

**Florida 4-H State Council  
Executive Board  
Information Packet  
For District Delegates and  
Executive Board Appointees**

**UF** | **IFAS Extension**  
UNIVERSITY *of* FLORIDA





If you are not one of your 4-H District Delegates you may apply for one of the thirty Executive Board Appointee positions.

## **Executive Board Appointment Application Process Checklist**

### **Minimum qualifications:**

- Shall have approval from parent or legal guardian.
- Must be a senior 4-H member (4-H age for the upcoming 4-H year).
- Shall have approval from county 4-H Agent or County Extension Director.
- Have read and understood the State 4-H Council Constitution and Bylaws (online).  
<http://florida4h.org/youth/council/>
- Have read and understood the Florida State 4-H Council Executive Board Information Packet in its entirety.
- Shall not already be serving as District Delegate on Executive Board for the upcoming 4-H year.

### **Ask your 4-H Agent or County Extension Director to mail or e-mail the items listed below to:**

Grace Carter – [grace.carter@ufl.edu](mailto:grace.carter@ufl.edu)

Florida 4-H Leadership/Citizenship Coordinator

2142 Shealy Drive

Gainesville, FL 32611-0225

- Executive Board Appointment Application Form
- Executive Board Commitment Choice Form
- Agent Reference Form
- Photo

### **Application Deadline:**

All Executive Board Appointment Applications must be turned in by Wednesday, August 2nd, 2017.

**Applications must be mailed to the State Headquarters or emailed. No hard copies will be accepted at 4-H University.**



## **Introduction to State 4-H Council**

The Florida 4-H State Council is a group of 4-H members from across the state who represent their county when electing the Florida 4-H State Council Officers. The Florida 4-H Council is composed of two voting delegates from each dues-paying county and the eight State Council Officers. The Annual Meeting of the 4-H Council is held at Florida 4-H University. During this meeting, the business of the Council is conducted and new officers are elected. The Florida 4-H State Council Officers then represent the voice of youth on various statewide advisory boards, committees and planning teams throughout the year.

## **Introduction to Executive Board**

The Florida 4-H Executive Board is the working group of youth leaders representing their District Councils. The Executive Board is composed of eight State 4-H Officers, the District Representatives, and up to thirty (30) Executive Board Appointees. They meet three (3) times a year (October 6-8, 2017, January 19-21, 2018, and March 16-18, 2018).

The Executive Board consists of eight different committees. The events committees are: Intermediate State, Florida 4-H Legislature, and Florida 4-H University, and 4-H Day at the Capitol. The standing committees are Communication and Council Support, State Service Project, and Ways and Means, and Entertainment.



## **Duties of Committees per the Bylaws of the Constitution of the Florida 4-H Council**

The president, with recommendation from the other executive officers, shall appoint up to thirty non-elected Executive Board members. These Executive Board members shall be known as Executive Board Appointees.

### **The Standing Committees of the Council shall be:**

- (1) Entertainment Committee
- (2) State Project Committee
- (3) Ways and Means Committee
- (4) Communication and Council Support Committee

The Entertainment Committee is responsible for certain aspects of entertainment as well as decorations during Executive Board Weekends. The entertainment committee will also hold at least one recreational activity at Executive Board Weekends. The committee will also create and host workshops at every third executive board. Upon request the committee will assist with any entertainment needs of the State Council or other Executive Board Committees.

The State Project Committee of the Florida 4-H Council is responsible for the decision and application of a state project. The project can be a contest, recognition program, or other topic which the Florida 4-H Council promotes and the counties and districts implement.

The Ways and Means Committee is a strategic planning committee for resource development. It shall organize short and/or long term fundraisers to benefit the Florida 4-H Council as well as assist or facilitate the Florida 4-H Council as requested.

The Communication and Council Support Committee is responsible for working with the state office and other executive committees on promoting 4-H state events and activities. In addition, will use social media to increase awareness of 4-H in general.

### **The Event Committees of the Executive Board shall be:**

- (1) Intermediate State
- (2) Florida 4-H University
- (3) Florida 4-H Legislature
- (4) Constitution and 4-H Day at the Capitol

Each Event Committee shall plan at least one leadership event every year, which corresponds to its committee name.



## Executive Board Code of Conduct

- 1.) **All Executive Board members will remain active in their 4-H club, county, and district programs.**
- 2.) Executive Board members will maintain an acceptable academic standard (set by their parents or guardian) in school during their service as an Executive Board member.
- 3.) All Executive Board members must maintain a high standard of personal conduct and should act as a positive role model for other 4-H members. They should demonstrate the best 4-H has to offer through their words, actions, and personal appearance.
- 4.) As a Florida 4-H Executive Board member, they have the responsibility of representing the Florida 4-H Program and its youth members. During their time serving in this leadership role, they are expected to conduct themselves in a manner that will bring honor to themselves, their family, and the 4-H program.
- 5.) Qualities and skills expected of an Executive Board member:
  - a. Teamwork and cooperation
  - b. Possesses good communication skills
  - c. Responsible
  - d. Positive role model
  - e. Positive attitude
- 6.) Executive Board members are representatives of 4-H members, and thus have a duty to be actively involved in all facets of the Florida 4-H Program and Executive Board meetings. As well as fulfill their duties as a 4-H Executive Board member provided in the Florida 4-H Constitution and Bylaws.
- 7.) Abide by the code of conduct signed with on the Florida 4-H Participation Form.
- 8.) As an Executive Board member, members are required to attend the three weekend sessions over the course of the 4-H year. These meetings are held in September, January, and March. Check the Florida 4-H website for exact dates. If the members is absent from a meeting, they need to notify the State 4-H Council President, their committee chair, and the State 4-H Advisor, in advance of the meeting. **Missing more than one Executive Board meeting during the 4-H year will end in dismissal from Executive Board.**
- 9.) Members will be required to attend the event associated with the Executive Board committee in which they serve on.
- 10.) In the role as an Executive Board member, they may be called upon to speak on behalf of Florida 4-H program before a variety of audiences or venues including local, district, state, and out-of-state-events. The member is the voice of 4-H'ers across the state.
- 11.) While attending 4-H Executive Board meetings, the member will be respectful to all youth and adults worked with, and will complete the assignments and obligations given in their role as a committee member. They will abide by the deadlines and ground rules set by their committees as they work to accomplish goals throughout the year.
- 12.) Other events and activities executive board members could be asked to participate in are: county and district council meetings and events (outside of their own county) Florida State Fair and other county fairs, 4-H state committees and University of Florida events.
- 13.) As a representative of the Florida 4-H Executive Board program, members will conduct themselves in a professional manner during and outside of 4-H events. (They are the voice for 4-Her's across the state) This also includes ensuring your presence online (including but not limited to e-mails, social networking sites, videos, etc.) are appropriate.



- 14.) As an Executive Board member, they have responsibilities in their district and county to enhance the understanding and image of the 4-H state programs through effective communication of programs and activities. Specific responsibilities include:
  - a. Provide a communication link from the state to the district/county and vice versa
  - b. Provide leadership at district and county events
  - c. Work in a youth/adult partnership with their district and county agent, adult facilitator of executive board committee, and state council advisor
- 15.) The State 4-H Officer Advisors and State 4-H President have the authority to remove a State 4-H Officer or Executive Board Member for cause. Cause is defined as:
  - a. Reckless and wanton disregard for the provisions of the 4-H Code of Conduct, Executive Board Code of Conduct, and Executive Board member General Responsibilities.
  - b. Failure to carry out job responsibilities outlined in the Florida 4-H Constitution.



## Social Media Policy

The Florida State 4-H Council Executive Board program understands that 4-H members may maintain and/or participate in social networking and media sites, such as Facebook, Twitter, Instagram, YouTube, etc. and may maintain and contribute to blogs. Please keep in mind information posted on these sites may be accessed by anyone with access to the internet and has nearly unlimited duration of retention.

The Florida State 4-H Council Executive board defines online social media as any online tool (excluding private email system) which allows users to post content (text, photo, video, and audio), respond to posted content, and engage in conversation with other users via content exchanges.

The following is the Florida State 4-H Council Executive Board program's policy regarding participation in blogs and social networking sites. There is no right of privacy with regard to use of the program's systems, and participants should not expect that their messages or data contained on any of the programs are private or confidential. Participants who fail to comply with this policy may be subject to disciplinary action that is noted above.

1. If you identify yourself as a participant of the Florida State 4-H Council Executive Board, you may not claim or imply you are speaking on behalf of the program.
2. When blogging or networking about participants, on your own time, you must abide by the program's policies, including policies regarding non-harassment. You may not make discriminatory, defamatory, libelous or slanderous comments when discussing the program or its participants. Comments that may constitute harassment include but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color or disability. Prohibited comments also include those which are sexually suggestive, humiliating, or demeaning.
3. You are personally responsible for your postings and commentary and can be held personally liable for any commentary considered defamatory, obscene, proprietary or libelous by any offended party.
4. You may not post anything that may be detrimental to the program or its participants.
5. You may not post photographs of other program participants without their express approval to do so.
6. You may not post any photographs that contain alcoholic beverages or are derogatory in any matter.

\*Staff Handbook (2011). Florida 4-H Camping, University of Florida.



## Calendar of Mandatory Events

### 2017

#### September

21-24<sup>th</sup> Southern Region Teen Leadership Conference, Crossville, TN \*\*\*

#### October

6<sup>th</sup>-8<sup>th</sup> First Executive Board, 4-H Camp Cherry Lake, Madison \*

#### December

1<sup>st</sup>-3<sup>rd</sup> Leadership Adventure Weekend, 4-H Camp Timpoochee, Niceville \*\*\*

### 2018

#### January

19<sup>th</sup>-21<sup>st</sup> Second Executive Board, 4-H Camp Cherry Lake, Madison \*

#### February

10<sup>th</sup> 4-H Day at the State Fair, Tampa \*\*\*

#### March

8<sup>th</sup> 4-H Day at the Capitol, Tallahassee \*\*

#### March

16<sup>th</sup>-18<sup>th</sup> Third Executive Board, 4-H Camp Cherry Lake, Madison \*

#### June

8<sup>th</sup>-10<sup>th</sup> Intermediate State, 4-H Camp Cherry Lake, Madison \*\*

#### June

25<sup>th</sup>-29<sup>th</sup> 4-H Legislature, Tallahassee \*\*

#### July

TBD Florida 4-H University, Gainesville \*\*

\*Mandatory

\*\*Mandatory if a part of the committee that plans the event

\*\*\*Highly Encouraged, Not Mandatory

Other 4-H events can be found at the following link: <https://www.google.com/calendar/>

Florida 4-H has the right to add/change events when needed.

All programs and related activities sponsored for, or assisted by, UF/IFAS EXTENSION are open to all persons with non-discrimination with respect to race, creed, color, religion, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations.





**Agent Recommendation Form  
Executive Board Appointment**

Please send this form directly to: State Council Advisor, 2142 Shealy Drive, PO Box 110225, Gainesville, FL 32611 or e-mail to Grace Carter at [grace.carter@ufl.edu](mailto:grace.carter@ufl.edu). All Applications must be in the State 4-H Headquarters no later than 4:00 p.m. EST on August 2, 2017. No late applications will be accepted.

|  |                      |
|--|----------------------|
| Name of Candidate:   | County of Candidate: |
| Name of Reference:   | E-mail of Reference: |
| <p>Thank you for assisting with this effort. We very much appreciate your help in learning more about the suitability and abilities of this officer candidate. Your comments will be confidential and will not specifically be shared with the 4-H member. It is your decision as to whether or not you give a copy of these remarks to the candidate.</p> |                      |

Is this 4-H member one of the two officially seated voting delegates for the county?  Yes  No  
(A candidate must be an officially seated voting delegate to run for a 4-H State Council Officer)

Please rank the nominee based on your knowledge of their abilities in the following areas (Scale 1 skill not apparent/poor, 2= very little experience/below average, 3= some experience or potential/ average, 4= very experienced/ above average, 5 = master/ exceptional, N/K no knowledge/ have had little interaction.)

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Leadership                            | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Organizational                        | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Self-Motivation                       | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Follow Through                        | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Team Work                             | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Critical Thinking                     | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Maturity                              | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Cooperativeness                       | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Sensitivity toward others             | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Energy And Enthusiasm                 | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Confidence                            | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Ability to Handle Emergencies/ Stress | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Self-Discipline                       | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Accepting Advice and Guidance         | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Participation in District Council     | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Participation in County Council       | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |
| Participation in a 4-H Club           | __ 1 __ 2 __ 3 __ 4 __ 5 __ N/K |

**No recommendation letter needed. Thank You!**  
**“The University of Florida is an Equal Opportunity Institution.”**