District III Council
Roles & Responsibilities

Every Council Member has the following responsibilities:

- Attend all district meetings and events
- Provide input to help plan, implement and evaluate district council events (such as junior congress, fair booth, spirit, etc.)
- Take an active role in meetings
- Practice and use correct parliamentary procedure
- Serve on committees as appointed by the President
- Keep local clubs and county council informed of district activities and plans

Summary of Officer Responsibilities are:

President-
- Preside at meetings
- Prepare meeting agendas in advance (with help from advisor)
- Appoint committees as needed
- Write and present district reports at state council meetings
- Attend State Executive Board meetings

Vice-President-
- Preside over meetings in the absence of the president
- Supervise committee chairs and/or chair a committee
- Attend State Executive Board meetings

Secretary-
- Take minutes of the meetings
- Send copies of the minutes to the members in a timely manner
- Handle any council correspondence
- Serve as chair of a committee
- Attend State Executive Board meetings
Treasurer-
- Prepare a treasurer’s report before every meeting
- Prepare and record all financial transactions
- Serve as chair of a committee
- Attend State Executive Board meetings, if needed

Parliamentarian-
- Is knowledgeable about parliamentary procedure and makes the final decision on any inconsistency in the parliamentary procedure of the council
- Takes a copy of Robert’s Rules of Order to all meetings as a reference
- Serve as chair of a committee

Sergeant-at-Arms-
- Responsible for set up of meeting (flags, gavel, etc)
- Makes members feel welcome
- Should a member become disruptive during a meeting, the Sergeant-at-Arms will escort the member out of the room
- Serve as chair of a committee

Historian/Reporter-
- Collect memorabilia from council members
- Prepare page for the State Scrapbook with photos, news articles and other materials
- Take photographs of council activities
- Serve as chair of a committee

References
“District I Council Roles & Responsibilities” sheet given to me by Vickie Mullins, Santa Rosa County 4-H Agent, September 2008.

Written by: Tracy Tesdall, Leon County 4-H Agent, University of Florida IFAS-Extension, Tallahassee, FL, September 2008.

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