



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
CHAIR
POSITION DESCRIPTION**

General Description

The 4-H Management Team Chair is a middle manager and provides leadership, guidance and coordinates the 4-H Management Team of the Humboldt County 4-H Youth Development Program (YDP). The Team Chair is responsible for working closely with the other Directors and the 4-H YDP staff. The 4-H Management Team has administrative authority and responsibility of the county 4-H Program Development Team and, as such, the 4-H Management Team Chair is responsible for providing support, guidance and leadership as necessary to ensure the Program Development Team is successful.

Objectives

1. To ensure effective management and operation of the county 4-H YDP.
2. To oversee the Directors, the Program Development Team, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. To ensure and maintain effective communication among the Management Team, Program Development Team and 4-H YDP and Office staff.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. An understanding of the 4-H Management Team, Program Development Team, Director and Key Leader concepts in the county and the ability to communicate it to others.
10. Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team Chair Position Description.
2. Call meetings, set meeting agendas in conjunction with the 4-H YDP staff and preside at all meetings of the management Team (at least 4 regularly scheduled meetings per year).
3. Appoint existing Team members to serve on recruitment and selection committees to fill Team positions. Organize interviews for new Team positions.



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4. Establish ad-hoc committees or task forces as necessary. Name the chairperson of each ad-hoc committee or task force, with the approval of the other Team members and the 4-H YDP staff.
5. Establish a 4-H Expansion and Review (E&R) Committee (see the 4-H Policy Handbook, [Chapter 3: Affirmative Action and Civil Rights](#), VI). Serve as the liaison to the 4-H E&R Committee by attending E&R Committee meetings when possible or by reviewing notes of the meetings.
6. Have signature authority on the county 4-H Youth Development Management Team checking and savings accounts.
7. Work closely with the 4-H YDP and Office staff.
8. Attend scheduled orientation and training sessions for Directors.

Relationships

The 4-H Management Team Chair is responsible to the 4-H YDP staff. The Chair cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Team).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Team).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Such conferences may include:
 - a. State 4-H Leaders' Forum
 - b. Western Regional 4-H Leaders' Forum



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Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Team Chair.

4-H Adult Volunteer (Print)

(Signature)

Date

4-H YDP Staff (Print)

(Signature)

Date

County Director, Humboldt (Print)

(Signature)

Date

This document was developed by the State and Humboldt County 4-H Offices. It is based on materials developed by the Humboldt County Future's Task Force, Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Louis Obispo & Santa Barbara Counties, and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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