**San Bernardino 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 San Bernardino 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 responsibility of the county 4-H Program Development Board and, as such, the 4-H Management Board Chair is responsible for providing support, guidance and leadership as necessary to ensure the Program Development Board is successful.

**Objectives**

1. To ensure effective management and operation of the county 4-H YDP.
2. To oversee the Directors, the Program Development Board, and any established ad-hoc committees and task forces as well as encourage teamwork.
3. To ensure and maintain effective communication among the Management Board, Program Development Board 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 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. 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).
3. Appoint existing board members to serve on recruitment and selection committees to fill board positions. Organize interviews for new board positions.
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 board 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](http://www.ca4h.org/Administration/Policies/Chapter3/), 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 Board 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 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. 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.

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

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4-H Adult Volunteer Date

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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.*

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