



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

State 4-H Ambassador Program

Teen Leadership Conference Executive Team – Position Description



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

Duties of the President:

1. Must have served on 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 committee membership is expected to be present;
3. Exercise supervision over the affairs of the committee;
4. Appoint standing and special committees;
5. Assist advisors 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. Conduct a leadership moment each morning where the entire committee membership is expected to be present;
4. Facilitate at least one icebreaker/team building activity per committee meeting;
5. Introduce presenters and/or guests during committee meetings.

Duties of the Secretary:

1. Keep a full and accurate record of all proceedings of the Executive Team meetings and any meeting where the entire delegation is expected to be 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 Reporter:

1. Serve as the chair of the promotions sub-committee;
2. Assist State 4-H Ambassador Advisors in maintaining the Teen Leadership Conference social media platforms;
3. Design mock-ups of promotional material for Teen Leadership Conference;
4. Serve as the official photographer of Teen Leadership Conference Committee and event.

Duties of the Community Service Liaison:

1. Serve as the chair of the community service sub-committee;
2. Oversee coordination of the all delegation community service project during Teen Leadership Conference;
3. Lead efforts to present three potential statewide community service projects during Teen Leadership Conference with one being selected as the official South Dakota 4-H statewide community service project for the following 4-H year;
4. Collaborate with sub-committee members to deliver delegate awards during Teen Leadership Conference.