



**FLORIDA 4-H**  
**EXECUTIVE BOARD**



**2023-2024**

# **FLORIDA 4-H**

# **EXECUTIVE BOARD**

# **INFORMATION PACKET**

**UF** | **IFAS Extension**  
UNIVERSITY of FLORIDA

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## APPLICATION PROCESS CHECKLIST

Minimum qualifications:

- Must be a senior 4-H member (4-H age for the upcoming 4-H year)
- Shall have approval from parent/guardian and county 4-H professional
- Have read and understood the State 4-H Council [Constitution](#) and [Bylaws](#).
- Have read and understood the Florida 4-H State Council Executive Board Information Packet and Application in its entirety.

## LIVE ZOOM CONNECTIONS & Q+A

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.

[Live Zoom Connections & Q+A](#)— **Tuesday June 20 at 7:00PM ET/6:00PM CT**

Click the link above to register. After registering, you will receive a confirmation email containing information about joining the meeting. This will be recorded and available afterwards.

## APPLICATION SUBMISSION LINK & DEADLINE

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

[Executive Board Application](#)—includes two (2) essay questions and your ranking of preferred committees. All applications for district delegates and Executive Board appointees must be submitted by **11:59PM on July 10**.

Once your application is submitted online, your county 4-H professional will receive an email to confirm your application. Your application is not considered complete until their approval is received.



## **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 immediately following elections. The applicants are personally informed of the final decision after the interview process is complete, and the three (3) appointed officers are officially announced Tuesday night at 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 March/April).

The Executive Board consists of eight (8) different committees. The events committees are: Constitution and 4-H Day at the Capitol, iLEAD, 4-H Legislature, and 4-H University. The standing committees are: Communication and Council Support, Entertainment, Service, and Ways and Means.



## **DUTIES OF COMMITTEES PER THE BYLAWS OF THE CONSTITUTION OF THE FLORIDA 4-H COUNCIL**

**The Standing Committees of the Executive Board shall be:**

- (1) Service Committee
- (2) Ways and Means Committee
- (3) Youth Leadership Committee
- (4) Ambassador Committee
- (5) Constitution Committee

### **Service Committee**

The Service Committee is responsible for helping provide resources and assistance with service project information to 4-H members across the state; hosting an annual month of service with one theme across the entire state; leading service projects at Executive Board weekends; and recognizing clubs and individuals for their service.

### **Ways and Means Committee**

The Ways and Means Committee is a strategic planning committee for resource development. It shall organize short and/or long-term fundraisers to benefit the Florida 4-H Council as well as assist or facilitate the Florida 4-H Council as requested.

### **Youth Leadership Committee**

The Youth Leadership Committee is responsible for creating opportunities to meet the leadership development needs of 4-H members across the state with the purpose of attracting, developing, and retaining outstanding youth leaders.

### **Ambassador Committee**

The Ambassador Committee is responsible for creating opportunities to develop advocacy skills for 4-H members across the state as well as being trained and available to represent Florida 4-H as needed across the state.

### **Constitution Committee**

The Constitution Committee shall provide a continuing review of the Constitution and By-laws while recommending necessary and appropriate revisions.

## **DUTIES OF COMMITTEES PER THE BYLAWS OF THE CONSTITUTION OF THE FLORIDA 4-H COUNCIL**

The Event Committees of the Executive Board shall be:

- (1) iLEAD: Intermediate Leadership Conference (previously Intermediate State)
- (2) Florida 4-H University
- (3) Florida 4-H Legislature

### **iLEAD: Intermediate Leadership Conference**

iLEAD is a weekend overnight event for intermediate 4-H youth, ages 11-13. Committee members' responsibilities include choosing a theme, preparing event activities, and speaking during various times throughout the event. During this event, members will mentor younger 4-H members to give them an experience unique to our intermediates while also letting them know what they have to look forward to as senior 4-H members.

### **Florida 4-H University**

4-H University is a week-long overnight event for senior 4-H youth held at the University of Florida. Committee members' responsibilities include choosing a theme, planning event activities, and selecting Leader of the Legacy winners. During the event, the University Committee leads funshops, assists with evening programs, and helps keep the event running smoothly.

### **Florida 4-H Legislature**

4-H Legislature is a week-long overnight event for senior 4-H youth that provides an opportunity for teen 4-H members to have a "learn by doing" experience in Tallahassee at the State Capitol. Committee members' responsibilities writing the bills that comprise the bill book for the event, designing a T-shirt, planning event activities, and preparing for their roles as legislators. During the week of Legislature, each of the committee members hold a specific leadership role as a part of the legislative process, such as Speaker of the House, Committee Chair, Head Lobbyist, etc.



## 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 guardian) in school during their service as an Executive Board member.
- 3) Maintain a high standard of personal conduct and should 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 Executive Board.
- 6) Abide by the code of conduct signed within the Florida 4-H Participation Form.
- 7) Attend the three weekend sessions over the course of the 4-H year. These meetings are held in October/November, 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 Florida 4-H program before a variety of audiences or 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 committees chairs, and State Council advisor(s).

The State Council advisor(s) and State 4-H President have the authority to remove a State 4-H officer or 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 job responsibilities outlined in the Florida 4-H Constitution.



## **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 information posted on these sites may be accessed by anyone with access to the internet and has nearly unlimited duration of retention.

The Florida 4-H Executive Board defines online social media as any online tool (excluding private email system) which 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 use of the program's systems, and participants should not expect that their messages or data contained on any of the programs 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 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 including, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability. Prohibited comments also include those which 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 EXECUTIVE BOARD RELATED EVENTS

\*Mandatory

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

\*\*\*Highly encouraged, not mandatory

### 2023

#### September

21-24\*\*\* Southern Region Teen Leadership Conference, Tennessee\*\*\*  
23\*\*\* Florida 4-H Day at the Swamp, Gainesville\*\*\*

#### November

17-19\* First Executive Board, 4-H Camp Cloverleaf—Lake Placid\*

### 2024

#### January

26-28\* Second Executive Board, 4-H Camp Cloverleaf—Lake Placid\*

#### February

6\*\*\* Florida 4-H Day at the Capitol, Tallahassee\*\*\*  
7-8\*\*\* State Fair, Opening Day, Tampa\*\*\*  
8-19\*\*\* State Fair, Tampa\*\*\*

#### April

26-28\* Third Executive Board, 4-H Camp Timpooshee—Niceville\*

#### June

6\* Early Arrival at iLEAD, Gainesville\*\*  
7-9\*\* iLEAD: Intermediate Leadership Conference, Gainesville\*\*

#### June

23\*\* Early Arrival at Florida 4-H Legislature, Tallahassee\*\*  
24-28\*\* Florida 4-H Legislature, Tallahassee\*\*

#### July/August

Jul 28\*\* Early Arrival at Florida 4-H University, Gainesville\*\*  
Jul 29-Aug 31\*\* Florida 4-H University, Gainesville\*\*

**All dates subject to change. Florida 4-H has the right to add/change events when needed.**







## Exec Board Application

### Florida 4-H Executive Board Application



Make sure to review the information found in the Executive Board Information Packet with your parent/guardian.

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 an email at the address you provide to approve your application. Your application is not complete until they submit their approval.

**This application is due by 11:59p on July 10.**

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

Please Choose One:

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

Applicant First Name

Applicant Last Name

Applicant County

Applicant Email

Confirm Applicant Email

Applicant Phone Number

Family Email

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

- Yes
- No

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



What is your greatest strength? How will you use this strength to contribute to Florida 4-H Executive Board?

Choose one to two words below that best describe you:

- Organizer
- Motivator
- Communicator
- Thinker

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

4-H University

4-H Legislature



## iLEAD: Intermediate Leadership Conference

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

Service

Ways & Means

Youth Leadership

Ambassadors

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

- 4-H University
- 4-H Legislature
- iLEAD: Intermediate Leadership Conference
- Entertainment
- Communication and Council Support (CCS)
- Service
- Ways & Means

## **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/guardians) in school during my service as an Executive Board member.

As an Executive Board member, I am willing to pay or secure a sponsor to cover the estimated costs of the three Executive Board meetings and other state events. If I choose to solicit sponsors, I will visit with my local 4-H professional before making donor contacts.

I will attend the Executive Board Weekends (Oct/Nov Jan, & Mar/April).

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

**SIGN HERE**

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### **Parent/Guardian Agreement Statement**

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

**SIGN HERE**

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## **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.

Your application for Executive Board will not be considered complete until you receive approval from your county 4-H professional. Make sure you follow up with them.

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