



**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**

# **State 4-H Ambassador Program**

SkillsX by 4-H Executive Team  
Position Descriptions



The Executive Team of the State 4-H Ambassador SkillsX by 4-H Committee shall include President, Vice-President, Secretary, Public Relationist and Community Service Liaison. Duties of the individual offices are as follows:

## **Duties of the President:**

- Must have served on the SkillsX by 4-H committee for at least 1 year prior to serving as President;
- Preside at all Executive Team meetings and any meeting where the entire committee membership is expected to be present;
- Exercise supervision over the affairs of the committee;
- Appoint standing and special committees;
- Assist advisors in development of meeting agendas.

## **Duties of the Vice President:**

- Assist the President when needed;
- Perform the duties of the President in their absence;
- Conduct a leadership moment each morning where the entire committee membership is expected to be present;
- Facilitate at least one icebreaker/team building activity per committee meeting;
- Introduce presenters and/or guests during committee meetings and the SkillsX by 4-H event.

## **Duties of the Secretary:**

- 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;
- Provide a report at each meeting of the previous meeting minutes;
- Maintain a record of each member's attendance;
- Write and send out all thank-you cards on behalf of the committee and SkillsX by 4-H event. Resources will be provided.

## **Duties of the Public Relationist:**

- Serve as the chair of the promotions sub-committee;
- Assist program staff in maintaining the SkillsX by 4-H social media platforms;
- Design mock-ups of promotional materials for SkillsX by 4-H;
- Serve as the official photographer of SkillsX by 4-H committee and event.

**Duties of the Community Service Liaison:**

- Serve as the chair of the community service sub-committee;
- Oversee coordination of all the delegation community service projects during SkillsX by 4-H
- 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;
- Collaborate with sub-committee members to deliver participant awards during SkillsX by 4-H.