



Northwest Michigan 4-H Livestock Council Executive Board Members' Job Descriptions (As described in the By-laws)



President:

Chair all Livestock Council meetings and Board meetings. Prepare the agenda for the next monthly meeting. Be available daily during fair week for the President's responsibilities and for solving problems concerning directives established by the Council.

Vice-President:

Attend all Livestock Council meetings and Board meetings. Be available to chair meetings in case of unavailability of the President. Assist in the organization of the standing committees. Oversee all committee work (all committee chairpersons must report to the Vice-President). Be available during fair week to assist the President.

Treasurer:

Attend all Livestock Council meetings and Board meetings. Give an up-to-date financial report at all meetings. Prepare the annual budget and year-end financial report. Be available daily to assist the President during fair week. Assist with preparation of the 4-H animal auction line-up for use at the Northwestern Michigan Fair. Assist with tallying auction moneys and auction record keeping. Treasurer may expend funds in the current approved budget or by special vote of the Council.

Deputy Treasurer:

Attend all Livestock Council meetings and Board meetings. Give an up-to-date financial report at the meetings in the Treasurer's absence. Assist in preparation of the annual budget and year-end financial report. Be available daily to assist the Treasurer during fair week. Assist in distributing the animal line-up at the fair. Assist tallying auction moneys and auction record keeping. Deputy Treasurer may expend funds in the current approved budget or by special vote of the Council.

Secretary:

Attend all Livestock Council meetings and Board meetings. Take roll call by 4-H club. Read past minutes if needed. Record present minutes. Make present minutes available to Livestock Council members. Be available daily during fair week to assist President. Type and mail Livestock Council correspondence as deemed necessary by the Council President.