



## Santa Barbara County 4-H Youth Development Program 4-H MANAGEMENT BOARD CHAIR JOB DESCRIPTION

### General Description

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

### Objectives

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

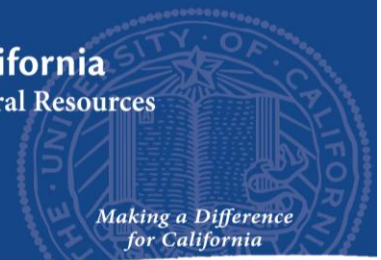
### Specific Skills

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 and enthusiasm to 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 Board, Program Development Board, 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 Board Chair Job Description.
2. Serve as Acting Fundraising Director in times of absence or vacancy.
3. Call meetings, set meeting agendas in conjunction with the 4-H YDP staff and preside at all meetings of the management board (at least 4 regularly scheduled meetings per year).
4. Appoint existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.





5. 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 board members and the 4-H YDP staff.
6. Support the establishment of a 4-H Expansion and Review (E&R) Committee (see the 4-H Policy Handbook, [Chapter 3: Affirmative Action and Civil Rights](#), VI).
7. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
8. Have signature authority on the county 4-H Youth Development Management Board checking and savings accounts.
9. If given a Chair's budget, maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.
10. Work closely with the 4-H YDP staff.
11. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The 4-H Management Board 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. The Chair will work cooperatively with the California 4-H Foundation. 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 Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
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. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*
  - b. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

### **Term of Appointment**



# 4-H Management Board Chair

Job Description

CA 4-H 11/2013 SBC 4-H 4/2014

University of California  
Agriculture and Natural Resources



The Chair 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 Management Board. Applicants will go through an application and selection process.

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

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date

*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

The University of California, Division of Agriculture & Natural Resources (ANR) prohibits discrimination or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>). Inquiries regarding ANR's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.

