

1. Secure items for raffle.
2. Look for raffle items which are unusual. For example, consider approaching a travel agency for a promotional tour or locating an item of regional significance.
3. Print tickets and distribute to district officers for distribution to counties. Having tickets ready for the Master Volunteer Conference in September gives you a head start on sales and recruiting salespeople!
4. Announce ticket availability in fall issue of *Leader Ladder*.
5. Set up sales exhibit at Conference.
6. Collect funds and present to Treasurer on final day of Conference.
7. Draw winning ticket during closing assembly at Conference.

Country Store/Auction

1. Contact district agent advisor in early December to get assistance in reminding leaders attending conference to bring appropriate items for the sale and to get reminders sent out immediately prior to the conference.
2. Secure an auctioneer.
3. Designate volunteers to handle auction and to assist with collections. Country store must be manned during breaks throughout the day on Saturday. You are encouraged to "close" the store during workshops as much as possible to encourage attendees to be involved in the learning experiences.
4. Work with state staff to secure an area for storage on Friday evening/overnight for auction/country store items. Committee members are

responsible for “checking in” and inventorying items.

5. The country store may be opened as early as 7:30 a.m. on Saturday to make it available for those who stayed overnight or for those who arrive early for registration.
6. Persons donating items for sale must be prepared to suggest reasonable prices for items to help committee in appropriately pricing merchandise. Committee members will then adjust prices as necessary to conduct the sale of items.
7. Organize auction items for display — generally close to though not “mixed with” country store items.
8. Move items into auction area at appropriate time.
9. Canned items for sale must be labeled, i.e., Apple Butter, Chow-Chow.
10. District must provide price tags or labels, marking pens, calculator, roster for auction, money box, change, and boxes for storage or movement of merchandise from one area to another. State staff has a set of bid paddles in storage donated by the Southwest District.

Hospitality

1. Coordinate with state staff hours of operation for the hospitality room.
2. Bring all items needed for serving and storing refreshments (trays, platters, utensils, cups, napkins, plates, coolers with ice for storing food items, etc.).
3. Plan to arrive early enough on Friday to prepare for early arrivals to visit the hospitality area on Friday evening (hours to be determined with state staff input).
4. Convention center provides tables with cloths and chairs and also removes trash. Committee members are responsible for all other tasks.
5. Work out a written schedule for covering the Hospitality Room during announced “open” times on Friday evening and Saturday. A minimum of 5 volunteers will be needed to replenish supplies, straighten tables, etc., during all announced hours of operation.
6. Note that attendance is typically 350 to 400 volunteers and that each volunteer will visit the Hospitality Room several times. Plan your refreshments accordingly.
7. Committee members will need to provide the coffee pot(s), extension cord(s) and pitchers (if needed). Convention center will charge additional fees for these items.

Exhibits

1. Recruit volunteers, agents, specialists, and others to set up exhibits Saturday morning during the conference, understanding that they must be taken down Saturday afternoon by 6 p.m.
2. Work with state staff to make arrangements for tables at convention center.
3. Assist with setting up and taking down exhibits as needed.
4. Host exhibit areas as needed.

ROTATION OF CONFERENCE RESPONSIBILITIES

	North Central	North Eastern	North Western	South Central	South Eastern	South Western	Western
Table Decorations	2000	2001	2002	2003	2004	2005	2006
Registration	2006	2000	2001	2002	2003	2004	2005
Raffle	2005	2006	2000	2001	2002	2003	2004
Country Store/Auction	2004	2005	2006	2000	2001	2002	2003
Operations/Program	2003	2004	2005	2006	2000	2001	2002
Hospitality	2002	2003	2004	2005	2006	2000	2001
Exhibits	2001	2002	2003	2004	2005	2006	2000

LEADER LADDER INFORMATION

Calendar

February 15	Deadline for Spring Copy
April 1	Distribution
May 1st	Deadline for Summer Copy
June 15	Distribution
September 1	Deadline for Fall Copy
October 15	Distribution

Committee Descriptions

News Committee

TITLE: *Ladder* Committee

GROUP GOAL: To identify, solicit, and collect news and feature articles for The Ladder.

OBJECTIVES:

1. Identify needs for specialty columns.
2. Identify feature articles and specific news items that are current and of interest to volunteers, donors, and other supporters.
3. Identify and secure writers for specific articles.
4. Notify writers of copy deadlines.
5. Collect news and feature copy and forward to State Office by due date.

COORDINATE WITH:

1. State Reporter
2. State 4-H Office
3. Selected Volunteers
4. Editorial Staff

Job Descriptions

Managing Editor

GENERAL DESCRIPTION: To organize production of the North Carolina 4-H Volunteer Leaders' Association newsletter, *The Ladder*, including compilation, layout, and publication.

SPECIFIC DUTIES:

1. Coordinate with *Ladder* committee to establish copy deadlines, record keeping procedures, and production tasks.
2. Work with state 4-H office in handling production details.
3. Develop layout design, paste-up copy, proofread, and edit copy.

COORDINATE WITH:

1. State 4-H Office
2. Circulation Manager
3. *Ladder* Committee

5. Exhibits should be leader oriented and should make available any appropriate handouts or fact sheets.

Circulation Manager

GENERAL DESCRIPTION: To maintain current mailing lists of North Carolina 4-H volunteer leaders for communications.

SPECIFIC DUTIES:

1. Maintain and update a database of leader names and addresses as provided by county and state staffs.
2. Maintain a continuous listing of other parties interested in receiving the *Ladder*.
3. Provide mailing labels, either printed or on disk, as requested by state staff.

COORDINATE WITH:

1. State 4-H Office
2. Editorial Staff
3. County 4-H Staffs

COMMON PARLIAMENTARY TERMS

ACCLAMATION - A method of voting by “aye” or “no.”

ADJOURN - To close the meeting or session. It is a privileged motion.

AMEND - To change a motion by means of another motion. This proposed change is called an amendment. To amend is a subsidiary motion.

AMENDMENT - A change made in a previous motion. Such an amendment is debatable and may be reconsidered.

APPEAL FROM DECISION OF THE CHAIR - A member disagreeing with a decision of the chairman may thus put the matter to a vote of the assembly. This is in order, even though another member has the floor. The member rises saying, “I appeal from the decision of the chair.” If the appeal is seconded, the chairman must say, “Shall the decision of the chair be sustained?” It cannot be amended but may be reconsidered. A tie vote sustains the chair. (Appeals are incidental motions.)

ASSEMBLY - The group of eligible voters gathered to transact the business of the organization.

BALLOT - A method of voting in writing.

CHAIRMAN - The person who presides at the meeting, often called the president. **CHAIR** - Sometimes called “chairman” OR “PRESIDENT.” The person who presides at the meeting and who acts in the capacity of umpire. Remarks by members are always addressed to the “the chair,” and all names used are impersonal, such as “the member on my left, the previous speaker” and “the president.”

CONVENE - To meet, or call to order.

DEBATABLE - A motion that is subject to controversy or contention; open to question or dispute.

DISCUSSION - Debating or talking about a motion or question. It must always follow the accepted rules of order.

MAJORITY - Over half the votes cast.

MEETING - The time an assembly remains together without adjournment. A call to order after an adjournment constitutes another meeting.

MINUTES - The written records of the proceedings of the meetings, as kept by the secretary.

MOTION - The accepted name applied to the procedure of getting a matter before a group or assembly.

NEW BUSINESS- Matters which have not been formally discussed before but are brought up for the first time.

NOMINATION - Suggesting the name of a person for an office, to be used at the time of election. It is not a motion, and requires no second.

OBTAIN THE FLOOR -Securing the right to speak, either to make or discuss a motion.

POINT OF ORDER - This is an incidental motion to correct disorder in the proceedings or in the deportment of members. Any member may obtain the

floor and say, "I rise to a point of order." The member then states the point, and the chairman decides whether it is well taken. It does not require a second and cannot be debated except that the chairman may ask for the opinions of others before giving his decision. Neither can it be amended, but it may be considered.

POSTPONE - A subsidiary motion. It may "postpone to a certain day" or "postpone indefinitely." Its object may be to postpone consideration of the question to a certain day, or to defeat the measure by postponing it indefinitely. The only amendment possible is that of changing or adding the time. It may be reconsidered.

PREVIOUS QUESTION - To "move the previous question" is a subsidiary motion. Its object is to bring the question that is under consideration before the assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.

QUESTION - The motion before the assembly is called "the question." When members wish to close the discussion and put the matter to a vote they may say, "Call for the question."

QUORUM - A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.

RECESS - This is a privileged motion used to secure for the members a resting period or intermission without adjourning the meeting. If the time is not named, it may be debated or amended.

REFER TO A COMMITTEE - This is often called to "commit" or "refer," or "recommit," and is a subsidiary motion. The usual form of the motion is to "refer the matter to a committee" and it is well to name in the motion the committee, if a standing one, or the method to be used in selecting the committee. Such a motion is debatable, and may be amended by altering the committee, or by giving it more specific instructions.

REPORTS - The records or finding of officers or committees (preferably in written form) that are submitted for consideration and approval at a meeting of the main body.

RESCIND - A motion to rescind is designed to nullify a former action of a group or assembly when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to "strike from the records" the rescinded action. If carried, the secretary writes across the material in the records "stricken from the records by order of the assembly, (date)."

RESOLUTION - A rather formal type of principal motion.

SECOND - An indication that at least a second person approves of the motion.

SIMPLE MOTION - A rather simple type of principal motion.

SPECIAL COMMITTEE - A committee chosen for some particular purpose. When its object is attained, the special committee is usually discontinued automatically. However, a special committee, when it has not completed its work, may ask permission of the main body to "sit again."

STANDING COMMITTEE - A committee appointed for a long period of time, often a year. Such committees are frequently named in the constitution.

STANDING VOTE - A method of voting by rising.

SUSPEND THE RULES - An incidental motion used in urgent cases to save time. Usually resorted to only by unanimous consent. Cannot be amended or reconsidered.

UNFINISHED BUSINESS - Motions that have not yet been decided and have been left over from preceding meetings.

VOTING - Method of determining the wish of the group or assembly.

WITHDRAW A MOTION - An incidental motion permitting a previous motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it, with the consent of the person who seconded it and the chairman of the meeting, if done before decision or amendment.

Forms for the Presiding Officer to Use

The following are the forms the presiding officer will have occasion to use:

Calling to order: "The Chapter will now come to order."

Calling for business: "Is there any unfinished business?" "What is your further pleasure?" "Is there a motion?" "Do I hear a motion?"

Calling for a second: "Is the motion seconded?" "Do I hear a second?" "Is there a second?"

Calling for debate: "Are there any remarks on the motion?" "The floor is open for debate." "Are you ready for the question?"

Recognition: "Mr. Smith has the floor." "Mr. Smith is recognized for ... minutes."

Taking a vote: "The question before the house is whether..." "The effect of this motion, if it is carried, is..." "Those who favor the motion will say "Aye." Those who are opposed will say "No." "The ayes have it." "The motion is lost." "The effect of this motion is ..."

Committee reports: "Shall the report be adopted?" "What is your pleasure in regard to this report?" "Reports of standing committees are now in order."

INSTALLATION OF STATE AND DISTRICT OFFICERS

ANNOUNCE

Will all district officers please come forward and form a line behind the state officer of the same office. District representatives to the State Board, please form a line next to the Past Presidents.

NOTE: You will need 90 candles. Election committee members pass out candles and help line up district officers.

INSTALLATION

OPENING: You have been elected by your peers to serve as officers and directors in the North Carolina 4-H Volunteer Leaders' Association. This is an honor because it indicates that your peers have confidence in your ability to lead the Association. You are now about to accept the responsibilities related to this position of leadership. By individually performing your role and by collectively working as a well disciplined team, you will lead the Association in effectively carrying out its purpose of promoting the 4-H mission in North Carolina, providing opportunities for teaming, supporting, and sharing.

LIGHT A CANDLE, THEN SAY..

This flame represents the trust that others have in you. By accepting the flame as it is passed on to you, you will be pledging to do your best to carry out your responsibilities as an officer in the North Carolina 4-H Volunteer Leaders' Association.

PRESIDENT (say name)

As President you are responsible for all the administrative functions of the association as well as presiding at meetings. Do you accept the responsibilities of the office of President?

RESPONSE: I do. (*Lights candle and passes it on to other Presidents.*)

PRESIDENT-ELECT (say name)

As President-Elect you have the awesome responsibility of chairing the Program Committee. You shall also learn the duties of President. Do you accept the responsibilities of the office of President-Elect?

RESPONSE: I do.

VICE PRESIDENT (say name)

As Vice President you shall serve in the absence of the President, shall assume any duties assigned by the President and serve as Membership Chairman. Do you accept the responsibilities of the office of Vice President?

RESPONSE: I do.

SECRETARY (say name)

As Secretary you are charged with keeping accurate records of the proceedings of this Association and taking care of the correspondence. Do you accept the responsibilities of the office of Secretary?

RESPONSE: I do.

TREASURER (say name)

As Treasurer you are to maintain the accurate financial records of the Association, to collect any funds raised, to pay bills incurred and to serve as Chairman of the Finance Committee. Do you accept the responsibilities of the office of Treasurer?

RESPONSE: I do.

PARLIAMENTARIAN (say name)

As Parliamentarian you shall guide the business meeting process adhering to the North Carolina Volunteer 4-H Leaders' Association Constitution and Bylaws and *Robert's Rules of Order*. Do you accept the responsibilities of the office of Parliamentarian?

RESPONSE: I do.

REPORTER (say name)

As Reporter you are to prepare news releases, to direct and maintain the out reach of this Association through publicity and its newsletter, the *Ladder*; Do you accept the responsibilities of the office of Reporter?

RESPONSE: I do.

HISTORIAN (say name)

As Historian you are charged with maintaining the historical records of the Association. Do you accept the responsibilities of the office of Historian?

RESPONSE: I do.

PAST PRESIDENT (say name)

As Past President you are to continue to support and advise the officers, to serve as chairman of the Elections Committee and to be a member of the Board of Directors. Do you accept the responsibilities of the office of Past President?

RESPONSE: I do.

(Past President reaches over to light the candle of District Representative to Board.)

DISTRICT REPRESENTATIVES TO THE STATE BOARD

It is your responsibility to represent your district and to keep them informed of the actions of the State Board. Do you accept the responsibilities of the office of District Representative to the State Board?

RESPONSE: I do.

As all of you stand together, holding the flame of trust that has been placed in you to represent and to lead the North Carolina 4-H Volunteer Leaders' Association, do you pledge, in this position to strive to "Make the best better?" If so, respond in unison, "I do."

RESPONSE IN UNISON: I do.

Volunteer 4-H leaders in North Carolina can be proud of this group of dedicated individuals who they have elected to serve as officers and board members.

Now I present your new President, who may have some comments.

SOUTHERN REGION LEADER FORUM

The mission of the Southern Region Leader Forum is to increase the capacity of volunteer and salaried staff to contribute to the achievement of the mission of the 4-H youth development and the Cooperative Extension system as a whole.

The primary purpose of the Forum is to educate and prepare participants to share what they learned back home. Participants benefit from the experiential learning activities which require them to discuss, use and apply what they learn. The ultimate application is for individuals and teams to teach others what they learn.

Sponsored by J.C. Penney Company, on behalf of JCPENNEY stores in each state, the Forum is conducted by the Cooperative Extension Services of the State Land-Grant Universities in the southern states, the National 4-H Council and the Cooperative State Research, Education, and Extension Service of the U.S. Department of Agriculture.

Rock Eagle 4-H Center in Georgia is the site for this annual volunteer gathering. Participants include adult volunteers from 13 southern states, Puerto Rico and the Virgin Islands. Registration is coordinated by each state 4-H office and the Forum is generally scheduled for late September or early October.

Southern Region Leader Forum Job Descriptions

Southern Region Leader Forum (SRLF) Associate State Coordinator

PURPOSE: To assist the State Coordinator before and during the Southern Region Leader Forum. To take on the responsibilities of state coordinator in the second year and move into the job of advisor in the third year.

QUALIFICATIONS: Volunteers in this position should possess these minimum qualifications:

1. Have attended SRLF at least twice.
2. Have excellent leadership and communication skills.
3. Have access to typewriter and/or computer.
4. Have support from county 4-H agent and access to local 4-H office.
5. Commit to three years attendance at the Southern Region Leader Forum.

SPECIFIC OBJECTIVES:

1. Work with the state coordinator to learn the responsibilities assigned to that position.
2. Attend the North Carolina 4-H Volunteer Leaders' Conference in February.
3. Meet with the SRLF State Committee during the State Leaders' Conference in February and at other times as planned.
4. Recruit one representative from each district to be the contact person for travel and carpooling.
5. Arrange for state banners to be placed outside the state cabin area.
6. Survey SRLF participants and evaluate data to determine needed improvements/changes for the next SRLF.

COORDINATE WITH:

SRLF State Coordinator
State 4-H Office
SRLF Committee Members
District Travel Representatives

TIME: 3 Years

Southern Region Leader Forum (SRLF) State Coordinator

PURPOSE: To provide leadership for the North Carolina delegation of volunteers attending the SRLF.

QUALIFICATIONS: Volunteers in this position should possess these minimum qualifications.

1. Have attended SRLF at least three times.
2. Have extensive leadership and communication skills.
3. Have access to typewriter and/or computer.
4. Have support from county 4-H agent and access to local 4-H office.

SPECIFIC OBJECTIVES:

1. Serve as the main contact with the Rock Eagle 4-H Center.
2. Provide information at the Volunteer Leaders' Conference about the SRLF experience.
3. Distribute tentative program from the SRLF Committee to other volunteers.
4. Modify promotional flyer from SRLF planning committee for North Carolina for publication in the Leader Ladder.
5. Print registration information in the Leader Ladder, having applications and fees forwarded to the State 4-H Office for compilation.
6. Arrange for door prizes as requested by SRLF Committee.
7. Provide health forms for each delegate (two copies from each delegate).
8. Pre-register delegates to camp (August).
9. Send pre-registration information to host state.
10. Make cabin assignments for camp and post on cabin doors.
11. Schedule workshop hosts/esses for each presentation by a North Carolina

delegate.

12. Register delegation during registration period at conference site.
13. Arrange for uniform name badges.
14. Assign two people to assist with the opening flag ceremony.
15. Provide a typed list of registered attendees to the camp upon arrival.
16. Assign someone to accept the pins/certificates at the Saturday assembly.
17. Attend the state coordinators' meetings at the SRLF.
18. Preside over the state meetings during the SRLF.

COORDINATE WITH:

Associate State Coordinator

State 4-H Office

SRLF Committee Members

TIME: 2 Years

Southern Region Leaders' Forum
North Carolina State Volunteer Coordinator/Associate
Application

Complete this application and submit it to the State 4-H Office on or before November 1. Selection will be made by the Southern Region Leaders' Forum Committee.

Applicant
Name _____

Address

City/State/Zip

Telephone _____
FAX _____

Electronic Mail Address (if applicable)

Years Served as Volunteer Leader (list dates)

Years Attended Southern Region Leaders' Forum (list dates)

List your leadership experience in the following categories:

Working with Groups

Presentations (Oral and Written)

Other Leadership Experiences

In your own handwriting, explain why you would like to serve in this position.

List any other activities or experiences that would enhance your qualifications to serve in this position.

List the names, addresses and phone numbers of two personal references

Name	Address	Phone
------	---------	-------

In signing this application, you are agreeing to the responsibilities as outlined in the job descriptions for State Coordinator and Associate State Coordinator. It is also understood that this is a three year commitment for the Associate State Coordinator, two years of which will be sponsored and the third for which you must obtain funding or pay. (The third year the Past State Coordinator attends as an advisor to the State Coordinator.) This is a two year commitment for the State Coordinator, who will attend one year on scholarship and will be expected to pay their fee for the next year when they serve as advisor.

Applicant Signature _____ Date _____

4-H Agent Signature _____ Date _____

**OFFICERS' DIRECTORY
1999 NORTH CAROLINA
4-H VOLUNTEER LEADERS' ASSOCIATION**

State Officers

President

Katie Lawrence
Route 1, Box 255A
Gates, NC 27937

Gates County
919/357-1777
kblightenup@yahoo.com

President-Elect

Ora Truzy
805 South Center Street
Mt. Olive, NC 28365

Wayne County
919/658-6694

Vice President

Kenneth Bethea
2306 Martin Luther King Dr.
Lumberton, NC 28358

Robeson County
910/739-8260

Secretary

Judy Furr
6055 Roberta Road
Harrisburg, NC 28075

Cabarrus County
704/455-5251 (h)
704/782-3121 (w)
busyjudy@prodigy.com

Treasurer

Eleanore Getz
6309 East Hampton Court
Fayetteville, NC 28314

Cumberland County
910/864-1140
I4Getz@aol.com

Parliamentarian

Charles Nettles
3800 Needmore Road
Woodleaf, NC 27054

Rowan County
704/278-0030
cnettles@tarheel.net

Reporter

Karen Zika
3732 Hickory Highway
Statesville, NC 28677

Person County
704/871-9858

Past President

Diane Sturges
2496 Thirteen Bridges Road
Enfield, NC 27823

Halifax County
919/445-5111 (w)
919/445-3714 (h)
diane.sturges@halifax.ncemcs.com

**District Officers
South Central District**

President

Kathy Sanchez
2718 Fordham Drive
Fayetteville, NC 28304

Cumberland County

President-Elect

Precious Worth Byrd
321 McRae Street
Laurinburg, NC 28352

Scotland County

Vice President

Julia Austin
76 Tom Womble Road
Pittsboro, NC 27312

Chatham County

Secretary

Audrey Rozier
173 Shawn Road
Lumberton, NC 28358

Robeson County

Treasurer

Pearl Blount
PO Box 28
Wadesboro, NC 28170

Anson County

Parliamentarian

Beverly Marlowe
8448 Lebanon Church Road
Clarendon, NC 28432

Columbus County

Reporter

Norma Webb
600 Cemetery Road
Candor, NC 27229

Montgomery County
910/974-4916

Agent Advisor

Robbie Furr
26032-E Newt Road
Albemarle, NC 28801

Stanly County
704/983-3987
rfurr@stanly.ces.ncsu.edu

Agent Advisor

Mary Bowles
Rockingham County Extension

Rickmond County
910/342-8230

District Officers
Western District

President

Cris Ammons
297 Blink Bonny Drive
Waynesville, NC 28786

Haywood County

Vice President

Linda Semon
Route 9, Box 882
Burnsville, NC 28714

Yancey County

Secretary

Tommy Woodard
2821 Watia Road
Bryson City, NC 28713

Swain County

Treasurer

Frankie McMillan
Route 5, Box 150
Murphy, NC 28906

Cherokee County

Reporter/Historian

Jinger Yancey
Route 1, Box 192
Burnsville, NC 28714

Yancey County

Agent Advisor

Teresa Garland
PO Box 486
Robbinsville, NC 28771

Graham County
704/479-7979
teresa_garland@ncsu.edu

Agent Advisor

Nira Cope
PO Drawer 1
Bryson City, NC 28713

Swain County
704/488-3848
nira_cope@ncsu.edu

District Officers
Northwest District

President

Ernestine Alston
531 Mystic Drive
Greensboro, NC 27406

Guilford County
336/275-0338

President-Elect

Pam Drews
1530 Paw Paw Road
Stoneville, NC 27048

Rockingham County
336/573-3669
gdrews@vnet.net

Vice President

Leola Meador
7900 NC 700 Hwy
Ruffin, NC 27326-9365

Rockingham County
336/939-2537 (h)
336/627-7731 (w)
FAX 336/623-5462

Secretary

Sarah Nettles
3800 Needmore Road
Woodleaf, NC 27054

Rowan County
704/278-0030
cnettles@tarheel.net

Treasurer

Brenda Skipwith
120 Green St., SW
Winston-Salem, NC 27101

Forsyth County
336/727-0547
bskipwith@sprynet.com

Parliamentarian

Claudia Whitaker
PO Box 397
Oak Ridge, NC 27310

Forsyth County
910/643-6559

Reporter

Mary Hulin
1821 Flint Street
Asheboro, NC 27203

Randolph County
336/672-1344

Agent Advisor

Barbara Dunn Swanson
2222 S. Fayetteville Street
Box 818
Asheville, NC 27203

Randolph County
336/318-6000
barbara_swanson@ncsu.edu

Agent Advisor

Jackie Helton
PO Box 7
Sparta, NC 28675

Alleghany County
336/372-55970
jackie_helton@ncsu.edu

District Officers
Southwest District

President

Leevada Young
5568 Whitener Road
Hickory, NC 28062

Catawba County
704/462-1028
4hmom@conninc.com

President-Elect

JoAnn Lowder
10320 Flowe Store Road
Midland, NC 28107

Cabarrus County
704/455-9340 (h)
704/331-7258 (w)
joann_lowder@clariant.com

Vice President

LA Gillikin
PO Box 126
Ellenboro, NC 28040

Rutherford County
828/453-7713
sweetthing@raf.net

Secretary

Micki Earp
267 Devonshire Road
Taylorsville, NC 28681

Alexander County
828/632-6769
Mickster@bluenet.net

Treasurer

Wanda Hallman
435 Olde Kings Trail
Vale, NC 28168

Lincoln County
704/276-2449
hallman@vnet.net

Parliamentarian

Judy Furr
6055 Roberta Road
Harrisburg, NC 28075

Cabarrus County
704/455-5251 (h)
704/782-3121 (w)

Reporter

Karen Keys
2004 Hickory Hill Drive
Denver, NC 28037

Lincoln County
704/483-2135

Elections Committee Chair

Deidra Hicks
4192 Forest Point Dr.
Hickory, NC 28062

Burke County
828/439-4460 (w)
828/274-6876 (h)
dhicks@burke.ces.ncsu.edu

Agent Advisor

Donna Mull
Agricultural Resources Ctr.
PO Box 389
Newton, NC 28658

Catawba County
704/465-8240
donna_mull@ncsu.edu

Agent Advisor
Crystal Peek
PO Box 306
Spindale, NC

Rutherford County
828/287-6190

District Officers
North Central District

President

Pam King
1 Arcadia Drive
Henrico, NC 27842

Halifax County
252/535-3557

President-Elect

Vickie Healey
6 Sweet Briar Lane
Chapel Hill, NC 27514

Orange County
919/408-0888

Vice President

Edris Daughtry
PO Box 248
Garysburg, NC 27831

Halifax County
252/536-4506

Secretary

Margot Hafner
3645 Sandy Creek Road
Franklinton, NC 27525

Granville County
919/528-1625
derald@gte.net

Treasurer

Margaret Spruill
6711 NC Hwy. 86 N.
Hillsborough, NC 27278

Orange County
919/732-3296

Parliamentarian

Sam Powell, Jr.
PO Box 56
Macon, NC 27551

Warren County
252/586-5164

Reporter

Mary Ann Robbins
1518 Sunrise Avenue
Raleigh, NC 27608

Wake County
919/828-3091

Past President

Jane Cornelius
3908 Littlefield Court
Raleigh, NC 27606

Wake County
919/851-4644

Agent Advisor

Crystal Smith
PO Box 708
Warrenton, NC 27589-0708

Warren County
919/247-3640
crystal_smith@ncsu.edu

Agent Advisor

Bryan Terry
721 Foster Street
Durham, NC 27701

Durham County
919/560-0525
bryan_terry@ncsu.edu

**District Officers
NorthEast District**

President

Quinterlene Bowen
687 McNair Road
Plymouth, NC 27962

Washington County
252/793-9108

President-Elect

Becky Baggett
PO Box 233
Powells Point, NC 27966

Currituck County

Vice President

Barbara Dorsey
Route 2, Box 396
Gates, NC 27937

Gates County

Secretary

Byron Burlingham
3110 Old River Road
Greenville, NC 27962

Pitt County
252/758-8454
burlingham@brody.med.ecu.edu

Treasurer

Hazelene Miller
PO Box 5
Tyner, NC 27980

Tyrrell County
252/221-2232
squirrelmama@inteliport.com

Parliamentarian

Joyce Byrum
535 Happy Home Road
Tyner, NC 27980

Tyrrell County
252/221-4593

Reporter

Molly Maxson
PO Box 2561
Winterville, NC 28590

Pitt County

Agent Advisor

Cameron Lowe
PO Box 968
Manteo, NC 27954

Dare County
252/473-1101
cameron_lowe@ncsu.edu

Agent Advisor

Ellen Owens
PO Box 10
Currituck, NC 27929

Currituck County
252/232-2261
ellen_owens@ncsu.edu

District Officers
SouthEast District

President

Kay Stanley
109 Brookview Road
Wilmington, NC 28409

New Hanover County
910/791-1520
79uncg@wilmington.net

President- Elect

Paula Pruden-Macha
1702 Palm Street
Goldsboro, NC 27530

Wayne County
919/736-9744
birdyard@juno.com

Vice President

Kay Tyndall
PO Box 624
Pink Hill, NC 28572

Sampson County
252/568-3577

Secretary

Stephen Stanley
109 Brookview Road
Wilmington, NC 28409

New Hanover County
910/791-1520
79uncg@wilmington.net

Treasurer

Terry DeLong
6430 Croombsbridge Road
Burgaw, NC 28425

Pender County
910/259-2973

Parliamentarian

Jim Fitch
3000 Country Club Road
Jacksonville, NC 28546

Onslow County
910/347-5318
gfitch@coastalnet.com

Reporter

Kim Nead
452 Howard Road
Newport, NC 28570

Carteret County
252/223-2950
neadszoo@coastalnet.com

Agent Advisor

Greg Clemmons
604 College Street
Jacksonville, NC 28546

Onslow County
252/455-5873
jclemmon@onslow.ces.ncsu.edu

State Advisor to NC 4-H Volunteer Leaders' Association

Harriett Edwards
Extension Staff Associate, 4-H
NCSU Box 7606
Raleigh, NC 27695-7606

State 4-H Office
919/515-9548
harriett_edwards@ncsu.edu
FAX 919/515-7812

Published by

North Carolina Cooperative Extension Service

Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. Employment and program opportunities are offered to all people regardless of race, color, national origin, sex, age, or disability. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.
