

## **DISTRICT 4-H COUNCIL - DELEGATES RESPONSIBILITIES**

The effectiveness of the District 4-H Council depends upon the members and officers who actively take part in council affairs. Each Council delegate and each elected officer contributes to the work of the Council.

### Council Delegate Responsibilities

1. Prepare for Council meetings. If the Council delegate job is to be done well, each delegate must prepare for each Council meeting. Each delegate should:
  - know what your county 4-H Council is doing
  - ask your county 4-H Council for ideas on particular subjects
  - know the time, place, and date of the next district Council meeting
  - make arrangements for attending district Council meetings
  - check with your county Extension agent and with other county Council officers for their suggestions and information before attending a district 4-H Council meeting
  - be sure to take information you need, note paper, pen or pencil, and written suggestions of items that you should mention at a district 4-H Council meeting
  
2. Attend each district 4-H Council meeting and participate. Perhaps the most basic responsibility of any Council delegate is to attend and take part in meetings. Each delegate should:
  - arrive on time so as not to miss important parts of the meeting
  - take notes about information your county 4-H Council needs
  - represent your county 4-H Council both in the opinions you give and in the way you vote
  - raise questions about things you do not understand
  - think through the issues being discussed and make suggestions that you think are important
  - listen. Be open minded and fair in whatever actions you take
  
3. Report back to county 4-H Council. A district 4-H Council delegate has a two-way responsibility. It is just as important to report back to your county and to represent your county to the district. A few things you should consider as you report back to your county 4-H Council include:
  - be sure to attend county 4-H Council meetings so that you can report to the Council
  - discuss main concerns with county Extension agents and other Council officers before reporting them to the entire county Council
  - ask your county 4-H Council for any reactions or suggestions they have regarding your report
  - be prepared to answer questions or further explain items that you report on from the district 4-H Council
  
4. Work on district 4-H Council activities. One of the major reasons for having a district 4-H Council is to give 4-H members the opportunity to take part in district activities. Each delegate should be willing to:
  - serve on district Council committees
  - help to conduct district 4-H activities
  - accept special assignments such as helping to conduct a recognition program, speak to various groups, serve on the State 4-H Council, and help to prepare a newsletter