



**Nomination Form for Officer of
Georgia 4-H Volunteer Leader Association**

NAME _____

ADDRESS _____

PHONE _____ AGE _____ OCCUPATION _____

OFFICE FOR WHICH YOU ARE NOMINATING _____

IS NOMINEE A FORMER 4-H'er _____ (not a requirement)

Qualifications

NUMBER OF YEARS AS A LEADER _____ COUNTY(IES) _____

Please describe how he/she has assisted with 4-H Club work. Include attitudes and acts which reflect adherence to ideas and principles for 4-H stands. Add additional sheets if necessary.

To the best of your knowledge would he/she be a positive leader for G4-HVLA? _____

Nomination submitted by _____
County Extension Agent

**Please return to Jenny Jordan
before December 1**

Georgia 4-H Volunteer Leaders Association
Job Descriptions
Officers and Board of Directors Members

All officers are expected to continue involvement in their county 4-H programs. In addition to specific duties officers should participate in State 4-H Council in June, Fall Forum in December as well as G4-HVLA officer meetings. Officer meetings are held a minimum of twice each year.

President

Length of Term: 1 year as president

Qualifications: following year as past president; serve previous year as president elect
elected to office of president-elect during previous year
active volunteer on the county, district and state levels

Duties: chief executive officer of Association
preside over meetings of the Board and members
ex-officio member of all committees
appoint standing committees and other committees in cooperation
serve as member of State 4-H Advisory Council

President Elect

Length of Term: 3 years

Qualifications: 1 as president elect, the following year as president & third year as past president
previous service of one year as an officer or board member or chairman of a standing committee

Duties: active volunteer on the county, district and state levels
assist President in carrying out duties
coordinating voting for during annual election
in absence of President, act in the capacity of President

Vice President

Length of Term: 1 year

Qualifications: active volunteer on the county, district and state level

Duties: coordinator for Educational programs
member of Volunteer/Alumni Planning committee

Secretary

Length of Term: 1 year

Qualifications: active volunteer on the county, district and state level

Duties: keep minutes of all meetings of officers as well as G4-HVLA business meetings
send copy of all minutes to the State 4-H office for master files
keep permanent record of Association and turn it over to his/her successor

Treasurer

Length of Term: 1 year

Qualifications: active volunteer on county, district and state level

Duties: keep accurate receipts and accounting of expenditures
submit financial statement at business and officer meetings
audit records of account quarterly

Past President

Length of Term: 1 year as past president

Qualifications: previous 2 as president and president elect respectively
served previous year as president
active volunteer on the county, district and state level

Duties: serve as advisor to the president and other officers in fulfilling duties throughout the year

Board of Directors (one per district)

Length of Term: 2 year

Qualifications: active volunteer on the county level

Duties: serve as district representative for G4-HVLA

Note: these are appointed rather than elected offices

