

State 4-H Officer Guidelines

2020-2021

1. State 4-H Officer Candidate Required Qualifications
 - a. Must have been an active participant in 4-H for at least three years (36 months).
 - i. Active participation is defined as participation in local, county, district and state 4-H activities and events.
 - b. May serve as a state officer one year.
 - c. Must be at least 16 years of age by January 1 of the year that they are running for office.
 - d. Must not have reached their 20th birthday by the Congress that they plan to seek office.
 - e. Must have served as a district officer.
 - f. Must possess strong public speaking skills.
 - g. Must possess strong leadership skills.
 - h. Must have solid record of service and participation in various leadership and service activities including, but not limited to 4-H.
 - i. Must submit a 4-H resume listing 4-H activities and events the candidate has participated in and should include non 4-H activities. The resume should not exceed two pages.
 - j. Must send electronically resume, essay and answers to questions by May 15th.
 - k. Must have a letter of recommendation from:
 - i. 4-H Agent in their home county.
 - ii. One other individual **not** related to the candidate.
 - l. Must have read and understand the State 4-H Council Constitution and Bylaws.
 - m. Must have the signature of the following individuals on their application:
 - i. 4-H Agent in their home county.
 - ii. 4-H Agent Advisor (from when candidate was a district officer).
 - iii. County Extension Director in their home county.
 - iv. Parent/Guardian
 - v. Four (4) 4-H youth not related to the candidate.
2. State 4-H Officer Roles and Responsibilities
 - a. A state 4-H officer is responsible for serving and representing North Carolina 4-H members and youth served through the program.
 - b. A state 4-H officer serves under the direction of the Assistant State 4-H Leader and or her designee.

- c. A state 4-H officer is a brand ambassador for the 4-H program to youth, agents, volunteers, alumni, industry leaders, government officials, media and the general public.
 - d. A state 4-H officer are expected to:
 - i. Participate fully as an engaged member of a State Council team.
 - ii. Participate in all training and development activities developed to increase their effectiveness.
 - iii. Participate in all national, state, district and county 4-H activities as directed by the state 4-H office including, but not limited to, State 4-H Congress, State 4-H Electric Congress, 4-H Citizenship North Carolina Focus, State 4-H Council Conference, District Activity Days, District Teen Retreats, and 4-H Development Fund Board meetings (as appointed).
 - iv. Plan and conduct state 4-H events with the state 4-H staff.
 - v. Plan, prepare, study, listen, review and practice to continue improving public speaking and teaching skills.
 - vi. Remain current on events, facts and issues related to 4-H, youth, education, health, economy, agriculture and other related topics.
 - vii. Develop and maintain a positive relationship with youth, agents, staff, alumni, donors and other partners.
 - viii. Maintain a positive attitude and enjoy their year of service.
 - ix. Prepare and submit 4-H expense reports and other assignments by their due date.
 - x. Keep current on all correspondence related to 4-H state officer service.
 - xi. Perform other duties as assigned by the state 4-H office.
3. Election Process and Procedures
- a. A State 4-H Officer candidate must have an complete officer application, 4-H resume, Video file, contract and associated paperwork electronically submitted by May 15.
 - b. A State 4-H Officer candidate must register for State 4-H Congress.
 - c. A State 4-H Officer candidate must be prepared to share the following during NC 4-H Congress:
 - i. Be prepared and present a 2 to 3-minute speech on *Why The Candidate Aspires To Serve As A State 4-H Officer* during 4-H Congress.
 - ii. Prepare and submit a two (2) minute video on *What service means to you and how you live a life of service?* * The video must be in one of the following formats .mp4 or .mov. Please note that you cannot include copyrighted music in your video. Video's will be shown during NC 4-H Congress.
 - iii. Be prepared for the candidate forum, question and answer session during 4-H Congress.
 - iv. Be prepared to have a campaign booth during 4-H Congress on the designated night.

- v. Be prepared for the active campaigning segment of the process that begins after the candidates are presented to all the delegates at 4-H Congress and ends with the election process on the final full day of 4-H Congress.
- vi. Attend all candidate prep sessions at NC 4-H Congress and be prepared to take part in the scripted program when asked.
*Candidates will need to manage their time wisely and be on-time. If a candidate is late for an activity / event / program they forfeit their right to participate in that activity /event / program.
- d. The state 4-H officer election process will be conducted on the final full day of 4-H Congress. Candidates are running for one of four positions. There are four offices as follows: State 4-H President, State 4-H Vice President, State 4-H Secretary - Treasurer and State 4-H Reporter.
 - i. The election process is based on the electoral votes that each county has submitted on their 4-H enrollment (ES-237). If a candidate receives a majority vote during the first voting period, the candidate is elected.
 - ii. If a candidate receives a majority vote during the first voting period, the candidate is elected. If during the first voting period none of the candidates for a particular office has received a majority, a second voting period will be held for this particular office, with the top two vote getters remaining on the ballot. A short caucus period will be allowed for county groups following the first voting period if needed. The county representative will again cast the counties votes for the respective candidate as determined in the caucus. Counties may abstain if desired on either roll call.