



# Chaves County 4-H Council Officer Application

**President** – Preside at Council meetings

**Vice-President** – Preside in the absence of the president, coordinate community service projects, and help coordinate programs for each council meeting.

**Secretary** – Keep accurate minutes of the Council meetings and take care of all correspondence.

**Treasurer** – Keep an accurate record of all funds.

**Reporter** – Publicize Council activities and compile a year end slide show which records Council activities for the year.

**Recreation Leader** – Conduct recreational activities at the meetings and other events.

**Parliamentarian** – Be familiar with parliamentary procedure and see that meetings are conducted in a democratic manner.

**This application will be shared with voting delegates prior to elections.**

Name: \_\_\_\_\_ Circle your age group: Novice Junior Senior

Please rank the office(s) you are most interested in 1 being the most interested and 7 being the least. Remember the Offices of President, Vice-President, Secretary, and Treasurer MUST be held by Senior 4-H Members (ages 14 or 13 and in the 8th grade - 18). The remaining offices may be held by any Novice, Junior or Senior 4-H Member.

\_\_\_ President \_\_\_ Vice-President \_\_\_ Secretary \_\_\_ Treasurer  
\_\_\_ Reporter(2) \_\_\_ Recreation Leader(2) \_\_\_ Parliamentarian

How many years have you been a 4-H member? \_\_\_\_\_

Have you held a council office before, if so, which?

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Have you held a club office before, if so which?

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What experiences have you had that have prepared you to serve as a council officer?

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Why are you interested in being a council officer?

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What activities have you participated in at the club, county, district, state, and national levels?

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Are you willing and able to attend all council meetings and activities? \_\_\_\_\_  
\_\_\_\_\_ Please initial here to indicate that you have read and understand the Council Officer Expectations including attendance on the following page.

By signing below we certify that all information in this application is true to the best of our knowledge and ability.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Club Leader Signature

**\*Due date for this application is October 14, 2025. Please send to Katy Wright via mail, email, or turn into the Extension Office. 200 E. Chisum St Suite 4, Roswell, NM 88203 or [kkwright@nmsu.edu](mailto:kkwright@nmsu.edu)**



# Chaves County 4-H Council Officer Expectations

## **Attendance:**

- County Council Pre-Meeting Meetings - Every 3rd Tuesday at 6:30pm (with the exception of June)
- County Council Meetings - Every 3rd Tuesday at 7pm (with the exception of June)
- County Council Event/Program - Pool Party, Bowling Party, etc.
- County Fair Dinner/Awards Program
- Ice Cream Parlor during ENMSF
- Club Officer Training Day
- Council Officer Training Day
- County Achievement Awards
- 4-H Day at the Roundhouse
- Workshops and events as needed

## **Other Expectations:**

- Adhere to the 4-H Code of Conduct
- Remain in good standing at the club, county, and state level.
- Regularly attend club and council meetings
- Fulfill officer responsibilities in a timely manner to the best of your ability
- Wear appropriate attire and specific attire when requested
- Complete all tasks and responsibilities to the best of your ability
- Represent your club, team, county, and the 4-H program in a positive light. Representing others is one of your most important responsibilities because it exists at all times— not just while you are at 4-H events.
- Serve as a kind, responsible role model for other 4-H members