



DISTRICT 4-H OFFICER CONTRACT

Duties of District Secretary

- A. Record minutes of all District meetings and send a copy to the president, leader advisors and agent within two (2) weeks after any given meeting.
- B. Carry on all official correspondences of the District Officer Team.
- C. Promote active participation of district members in state/district activities.
- D. Must sign and abide by the District 4-H Officer Contract
- E. Must attend:
 - 1) All District Meetings
- F. Maintain and organize a Secretary book to pass on each year that will include but not limited to hand written and typed copies of all minutes.
- G. Be available to help out if the District Vice President is not available to be a counselor at YouthFest or a group leader at Leadership Development Conference

Code of Conduct

Must uphold the signed Code of Conduct whether at 4-H or non-4-H meetings, activities or events.

I _____ agree to abide by this contract in fulfilling my duties as a State 4-H Officer during the 2019-2020 term.

Signature

We have read the above District 4-H Officer expectations and agree to support _____ and help him/her to fulfill these responsibilities. We understand some travel will be required to attend meetings and Senate sponsored activities. We will do our part to support full participation.

Parent/Guardian

Extension Agent

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