



NH 4-H State and County Youth Leadership Team Structure

Roles of all members of the NH 4-H County Youth Leadership Team

1. Provide leadership for planning and implementing the county 4-H program.
2. Work closely with county 4-H Coordinators and/or keep them informed of any County Youth Leadership Team projects.
3. Represent the County Youth Leadership Team at 4-H events within the County whenever feasible.
4. Assist with County Activities Day including participating on the program, presiding at assembly, etc.
5. Communicate County YLT plans to their County 4-H Teen Clubs, Ambassadors, Jr. Leaders, etc.
6. Help develop a network of leadership within the County.
7. Serve as liaison between counties and State Youth Leadership Team.
8. Seek participation of all youth in the County.
9. Assume responsibility for election of County YLT with guidance of advisors.
10. Orient new County YLT on the "How to" of being a YLT member with the help of advisors.
11. Attend and participate in State Youth Leadership Team events/activities as necessary.
12. Follow the code of ethics for County 4-H 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 my 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.



Typical Election Procedure (beginning 2017)

- ▶ Interested County YLT Candidates submit application in to their county office. County will set application due date.
- ▶ Date of elections will be set by county, but will take place between July 1 and August 15 each year.
- ▶ Approved Candidates may campaign up until the close of elections. Election process will include opportunities for absentee voting.
- ▶ County will designate procedure for installing YLT members.
- ▶ Interested State YLT Candidates must submit application by May 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.
- ▶ State YLT members begin July 1, ending June 30
- ▶ County YLT member Terms begin September 1, ending August 31

Criteria to run for *County Office*

- ▶ Must be entering Freshmen year of High School at beginning of term
- ▶ Must be an enrolled 4-H member and have participated in multiple aspects of County program as demonstrated through Candidate application and through 4-H Staff approval
- ▶ Complete necessary application package, along with the signed Job Description(s) for the office(s) you wish to hold. Must include evidence of Community Service Experience and recommendation from 4-H Program Staff, and 4-H Volunteer.
- ▶ Each candidate is allowed to run for three (3) officer positions (only one position can be held at a time).
- ▶ May only hold a specific position for 2 years, however, may hold other positions.
- ▶ Agree to complete a 4-H resume and participate in resume judging event before end of term.

Criteria to run for *State Office*

- ▶ Served at least one term as County Youth Leadership Team member
- ▶ Submitted a resume/participated in State Achievement Awards event
- ▶ Complete necessary application package, along with the signed Job Description(s) for the office(s) you wish to hold. Must include recommendation from 4-H Program Staff, 4-H Volunteers, and County Youth
- ▶ May only hold a specific position for 2 years, however, may hold other positions.



NH 4-H Youth Leadership Team Position Description

President/Chairperson

Term: 1 year -installed during the annual Teen Conference

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

Responsibilities:

- Serve as Chairperson of the Youth Leadership Team and attend 75% of all YLT officer activities.
- Be a positive Role Model to Youth Leadership Team members and county delegates
- Oversee the yearly plan of Youth Leadership Team meetings and activities
- Appoint committees or task forces as needed
- Work with advisors to develop meeting agendas
- Preside effectively at meetings
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings
- Help train Youth Leadership Team delegates during the 4-H year and Club Officer Training.
- Attend County workshops and special events
- Serve as a delegate (participant) to the County program
- Assist in leading club officer President/Chairperson training during county training events

Typical Yearly Calendar

- End of June - Attend Installation ceremony at Teen Conference Closing Ceremony
- 3rd Weekend of October – Youth Leadership Team Officer Training – 1 day
- Fall - Teen Leadership retreat (may coincide with YLT Officer Training)
- County YLT meetings – frequency and schedule as decided by County YLT
- Late Winter - Teen Citizenship event facilitation (will include facilitation training)
- Attend NH 4-H Association Meetings – 4 times yearly

PLEASE READ THE FOLLOWING AND SIGN:

I understand the role of a County 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 County 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 Youth Leadership Team Position Description

Vice-President

Term: 1 year -installed during the annual Teen Conference

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

Responsibilities:

- Serve as a member of the Youth Leadership Team and attend 75% of all Youth Leadership Team officer activities.
- Assist the President/Chair
- Preside at meetings and performs other duties in the absence of the President/Chair
- Become President/Chairperson if the Pres/Chair leaves, resigns or is relieved of office
- Work closely with advisors to develop a quality 4-H program
- Serve as youth member to the NH 4-H Association
- Attend County 4-H Youth Leadership Team workshops and special events
- Assist in leading club officer Vice President training during county training events
- Work closely with other members on committee and advisors to plan additional social activities, such as holiday party, annual awards banquets for discussion at Youth Leadership Team meetings.

Typical Yearly Calendar

- End of June - Attend Installation ceremony at Teen Conference Closing Ceremony
- 3rd Weekend of October – Attend Youth Leadership Team Retreat (Friday night/Full Day Saturday)
- County YLT meetings – frequency and schedule as decided by County YLT
- Citizenship Retreat Planning Committee meetings
 - 1 overnight planning meeting – October (same weekend as Leadership Retreat)
 - 3 webinars – as decided by committee

PLEASE READ THE FOLLOWING AND SIGN:

I understand the role of a County 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 County 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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NH 4-H Youth Leadership Team Position Description

SECRETARY

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

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

Responsibilities:

- Serve as a member of the Youth Leadership Team and attend 75% of all YLT activities
- Keep an accurate, current roll of all Youth Leadership Team members
- Call the roll and check attendance during each YLT meeting
- Read aloud minutes of the last meeting
- Keep complete and accurate minutes of all meetings for year-end audit
- Send copies of minutes to the County Extension Office for distribution 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 Youth Leadership Team
- Work closely with advisors
- Assist in leading club officer secretary training during county training events.

Typical Yearly Calendar

- End of June - Attend Installation ceremony at Teen Conference Closing Ceremony
- 3rd Weekend of October – Attend Youth Leadership Team Retreat (Friday night/Full Day Saturday)
- County YLT meetings – frequency and schedule as decided by County YLT

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4-H Member Signature

Date

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Parent/Guardian Signature

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NH 4-H Youth Leadership Team Position Description

Treasurer

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

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

Responsibilities:

- Serve as a member of the Youth Leadership Team and attend 75% of all YLT activities.
- Keep accurate, up-to-date records of all council funds. This includes receipts, expenditures, and the balance on hand.
- Present bills to be paid to council members and finance committee
- Serve on County financial oversight committee (Foundation, Association, etc), working closely with adult advisors and committee members to develop an annual budget for teen programming.
- Report financial update at each meeting or as requested
- Assist in leading Club Officer-Treasurer training during county training events

Typical Yearly Calendar

- End of June - Attend Installation ceremony at Teen Conference Closing Ceremony
- 3rd Weekend of October – Attend Youth Leadership Team Retreat (Friday night/Full Day Saturday)
- County YLT meetings – frequency and schedule as decided by County YLT
- County financial oversight committee (Foundation, Association, etc) meetings as necessary

PLEASE READ THE FOLLOWING AND SIGN:

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4-H Member Signature

Date

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Parent/Guardian Signature

Date

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NH 4-H Youth Leadership Team Position Descriptions

Communications Chair

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

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

- Serve on the Teen Conference Planning Committee
- Serve as member of the County Youth Leadership Team and attend 75% of all Youth Leadership Team activities
- Works closely with advisors
- Report news and/or articles of county 4-H events to the County Extension Office for the 4-H newsletter
- Submits interesting reports and photographs of County 4-H activities, County YLT activities to local newspapers, radio stations and television stations. (With advisors approval)
- Help to maintain county social media accounts
- Work with the Secretary to complete the Meeting Report Form to submit to the County Extension Office after each meeting.
- Assist in leading club officer-Reporter training during county training events

Typical Yearly Calendar

- End of June - Attend Installation ceremony at Teen Conference Closing Ceremony
- 3rd Weekend of October – Attend Youth Leadership Team Retreat (Friday night/Full Day Saturday)
- County YLT meetings – frequency and schedule as decided by County YLT
- Teen Conference Planning Committee meetings
 - 3 overnight planning meetings – October (same weekend as Officer Training)/January/April
 - 4 webinars – Dates and Times to be decided by committee
 - Late June – Teen Conference preparation workday
- Late June – Facilitate Teen Conference – 4 days

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4-H Member Signature **Date**

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Parent/Guardian Signature **Date**

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