



MANITOBA 4-H COUNCIL ROLES AND RESPONSIBILITIES

Duties of President (two-year term)

- To provide leadership to the Manitoba 4-H Council.
- To attend Manitoba 4-H Council meetings and have voting privileges.
- To preside at meetings of the Board of Directors.
- To prepare meeting agendas, in consultation with the Executive Director and Board Secretary.
- To ensure that the agenda is circulated.
- To represent Manitoba 4-H Council at official functions or appoint an alternate.
- To serve as one of the signing officers of Council.
- To prepare the “President’s Report” for the Annual Report.
- To be a member of all Committees ex-officio.
- To chair the Nominating and Elections Committee(s).
- To serve on at least two Board Committees, attend Committee meetings and carry out duties as agreed.

Duties of President Elect (two-year term)

- To attend Manitoba 4-H Council meetings and have voting privileges.
- To chair meetings in the absence of the President.
- To assist the President as required.
- To serve as one of the signing officers of Council.
- To minute Executive Committee meetings
- To provide Executive Committee Reports to Council.
- To represent Manitoba 4-H Council at official functions as required.
- To orientate new Directors to the Board and their responsibilities.
- To assume the role of President at the end of the two-year term.
- To serve on at least two Board Committees, attend Committee meetings and carry out duties as agreed.

Responsibilities of Directors of the Board (Youth one-year term, all other Directors two-year term)

- To attend all meetings of the Board. If unable to attend, notify the M4HC Office as soon as possible.
- To come to meetings prepared to discuss items on the agenda.
- To serve as one of the signing officers of Council as required.
- To serve on at least two Board Committees, attend Committee meetings and carry out duties as agreed.
- To represent Manitoba 4-H Council at official functions as required.
- To promote and explain the work of Manitoba 4-H Council at every opportunity.
- To attend provincial 4-H activities whenever possible.