



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

State 4-H Ambassador Program

SkillsX by 4-H Executive Team – Position
Description (formally Teen Leadership Conference)



The Executive Team of the State 4-H Ambassador SkillsX by 4-H 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 SkillsX by 4-H (formally 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 and the SkillsX by 4-H event.

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 committee 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;
4. Write and send out all thank-you cards on behalf of the committee and SkillsX event. Resources will be provided.

Duties of the Reporter:

1. Serve as the chair of the promotions sub-committee;
2. Assist State 4-H Ambassador Advisors in maintaining the SkillsX by 4-H social media platforms;
3. Design mock-ups of promotional material for SkillsX by 4-H;
4. Serve as the official photographer of SkillsX by 4-H 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 SkillsX by 4-H;
3. Lead efforts to present three potential statewide community service projects during SkillsX by 4-H 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 participant awards during SkillsX by 4-H.

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