

May 4, 2018

**SUBJECT:** 2018 D10 4-H Leadership Lab

**FROM:** Natalie Cervantes  
County Extension Agent

**4-H CONNECT  
REGISTRATION:** **May 1, 2018 - May 31, 2018**

**WHEN:** June 27-29, 2018

**WHERE:** Texas 4-H Center, 5600 FM 3021, Brownwood, TX 76801

**COST:** **\$200 per Youth.** The cost includes all meals. It does not pay for Lunch on Wednesday or Friday. **BE SURE TO EAT LUNCH BEFORE YOU ARRIVE!!!**

**REIMBURSEMENT:** There will be partial reimbursement available from County Council funds.

**TRANSPORTATION:** Registration fee **DOES NOT** include transportation to and from Brownwood. There will be NO transportation available from our County to Brownwood this year.

**WHO WILL ATTEND:** All District 4-H Council officers plus representatives from each county. All participants must be at least 13 years of age by the date of the Leadership Lab. No graduating seniors who are ineligible to participate in 4-H for the 2018-2019 4-H year may attend. However, current officers who are graduating are allowed to attend.

**REGISTRATION:** Registration will be conducted on 4-H Connect May 1 - May 31, 2018. LATE REGISTRATION will be available from June 1- 4, 2018 ONLY so please plan ahead. We must abide by the 1:8 ratio for adult chaperones.

**DRESS CODE:** **NO:** "Daisy duke" shorts, halter tops, spaghetti string tops, shirts that show midriff, or clothing, caps etc. that advertise alcohol, tobacco products or anything else that is not appropriate.

## HEALTH & RELEASE

### FORMS:

Every participant, youth, and adults, will need to complete a Health and Release form packet. Forms are included in this letter and will be available to download from 4-H Connect. Please print 3 copies of the Health and Release forms, sign (original signatures are needed) and send 2 to our office by May 30<sup>th</sup>. Keep one for you to take the form with you to camp.



**Important!**

### WHAT TO BRING:

Everyone will need to bring their own toiletry items (soap, shampoo, etc), clothing, and other personal items. **BEDDING IS ALSO NEEDED!!!** **For recreation:** swimsuit, sturdy shoes for active games, old tennis shoes, water shoes, some clothes that can get dirty/ruined.

### WHAT NOT TO BRING:

Ropes, roping dummies, fireworks, excessive food/drinks, gum and expensive jewelry. **If cell phones, iPods, etc. become a distraction, they will be confiscated and returned at the end of camp!!!! They will NOT be allowed during activities, assemblies, etc., they must be left in the rooms at all times!**

### THEME:

“Soaring High with 4-H”

### SCHEDULE:

Sample schedule will follow later.

### OFFICER ELECTIONS:

One of the major events of Lab will be the election of officers for the District 10 4-H Council. Refer to the standing rules for eligibility. **Council Officer Applications are due to the District Office by May 31, 2018 via online application on the District Website:**

<http://d104-h.tamu.edu/district-4-h-council/>

District Council Officer Election info is included in this letter. Refer to all rules, deadlines, etc.

The objective of the Leadership Lab is for delegates to bring back to the county what they have learned and train others in the county.

**MEMO TO:            BEXAR COUNTY 4-H MEMBERS**  
  
**SUBJECT:            DISTRICT 4-H COUNCIL OFFICER ELECTION**

The election of officers for the District 10 4-H Council will take place at the Texas 4-H Center during Leadership Lab, June 26-29, 2018.

To be eligible for an office, 4-Hers must have attended District Leadership Lab at least one year prior to running for office. This amendment was made to the District 4-H Council Standing Rules.

Qualified delegates interested in seeking Council office must apply **by completing the** application on the District 10 Website starting May 1, 2018 and Submitting no later than **MAY 31, 2018**. **Applications will be accepted online only and it is the candidate's responsibility to ensure their application was received.** Application can be found at <http://d104-h.tamu.edu/district-4-h-council/>.

Candidates will participate in a question/answer session in front of the voting delegates following speeches. Candidates will be sent a list of potential questions in May. Each candidate will be asked 2 questions from the list and one question that is not on the list. This will provide an opportunity for the voting delegates to see how well candidates think on their feet.

Candidates who apply will be allowed to bring ONE poster board size (22 inches X 28 inches) campaign poster to Lab! No other campaign materials will be allowed, i.e. candy, flyers, gum, etc.

**REQUIRED WORKSHOPS/TRAINING**

The District Council President, 1<sup>st</sup> Vice-President and Delegate-at-Large also serve as members of the Texas 4-H Council and must be 16 years of age and not reached their 18<sup>th</sup> birthday on or before **August 31, 2018**. *In addition, they must be a student in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade the year they are serving on council.*

**State Council Members** are **REQUIRED** to attend the **State 4-H Council workshop**. If you cannot attend this training you cannot run for these three offices. Please see attached document on requirements for Texas 4-H Council

- **State 4-H Council Workshop July 16-19, 2018    Texas 4-H Center, Brownwood**

All other officers must be 14 years of age and not reached their 18<sup>th</sup> birthday on or before **August 31, 2018**. **All District 10 Officers are REQUIRED to attend the District 10 Officer Training.**

- **District 10 Officer Retreat    October 26-28, 2018    Texas 4-H Center, Brownwood**

Job descriptions for each office are attached. Serving as an officer of the District Council requires time and effort but it also provides leadership opportunities and other rewards.

# JOB DESCRIPTION

- Position: **DISTRICT 10 4-H COUNCIL PRESIDENT**
- Term:
- 1 year - elected and installed at Leadership Lab
  - Not eligible for an office following term as President
  - A person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed
- Qualifications:
- must have previously attended Leadership Lab
  - a county is eligible for no more than two officers
- Responsibilities:
- Serves as President of the Executive Committee
  - Oversees the yearly plan of Council meetings and activities
  - Appoints committees or task forces as needed
  - Works with agent advisors to develop meeting agendas
  - Presides effectively at meetings
  - Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
  - Attends Texas 4-H Council workshops and special events
  - Presides at Fall District meeting
  - Helps train council delegates
  - Serves as a delegate to the Texas 4-H Council
  - Attends the State Fair of Texas Honor Banquet
  - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension Office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
  - Majority constitutes an election
  - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

Position: **FIRST VICE-PRESIDENT**

Term: - 1 year - elected and installed at Leadership Lab  
- may run for President the following year, but may not be elected to another office  
- a person may not serve as a District Council Officer for more than 2 years

Age: - must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed

Qualifications: - must have previously attended Leadership Lab  
- a county is eligible for no more than two officers

Responsibilities: - Assists the President  
- Presides at meetings and performs other duties in the absence of the President  
- Become President if the President leaves, resigns or is relieved of office  
- Serves as a member of the executive committee  
- Works closely with agent advisors  
- Serves as a delegate to the Texas 4-H Council  
- Attends Texas 4-H Council workshops and special events  
- Attends the State Fair of Texas Honor Banquet  
- Serves as advisor of a district (county grouping) committee to plan and conduct one of the District events

Application Procedure: - Must apply to the District Extension Office by May 31 preceding District Leadership Lab  
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.

Election: - Held by secret ballot at Leadership Lab  
- Majority constitutes an election  
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

- Position: **SECOND VICE-PRESIDENT**
- Term:
- 1 year - elected and install at Leadership Lab
  - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
  - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:
- must have previously attended Leadership Lab
  - a county is eligible for no more than two officers
- Responsibilities:
- assists the President and 1<sup>st</sup> Vice-President
  - Perform the duties of the President in the absence of the President and the 1<sup>st</sup> Vice-President
  - Works closely with agent advisors
  - Serves as a member of the executive committee
  - Serves as first alternate to the Texas 4-H Council
  - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
  - Majority constitutes an election
  - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

Position: **SECRETARY**

Term:

- 1 year - elected and installed at Leadership Lab
- may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- a person may not serve as a District Council Officer for more than 2 years

Qualifications: -

- must have previously attended Leadership Lab
- a county is eligible for no more than two officers

Responsibilities:

- Keeps the secretary's file up-to-date
- Calls the roll and checks attendance
- Reads minutes of the last meeting
- Keeps complete and accurate minutes of all meetings
- Sends copies of minutes to the District Extension Office for distribution within 10 days of each meetings
- Reads letters of information or any other correspondence to the group
- Writes letters and thank you notes on behalf of the council
- Works closely with agent advisors
- Serves as a member of the executive committee
- Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events

Application Procedure:

- Must apply to the District Extension office by May 31 preceding District Leadership Lab
- Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.

Election:

- Held by secret ballot at Leadership Lab
- Majority constitutes an election
- Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

- Position: **INFORMATION CHAIRMAN**
- Term:
- 1 year - elected and installed at Leadership Lab
  - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
  - a person may not serve as a District Council Officer for more than 2 years
- Qualifications:
- must have previously attended Leadership Lab
  - a county is eligible for no more than two officers
- Responsibilities:
- Submits interesting reports and photographs of council or district activities to local newspapers, radio stations and television stations
  - Works closely with agent advisors
  - Serves as a member of the executive committee
  - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
  - Majority constitutes an election
  - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

- Position: **PARLIAMENTARIAN**
- Term:
- 1 year - elected and installed at Leadership Lab
  - may be elected to a higher office but shall not be eligible for re-election to the same office or election to a lower office
- Qualifications:
- must have previously attended Leadership Lab
  - a county is eligible for no more than two officers
- Responsibilities:
- Keeps order at council meetings, follows 4-H Parliamentary Procedure Guidelines
  - Assist in training the other officers in their duties and in parliamentary procedures
  - Makes parliamentary rulings during the business portion of meetings
  - Works closely with agent advisors
  - Serves as a member of the Executive Committee
  - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
  - Majority constitutes an election
  - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election

# JOB DESCRIPTION

- Position: **DELEGATE TO TEXAS 4-H COUNCIL**
- Term:
- 1 year - elected and installed at Leadership Lab
  - a person may not serve as a District Council Officer for more than 2 years
- Age:
- must be at least 16 years of age and not have reached 19<sup>th</sup> birthday before the end of the calendar year in which they are installed
- Qualifications:
- must be a minority if neither the District Council President nor 1<sup>ST</sup> Vice-President is a minority
- Responsibilities:
- Serves as a delegate to the Texas 4-H Council
  - Serves as a member of the Executive Committee
  - Works closely with agent advisors
  - Attends the State Fair of Texas Honor Banquet
  - Serves as advisor to a district (county grouping) committee to plan and conduct one of the District events
  - Attends Texas 4-H Council Workshop and special events
- Application Procedure:
- Must apply to the District Extension office by May 31 preceding District Leadership Lab
  - Applicants must complete the contract certifying their willingness and ability to fulfill all requirements of District 4-H Council and Texas 4-H Council and return to the District Office by June 1.
- Election:
- Held by secret ballot at Leadership Lab
  - Majority constitutes an election
  - Each candidate is expected to be able to present their qualifications and reasons for wanting the office in a speech prior to the election