



The Executive Team of the State 4-H Teen Leadership Conference Committee shall include a President, a Vice President, a Secretary, a Treasurer, and a Reporter. Duties of the individual offices are as follows:

Duties of the President:

1. Must have served of the Teen Leadership Conference committee for at least 1 year prior to serving as President;
2. Preside at all Executive Team meetings and any meeting where the entire delegation is present;
3. Exercise supervision over the affairs of the delegation;
4. Appoint standing and special committees;
5. Assist in development of meeting agendas.

Duties of the Vice President:

1. Assist the President when needed;
2. Perform the duties of the President in their absence;
3. Introduce presenters and/or guests.

Duties of the Secretary:

1. Keep a full and accurate record of all proceeding of the Executive Team meeting and any meeting where the entire delegation is present;
2. Provide a report at each meeting of the previous meeting minutes;
3. Maintain a record of each member's attendance.

Duties of the Treasurer:

1. Prepare a budget for approval by the Executive Team;
2. Receive, hold, and pay out all money of the club as designated by the adopted budget (any expenditures over \$500.00 not included in the budget must be approved by the Executive Team);
3. Keep an accurate record of the receipt and expenditures of all funds;
4. Present a financial statement when requested to do so.

Duties of the Reporter:

1. Assist State 4-H Ambassador Advisors in maintaining the Teen Leadership Conference social media platforms;
2. Develop promotional news releases for Teen Leadership Conference;
3. Serve as the chair of the promotion committee;
4. Official photographer of Teen Leadership Conference Committee and event.