



FLORIDA 4-H EXECUTIVE BOARD



2025-2026

INFORMATION PACKET

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ASK 4-H ABOUT EXECUTIVE BOARD

We recognize that there is a lot of information to process in this packet as you consider applying to become an Executive Board member. To help answer any questions you have, we will have a live Q&A session on Zoom.

[Ask 4-H About Executive Board \(Facebook Live\)](#) - **Thursday July 10 at 7:00PM ET/6:00PM CT**

No registration required. Should be able to access without a facebook account by clicking on the link above. This will be recorded and available afterwards.

ONLINE SUBMISSION LINK, APPLICATION COMPONENTS, & DEADLINES

Applications will only be accepted through the online form. This can be accessed by clicking below. A sample application is included in this packet to help you prepare.

A complete [Executive Board Application \(ufl.qualtrics.com\)](https://ufl.qualtrics.com) contains the following components:

- Submitting the online form with the following:
 - Answering two essay questions; three if you're a returning member
 - Ranking of preferred committees
 - Uploading your headshot
 - Submitting your county 4-H professional's email
- County 4-H professional approval

If you filled out the additional Executive Board-related questions on the State Officer application, you will not need to submit a separate Executive Board application. This is used in the case that you do not become a state officer and would still like to be on the Executive Board.

All applications for district delegates and Executive board appointees must be completed by August 1 at 11:59 PM.

Once your application is submitted online, your county 4-H professional will receive an email to confirm your application.

EXECUTIVE BOARD APPLICATION CHECKLIST: REQUIREMENTS OF CANDIDATES

Minimum Requirements:

- Must be a senior 4-H member (4-H age for the upcoming 4-H year)
- Shall have approval from parent/guardian
- Shall have approval from county 4-H professional
- Have read and understood the State 4-H Council [Constitution \(florida4-H.org\)](https://florida4-H.org) and [Bylaws \(florida4h.org\)](https://florida4h.org).
- Have read and understood the Florida 4-H State Council Executive Board information packet and application in its entirety.

INTRODUCTION TO STATE COUNCIL

The State Council is the governance arm of the Florida 4-H Council, composed of two (2) voting delegates from each county that has paid its council dues.

The annual meeting of the State Council is held at Florida 4-H University; this is generally the only meeting during the 4-H year. During this meeting, the business of the Council is conducted and new officers are elected.

The State 4-H Council officers then represent the voice of youth on various statewide advisory boards, committees, and planning teams throughout the year.

INTRODUCTION TO STATE COUNCIL OFFICERS

State Council officers consist of the President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, Sergeant-At-Arms, and Historian. The first five (5) are elected by State Council voting delegates at their annual meeting during Florida 4-H University. The remaining three (3) are appointed by the incoming five (5) elected positions.

Interviews for the appointed positions occur after elections. The applicants are informed of the final decision after the interview process is complete.

The incoming State Council officer team of all eight (8) positions are inducted on Wednesday night of 4-H University.

INTRODUCTION TO EXECUTIVE BOARD

The Executive Board is the programming arm of the Florida 4-H State Council, composed of eight (8) State Council officers, four (4) representatives per each of the 13 4-H districts, and up to thirty (30) Executive Board appointees.

They meet three (3) times a year (October, January, and April).

The Executive Board consists of eight (8) different committees. The events committees are: iLEAD, 4-H Legislature, and 4-H University. The standing committees are: Ambassador, Service, Ways & Means, Youth Leadership, and Constitution.

TESTING EXECUTIVE BOARD STANDING WORKSHOPS

For the 2025-2026 4-H year, three of the standing committees (ambassador, service, and youth leadership) will be tested as **Executive Board standing workshops**. These workshops will take place during each Executive Board Weekend and are designed to provide a shared educational and skill-building experience for all Executive Board members.

- **Rationale:** The committees haven't been as impactful as decision-making bodies. What impact could we have if we trained Exec Board members at a higher level to take skills and experience back into their clubs, counties, and districts?
- **Topics:** Ambassador, Service, and Youth Leadership
- **Participation:** Members will choose a topic during First Executive Board and will participate in the workshop track for that same topic at each Executive Board Weekend.
- **Design & Facilitation:** Adult chairs will design each workshop and have two assigned officers to train for facilitating. The sessions will be co-facilitated between the youth and adults.

We are testing to see if this new structure allows Executive Board members to receive impactful hands-on experience in service, leadership, and advocacy of the 4-H program.

Two main questions that may come to mind right away are:

- What about Ways & Means?
 - The treasurer will take lead on Ways & Means
 - The officer team will plan and coordinate rather than a committee of Exec Board members
 - The treasurer can decide how they'd like to get input from members
 - The treasurer will recruit members to execute fundraisers during Exec Board weekends and additional events throughout the year
 - The treasurer will not be assigned a committee
 - During Exec Board weekends, they will focus on executing fundraisers and general support, like the president's current role
- What about service projects at Exec Board weekends and the Month of Service?
 - The officer team will plan and coordinate rather than a committee of Exec Board members
 - The officer team can decide how they'd like to get input from members

EXECUTIVE BOARD CODE OF CONDUCT

Executive Board members are expected to:

1. Remain active in their 4-H club, county, and district programs.
2. Maintain an acceptable academic standard (set by their parents or guardians) in school during their service as an Executive Board member.
3. Maintain a high standard of personal conduct and act as a positive role model for other 4-H members. They should demonstrate the best 4-H has to offer through their words, actions, and personal appearance.
4. Conduct themselves in a manner that will bring honor to themselves, their family, and the 4-H program.
5. Be actively involved in all facets of the Florida 4-H Program and the Executive Board.
6. Abide by the code of conduct signed within their 4-H Online membership enrollment.
7. Attend the three weekend sessions over the course of the 4-H year. These meetings are held in October, January, and April.
8. Attend the event associated with the Executive Board committee on which they serve.
9. Be the voice of 4-H'ers across the state when called upon to speak on behalf of the Florida 4-H program before a variety of audiences of venues, including local, district, state, and out-of-state events.
10. Communicate with their committee chairs, along with the State Council president and advisor(s), if they are going to miss any of the expected events mentioned above.
11. Complete the assignments and obligations given in their role as a committee member. They will abide by the deadlines and ground rules set by their committees as they work to accomplish goals throughout the year.
12. Conduct themselves in an appropriate manner that brings positive light to the Florida 4-H program during and outside of 4-H events, including their online presence.
13. Enhance the understanding and image of the 4-H state programs through effective communication of programs and activities. Specific responsibilities include: (a) providing a communication link from the state to the district/county and vice versa; (b) providing leadership at district and county events; (c) working in a youth/adult partnership with their district and county 4-H professionals, Executive Board committee chairs, and State Council advisor(s).

An Executive Board member for cause. Cause is defined as: (a) Disregard for the provisions of the 4-H Code of Conduct and Executive Board Code of Conduct; (b) Failure to carry out responsibilities outlined in this information packet.

EXECUTIVE BOARD ATTENDANCE POLICY

Serving on Executive Board means being an active and present member. Our work is built around our three Executive Board weekends, and your full participation is essential to the success of our planning process.

Attendance Expectations:

- All members are expected to attend all three events in full starting at check in on Friday night through checkout on Sunday morning.
- All members are expected to register for each event in advance.
- If a member must miss one event due to illness or emergency, their Executive Board membership will not be jeopardized.
- If a member misses two or more events, regardless of the reason, they will no longer be considered an Executive Board member.

Please note, this is not a punishment. It simply reflects the fact that if someone is not present for most of the events, they have not been a part of the planning process alongside the rest of their committee. They are not in trouble, it just means they haven't had the opportunity to contribute as needed for this role.

Communication is important, so if you know you will be absent from an Executive Board Weekend, communicate with the president, advisor(s), and committee chairs as soon as possible. The earlier we know, the better we can plan to ensure your committee has the support it needs in your absence.

TRANSPORTATION FOR EXECUTIVE BOARD RELATED EVENTS

It is the responsibility of you and your family to arrange transportation for Executive Board Weekends and other events. While some counties may provide transportation options, this is not guaranteed. If transportation support is needed, families are encouraged to reach out to their local 4-H professionals, surrounding counties, or fellow Executive Board members to explore potential carpool opportunities.

If transportation cannot be secured and a member is unable to attend an Executive Board Weekend, this will count as an absence and follow the above stated attendance policy.

SOCIAL MEDIA POLICY

The Florida 4-H Executive Board Program understands that 4-H members may maintain and /or participate in 4-H social networking and media sites, such as Facebook, Twitter, Instagram, Snapchat, YouTube, TikTok, etc., and may maintain and contribute to various types of online content. Please keep in mind that information posted on these sites may be accessed by anyone with access to the internet and has nearly unlimited duration or retention.

The Florida 4-H Executive Board defines online social media as any online tool (excluding private email systems) that allows users to post content (text, photo, video, and audio), respond to posted content, and/or engage in conversation with other users via content exchanges.

The following is the Florida 4-H Executive Board Program's policy regarding participation in social networking and digital content creation sites. There is no right of privacy with regard to the use of the program's systems, and participants should not expect that their messages or data contained on any of the program's systems are private or confidential. Participants who fail to comply with this policy may be subject to disciplinary action that is noted above.

1. If you identify yourself as a participant of the Florida 4-H Executive Board on social media, you may not claim or imply that you are speaking on behalf of the UF/IFAS Extension 4-H Youth Development Program, unless given permission.
2. When networking or creating content about participants, on your own time, you must abide by the program's policies, including policies regarding non-harassment. You may not make discriminatory, defamatory, libelous, or slanderous comments when discussing the program or its participants. Comments that may constitute harassment include, but are not limited to, comments that are derogatory with respect to religion, race, gender, sexual orientation, color, or disability. Prohibited comments also include those that are sexually suggestive, humiliating, or demeaning.
3. You are personally responsible for your postings and commentary and can be held personally liable for any commentary considered defamatory, obscene, proprietary, or libelous by any offended party.
4. You may not post anything that may be detrimental to the program or its participants.
5. You may not post photographs of other program participants without their express approval to do so.
6. You may not post any photographs that contain alcoholic beverages, illegal substances, or are derogatory in any matter.

CALENDAR OF STATE OFFICER AND EXECUTIVE BOARD RELATED EVENTS

*Mandatory

**Mandatory if part of the planning committee for the event

***Highly encouraged, not mandatory

2025

September

18-21*** Southern Region Teen Leadership Conference, Tennessee***

October

24-26* First Executive Board, 4-H Camp Cloverleaf - Lake Placid*

2026

January

23-25* Second Executive Board, 4-H Camp Cloverleaf-Lake Placid*

28*** Florida 4-H Day at the Capitol, Tallahassee*

February

4-5*** State Fair, Opening Day, Tampa***

5-16*** State Fair, Tampa***

April

24-26* Third Executive Board, 4-H Camp Timpoochee-Niceville*

June

4** Early Arrival at iLEAD, Gainesville**

5-7** iLEAD: Intermediate Leadership Conference, Gainesville**

June

21** Early Arrival at Florida 4-H Legislature, Tallahassee**

22-26** Florida 4-H Legislature, Tallahassee**

July

26** Early Arrival at Florida 4-H University, Gainesville*

27-30** Florida 4-H University, Gainesville*

Executive Board Application

District delegates and youth who wish to be considered for an Executive Board appointee position must fill out this application.

Once completed, your county 4-H professional will receive a copy of this application at the email you provide for approval.

This application is due by 11:59PM on August 1.

If you are planning to submit or have already applied to be a state officer candidate, this Executive Board application was included within that. You do not need to fill this out separately if you submitted as part of your state officer application.

Applicant First Name

Applicant Last Name

Applicant County

▼ Alachua (1) ... Washington (68)

Applicant Email

Confirm Applicant Email

Applicant Phone Number

Family Email

Confirm Family Email

Please Choose One:

- ☐ I am one of my district's four (4) elected delegates.
- ☐ I am applying to be an Executive Board Appointee.

Will you be graduating senior this coming 4-H year?

- ☐ Yes
- ☐ No

Essay Questions We encourage you to put thought and detail into these answers. These are primary factors in determining your selection. In lieu of an interview, treat these answers as your opportunity to make your case on why you should be selected as an Executive Board member.

What impact do you hope to have on the Florida 4-H program by being a member of the Executive Board?

What strengths do you have? How will you use your strengths to contribute to the work of your Executive Board committees?

Rank the following Event Committees by which you prefer to work on:

- _____ iLEAD: Intermediate Leadership Conference
- _____ 4-H Legislature
- _____ 4-H University

OPTIONAL: If you would like, provide any additional explanation for your rankings. This information is only to assist in committee assignments and will not affect your eligibility for Executive Board membership. For example, if you are indifferent between your top two choices, but definitely don't want your third choice; or if you are extremely passionate about one particular committee, elaborate on that.

Are you a returning Executive Board Member?

☐ Yes

☐ No

Which Executive Board committees have you served on in the past?

- ☐ 4-H Day at the Capitol & Constitution
 - ☐ iLEAD: Intermediate Leadership Conference
 - ☐ 4-H Legislature
 - ☐ 4-H University
 - ☐ Communication and Council Support (CCS)
 - ☐ Ambassador
 - ☐ Service
 - ☐ Ways & Means
 - ☐ Youth Leadership
-

How will you build off your previous Executive Board experience to continue contributing to the success of Florida 4-H?

Member's Agreement Statement

I have read and understand the guidelines set forth in the Florida State 4-H Council Executive Board Packet, Participation Form (code of conduct), and the Constitution and Bylaws of the Florida 4-H Council.

I am willing to devote the time required and remain active in my club, county and district 4-H program, as well as maintain an acceptable academic standard (set by my parents) in school during my service as an Executive Board member.

I will attend the Executive Board Weekends (Oct, Jan, & Apr).

Furthermore, I am willing to conduct myself to the highest standard level expected for a State 4-H Council Executive Board member.

Parent/Guardian Agreement Statement

As parent/guardian, I will support my child in fulfilling their Executive Board responsibilities.

I am willing to pay or secure a sponsor to cover the estimated costs of the three Executive Board meetings and the state event that they are assigned. If I choose to solicit sponsors, I will visit with my local 4-H professional before making donor contacts.

I am willing to secure transportation for my child to ensure that they get to their required events. I have read and understand the guidelines set forth in the Florida State 4-H Council Executive Board Packet, Participation Form (code of conduct), and the Constitution and Bylaws of the Florida 4-H Council.

Application Approval by 4-H Professional

Once you submit this application, your county 4-H professional will receive an email to confirm that they are aware of your application, you are a 4-H member in good standing, they have read and understand the guidelines regarding your role on Executive Board, and will support you in fulfilling your responsibilities as an Executive Board member.

County 4-H Professional Email (Faculty/Staff ex: 4-H Agent, 4-H Program Assistant, County Extension Director):

☐ First Name _____

☐ Last Name _____

☐ Email _____

☐ Confirm Email _____
