

# Volunteer Position Description

## STATE VOLUNTEER BOARD MEMBER

### **Description of Job**

- I. Aid and support the Oklahoma 4-H program by encouraging and assisting 4-H members the state and district 4-H officers and the state 4-H staff.
- II. To assist in recruiting, training and utilizing 4-H volunteers for the 4-H program.
- III. To promote, publicize, and endeavor to broaden the image of 4-H work to all residents of the state of Oklahoma and surrounding areas.

### **Duties**

- I. To annually plan and conduct the State Volunteer Conference.
  - A. Requires attendance at four or more meetings each year.
  - B. Requires attendance at the State Volunteer Conference.
- II. Elect &/or serve as officer of Volunteer Board.
- III. Assist with planning and conducting District Volunteer Conferences.
- IV. Assist District 4-H Program Specialists as requested.
- V. Performing other duties as identified by the board.
- VI. Officers will be responsible for duties as stated in the constitution and by-laws.

**Qualifications** - (No more than one person from a county may serve on the board at any one time, unless no one else runs.) Volunteers should be certified 4-H volunteer in good standing with their county. A board member should have:

- Knowledge of the 4-H program.
- Time and energy to devote to the 4-H Youth Development Program.
- Ability to communicate.
- Ability to share decision-making and responsibilities.
- Enthusiasm, patience and understanding.
- High level of personal integrity.
- Commitment to upholding the Oklahoma 4-H Youth Development Program.

### **Time Required**

1-3 hours per business meet; six-eight hours for 1 Planning Retreat, travel time to and from meetings, state and district volunteer conferences and personal time planning, coordinating and preparing designated responsibilities for board position.

### **Length of Commitment**

Three-year term beginning in July each year

Board members who miss 2 consecutive meeting can be removed from their position without notification.

### **Resource Available**

Support and assistance from State and District 4-H Program Specialists.

### **Rewards**

- ☼ Opportunity for continued personal growth and learning.
- ☼ Opportunity for increasing responsible leadership roles.
- ☼ Out-of-pocket expenses are deductible from income tax.
- ☼ Interaction with volunteers from across the state
- ☼ New friendships.