

**4-H Junior Leader President Role Description**

**Qualifications:**

* Ability to speak well in front of others
* Demonstrates previous experience held in leadership positions
* Knowledge of Parliamentary Procedure

**Skills:**

* Organization and time management
* Positive attitude and team player
* Reliable
* Ability to lead your peers
* Ability to work well with adult advisors

**Responsibilities:**

* Exhibit good leadership qualities and serve as a role model to the members of 4-H.
* Work with Jr. Leaders and the adult advisor(s) to plan a fun and interesting program.
* A day or two ahead, check on arrangements for the meeting. See that everyone on the officer team is ready.
* Become familiar with business to be acted on at each meeting. This might include checking with committee chairs, other officers, and adult advisors. For a final check, adult advisors and the officers may have a huddle just before the meeting is called to order.
* Call the meeting to order on time and end on time. Be prompt and make the meeting fun.
* Speak clearly and loudly enough for all to hear.
* Use basic parliamentary procedure as a tool to conduct effective, orderly meetings.
* Call for a motion on any question that needs a decision. Encourage discussion to bring out the various points of view so that each individual can help make a decision. Encourage all members to take part in the meeting.
* Be impartial. You may cast the deciding vote in case of a tie.
* Ensure the election of officers.

**What you will gain from this:**

* Career readiness skills
* Public speaking skills
* Better understanding of Parliamentary Procedure
* Ability to problem solve
* Organizational and teamwork skills