



NH State Youth Leadership Team (SYLT) Description

SYLT members are elected by their peers as they represent the voice for the youth of NH 4-H. Within their leadership roles, the SYLT work with the State 4-H Office by providing insight and support for direction of the NH 4-H program. In addition they are responsible for being a direct line to the NH 4-H County Youth Leadership Teams for both support and communication.

Criteria to run for State YLT

- Must have served at least one term as County Youth Leadership Team member
- Each candidate is allowed to run for two (2) officer positions (only one position can be held at a time)
- State YLT members term begin July 1, ending June 30
- Must have submitted a resume/participated in State Achievement Awards event
- Must be entering Junior or Senior year of high school

Application Process for State YLT

- SYLT application submitted to State 4-H Office by June 1 and are allowed to campaign up through night before election at State Teen Conference
- State YLT Elections are held on the second to last day of Conference and are installed at the closing ceremony of Conference. If a member runs for State YLT and does not get elected, they may run for County YLT

Code of Ethics for NH 4-H State YLT Members.

- a. To refrain from using alcohol and tobacco.
- b. To treat all 4-H members equally by not favoring one over another.
- c. To behave in a manner which conveys and commands respect.
- d. To maintain dignity while being personable, concerned and interested in fellow 4-H members.
- e. To avoid places and activities which would raise questions as to your character or conduct.
- f. To use wholesome language in all formal and informal occasions.
- g. To maintain proper dress and good grooming for all occasions.
- h. To avoid participating in any conversations which belittle 4-H members and adults.

Summary of SYLT Positions

President – Provides leadership for SYLT, coordinates group communications, schedules and facilitates meetings, acts as liaison between SYLT and State 4-H Staff.

1st Vice-President – Provides leadership in the absence of SYLT President. Acts as chair of Citizenship Committee to help in planning of the *Citizenship NH Focus*.

2nd Vice-President – Provides back-up to 1st VP, Provides support to the SYLT secretary and communications chair.

Treasurer – SYLT Representative on 4-H Foundation of NH Board, Acts as liaison between SYLT and Foundation.

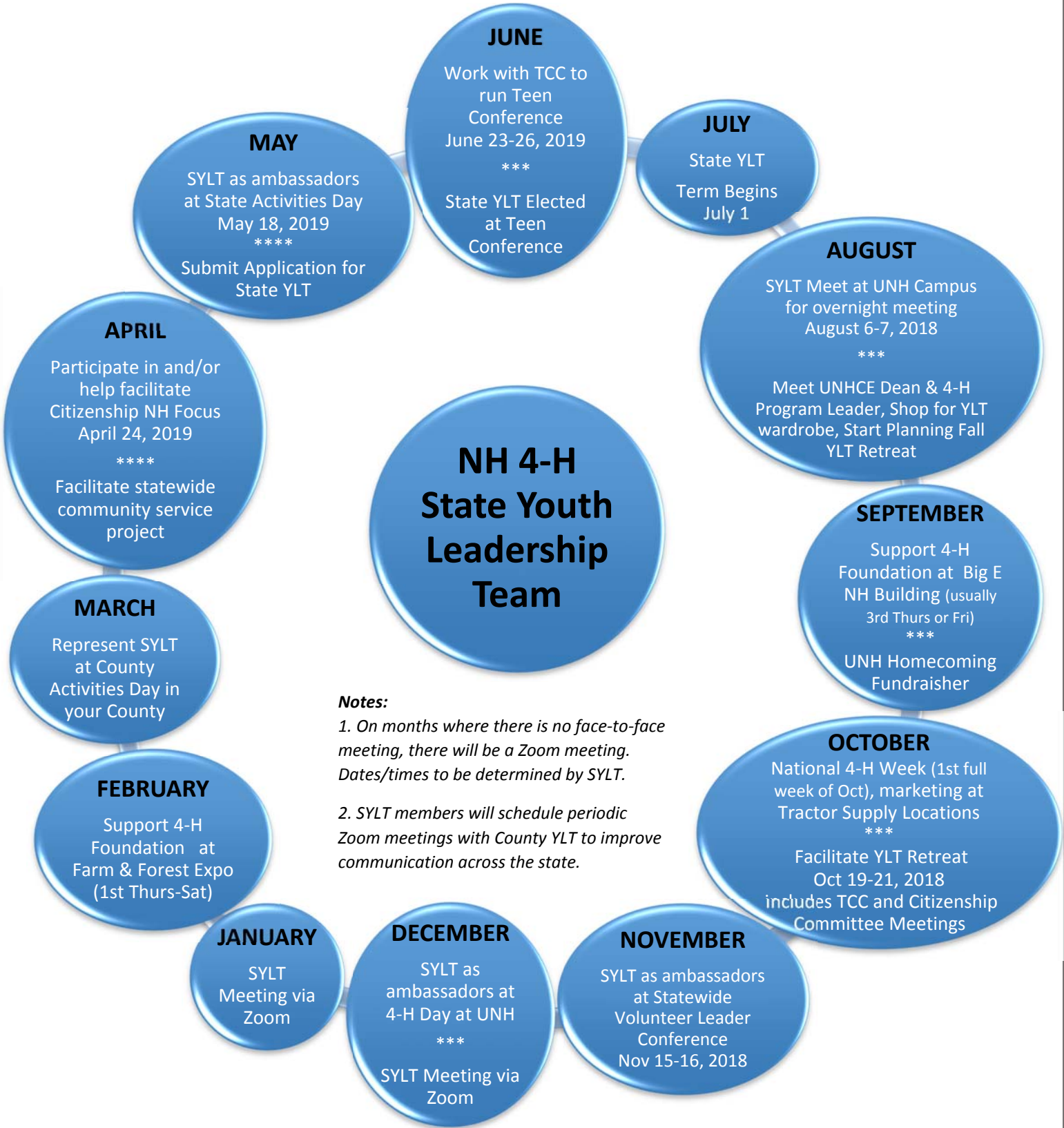
Secretary – Takes meeting minutes and helps to facilitate communication with other SYLT members. May also serve on the Teen Conference Commission to help plan the *NH 4-H Teen Conference*.

Communications Chair – Works with state 4-H Staff to facilitate social media communications and provides stories of interest to the state office to aide in the promotion of the NH 4-H Program. Serves as chair of the Teen Conference Commission to help plan the *NH 4-H Teen Conference*.



NH 4-H State Youth Leadership Team
Typical Year at a glance

**NH 4-H
State Youth
Leadership
Team**



Notes:
1. On months where there is no face-to-face meeting, there will be a Zoom meeting. Dates/times to be determined by SYLT.
2. SYLT members will schedule periodic Zoom meetings with County YLT to improve communication across the state.



NH 4-H State Youth Leadership Team Position Description

President

Term: 1 year -installed during the annual Teen Conference

A person may not serve as a State 4-H YLT President for more than 2 years.

Responsibilities:

- Serve as President of the State Youth Leadership Team and attend 75% of all SYLT officer activities.
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Oversee the yearly plan of State Youth Leadership Team meetings and activities
- Appoint committees or task forces as needed
- Work with advisors to develop meeting agendas
- Preside effectively at meetings, using basic parliamentary procedure as a tool to conduct effective, orderly meetings
- Attend State Youth Leadership Team workshops and special events
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
- Agree to complete a 4-H resume and participate in resume judging event before end of term

Typical Yearly Calendar – See Page 2

PLEASE READ THE FOLLOWING AND SIGN:

I understand the role of a State Youth Leadership Team member, and if selected, I will fulfill the role to the best of my ability.

4-H Member Signature

Date

I agree that my daughter/son may apply for a position on the State Youth Leadership Team. I have read the responsibilities, and I will support my daughter/son in completing their role if they are selected.

Parent/Guardian Signature

Date

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University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.



NH 4-H State Youth Leadership Team Position Description

1st Vice-President

Term: 1 year -installed during the annual Teen Conference

A person may not serve as a State 4-H YLT Vice President for more than 2 years.

Responsibilities:

- Serve as a member of the State Youth Leadership Team and attend 75% of all Youth Leadership Team officer activities.
- Assist the President as needed
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Preside at meetings and performs other duties in the absence of the President
- Act as Chair of the *Citizenship NH Focus Committee* to plan and facilitate the April event.
- Work closely with advisors to develop a quality 4-H program
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
- Attend State Youth Leadership Team workshops and special events
- Work closely with other members on committee and advisors to plan additional social activities, such as holiday party, annual awards banquets, etc.
- Agree to complete a 4-H resume and participate in resume judging event before end of term

Typical Yearly Calendar – See Page 2

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4-H Member Signature Date

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Parent/Guardian Signature Date

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NH 4-H State Youth Leadership Team Position Description

2nd Vice-President

Term: 1 year -installed during the annual Teen Conference

A person may not serve as a State 4-H YLT Vice President for more than 2 years.

Responsibilities:

- Serve as a member of the State Youth Leadership Team and attend 75% of all Youth Leadership Team officer activities.
- Assist the Vice President and President
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Preside at meetings and performs other duties in the absence of the President and Vice President
- Provides support to the SYLT secretary and communications chair in the management of communications and social media
- Work closely with advisors to develop a quality 4-H program
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
- Attend State Youth Leadership Team workshops and special events
- Work closely with other members on committee and advisors to plan additional social activities, such as holiday party, annual awards banquets, etc
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NH 4-H State Youth Leadership Team Position Description

SECRETARY

Term: 1 year -installed during the annual Teen Conference.

A person may not serve as a State 4-H YLT Secretary for more than 2 years.

Responsibilities:

- Serve as a member of the State Youth Leadership Team and attend 75% of all SYLT activities
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Keep an accurate, current roll of all Youth Leadership Team members
- During formal SYLT meetings-Call the roll and check attendance during each SYLT meeting as well as read aloud minutes of the last meeting
- Keep complete and accurate minutes of all meetings for year-end audit and ensure copies of minutes are sent to SYLT members and the State 4-H Office within 10 days of each meetings
- Read letters of information or any other correspondence to the group
- Write letters and thank you notes on behalf of the State Youth Leadership Team
- Work closely with advisors to develop a quality 4-H program
- Participate as a member of the Teen Conference Commission to plan and facilitate the NH 4-H Teen Conference
- Attend State Youth Leadership Team workshops and special events
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
- Agree to complete a 4-H resume and participate in resume judging event before end of term

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4-H Member Signature

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Parent/Guardian Signature

Date



NH 4-H State Youth Leadership Team Position Description

Treasurer

Term: 1 year -installed during the annual Teen Conference.

A person may not serve as a State 4-H YLT Treasurer for more than 2 years.

Responsibilities:

- Serve as a member of the State Youth Leadership Team and attend 75% of all SYLT activities.
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Keep accurate, up-to-date records of all SYLT funds. This includes receipts, expenditures, and the balance on hand.
- Present bills to be paid to SYLT members and finance committee
- Serve 2 year term as youth member on NH 4-H Foundation board. Attend four (4) Foundation Meetings annually
- Work closely with advisors to develop a quality 4-H program
- Report financial update at each meeting or as requested
- Attend State Youth Leadership Team workshops and special events
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
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NH 4-H State Youth Leadership Team Position Description

Communications Chair

Term: 1 year -installed during the annual Teen Conference.

A person may not serve as a State 4-H YLT Communications Chair for more than 2 years.

- Act as Chair of the Teen Conference Commission, attending meetings and fulfilling duties as required by that committee
- Serve as member of the State Youth Leadership Team and attend 75% of all SYLT activities
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Work closely with advisors to develop a quality 4-H program
- Report news and/or articles of State 4-H events to the State 4-H Office for the 4-H newsletter
- Submits interesting reports and photographs of State YLT activities to local newspapers, radio stations, television stations and social media as deemed appropriate (with advisors approval)
- Work with the Secretary to complete the Meeting Report Form to submit to the State 4-H Office after each meeting
- Attend State Youth Leadership Team workshops and special events
- Provide support and act as ambassadors for the NH 4-H Program at events sponsored by the 4-H Foundation of NH and UNHCE
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