

2025-2026
San Juan County
4-H
County Council
Officer Handbook

(February 2026)



Contents

Representing 4-H as a County Council Officer	3
Top 10 Tips for Successful 4-H Council Officers	4
County Council and 4-H Agent Roles in Planning Meetings and Activities.....	5
Expectations of all San Juan County Council Officers	6
Officer Qualifications.....	6
San Juan County 4-H Council Officer Duties	7
President	7
Vice President	8
Secretary	9
Sergeant at Arms	10
Reporter	11
Recreation Leader	12
COUNTY COUNCIL ADVISORS AND COUNTY FINANCIAL ADVISORS	13
County Council Calendar of Activities and Expectations	14
Amendments	16
NMSU Statement.....	16

Representing 4-H as a County Council Officer

Congratulations on being elected as a San Juan County 4-H Council officer. This role is an important leadership opportunity and comes with the responsibility of representing San Juan County 4-H and the broader 4-H program.

As a County Council officer, you are always a 4-H ambassador—not only during meetings, events, or when wearing a 4-H shirt. Your actions, words, attitude, and decisions reflect on other 4-H members, volunteers, and the 4-H program as a whole.

County Council officers are visible leaders. Whether you are participating in a county activity, attending a community event, traveling to a regional or state opportunity, or interacting online, you are expected to model the values of the 4-H pledge—Head, Heart, Hands, and Health—through respectful behavior, responsibility, integrity, and teamwork.

Serving as a County Council officer also means helping care for the program. Officers help support the Council’s educational, social, and leadership goals by making thoughtful decisions, following policies, and working cooperatively with fellow officers, adult advisors, and Extension Agents.

Your leadership helps ensure that all members feel respected, encouraged, and valued.

What This Looks Like in Real Life

- Showing respect to others, even when opinions differ
- Using positive language and behavior at meetings and events
- Welcoming new members and encouraging everyone to participate
- Following the 4-H Code of Conduct at all times
- Representing 4-H in a positive way in public and online
- Wearing 4-H apparel appropriately and with pride
- Being prepared, dependable, and willing to help
- Making choices that reflect well on yourself and the 4-H program



Top 10 Tips for Successful 4-H Council Officers

1. **Listen so every voice is heard.**

Make space for everyone to share ideas, especially quieter members. Ask for input, thank people for speaking up, and ensure that discussions reflect all perspectives, not just those of the most vocal individuals.

2. **Be prepared.**

Review the agenda, reports, and notes before meetings. Knowing what's coming keeps business efficient and helps you lead with confidence.

3. **Model the 4-H pledge in action.**

Demonstrate head, heart, hands, and health through respectful communication, fair decisions, helpfulness, and healthy teamwork.

4. **Communicate clearly and promptly.**

Use email, texts, or calls responsibly. Confirm meeting times, deadlines, and assignments so everyone stays informed.

5. **Work as a team.**

Support one another across officer roles. Share responsibilities and celebrate successes together rather than competing.

6. **Be organized.**

Keep records, minutes, and calendars up to date. A tidy binder or digital folder makes transitions easy for next year's officers.

7. **Encourage participation.**

Welcome new members, involve them in committees, and invite them to help with events. Engagement builds stronger clubs.

8. **Represent 4-H professionally.**

Whether speaking at a community event or posting online, show courtesy, honesty, and pride in the 4-H name.

9. **Plan with purpose.**

Set clear annual goals and evaluate progress. Ask: *How will this activity help our members learn, serve, or grow?*

10. **Keep learning.**

Attend trainings, seek feedback from advisors, and be willing to improve. Great leaders never stop developing their skills.

County Council and 4-H Agent Roles in Planning Meetings and Activities

The San Juan County 4-H Council and the County 4-H Agents work together to create a well-rounded program that balances education, leadership, service, and fun. Each plays a vital yet distinct role in planning and executing county activities. The Council ensures youth leadership and engagement remain at the center of the program, while the Agents ensure that all educational programming meets 4-H and NMSU Extension standards.

County Council Responsibilities

The County Council is responsible for planning and conducting the social, recreational, and business functions of the county 4-H program. Council-led activities are designed to help members connect with one another, strengthen teamwork, and build a sense of community across clubs. These include social gatherings, parties, service projects, council business meetings, fun nights, and recreational activities that bring members together.

The Council also plays an important role in peer-led leadership development and team building. Officers and committees should design activities that provide members with opportunities to practice leading others, build confidence, and learn through hands-on experience. This may include organizing icebreakers, cooperative games, or leadership challenges that encourage participation and creativity.

Additionally, the Council promotes peer recognition, celebrating the successes, contributions, and growth of 4-H members. Whether through awards, shout-outs, or small acts of appreciation, the Council helps make every member feel valued and included. All council events and meetings should be planned with the goal of strengthening friendships, encouraging involvement, and fostering a welcoming 4-H community.

4-H Agent Responsibilities

The 4-H Agents are responsible for developing and leading all educational programs and structured learning activities within the county 4-H program. This includes officer training, leadership workshops, project clinics, record-book sessions, and other events focused on skill development and instruction. Agents ensure these programs align with state 4-H standards, use approved curriculum, and support the overall mission of the New Mexico Cooperative Extension Service.

County Council members are encouraged to assist with these educational programs by helping with setup, introductions, icebreakers, or group facilitation—but the instructional content remains under the direction of the 4-H Agents.

Working Together

The San Juan County 4-H program succeeds when youth and adults work as partners. County Council leads through enthusiasm, creativity, and peer connection, while the 4-H Agents guide through education, mentorship, and program quality. Together, they ensure

that San Juan County 4-H offers a comprehensive experience—one that is both fun and educational, led by youth with the support of caring adults.

Expectations of all San Juan County Council Officers

- Attend all County Council and officer planning meetings.
- Participate in 4-H county, regional, and state events as able.
- Participate in fundraising and promotional efforts for the 4-H Council.
- Communicate regularly with the Extension Agent and other officers.
- Complete a 4-H Record Book and at least one project annually.
- Support all major county activities (Carnival, Day Camp, Awards Banquet, Contests, etc.).
- Serve as positive role models for peers, demonstrating responsibility, teamwork, and respect.
- Adhere to the *New Mexico 4-H Code of Conduct* and *NMSU Cooperative Extension Service policies*.

Officer Qualifications

Office	Minimum Qualifications
President	Senior 4-H member; held one office in a local club; at least two years in 4-H; served on County Council at least one year.
Vice President	Senior 4-H member; held one office in a local club; at least two years in 4-H; served on County Council at least one year.
Secretary	Senior 4-H member; held one office in a local club; at least two years in 4-H; served on County Council at least one year.
Sergeant at Arms	Junior or Senior 4-H member; held one office in a local club; at least two years in 4-H; served on County Council at least one year.
Recreation Leaders	Junior or Senior 4-H member; at least one year in 4-H; experience leading activities preferred.

San Juan County 4-H Council Officer Duties

President

The President provides overall leadership to the County 4-H Council and serves as the primary youth representative of the San Juan County 4-H program.

Duties include:

- Call to order and preside over all regular and special Council meetings.
- Represent San Juan County 4-H at community events, county activities, and other official functions as needed.
- Work with the Officer team and Extension Agents to plan meeting agendas, activities, and special events.
- Appoint standing and special committees and ensure their work is carried out.
- Notify club representatives and committee chairs of upcoming meetings and planning sessions.
- Assist in arranging meeting locations and preparing necessary materials.
- Lead the officer team in setting annual goals, establishing a calendar of events, and promoting teamwork among officers and members.
- Maintain communication with all officers to ensure progress on assigned tasks.
- Be familiar with and apply *Robert's Rules of Order* during meetings to ensure fairness and order.
- Encourage participation, inclusivity, and a positive spirit in all Council activities.



**Beyond
Ready**

Vice President

The Vice President assists the President in all Council leadership duties and provides support for planning, programming, and communication.

Duties include:

- Assume the responsibilities of the President in their absence.
- Assist in planning, organizing, and carrying out Council meetings, programs, and events throughout the year.
- Assist the president in planning activities and events throughout the year.
- Collaborate with the Reporter to gather and submit articles and photographs for the County 4-H newsletter.
- Present financial or committee reports when requested by the President or Extension Agent.
- Help collect and maintain event photos for use in Council records and promotional materials.
- Promote teamwork and member engagement at all Council functions.
- Be familiar with *Robert's Rules of Order* and assist in maintaining proper meeting procedures.



Secretary

The Secretary serves as the official record keeper and communicator for the Council, ensuring that meetings and activities are accurately documented and reported.

Duties include:

- Record accurate minutes of all Council and officer meetings.
- Call roll, record attendance, and maintain an up-to-date Council roster.
- Read and manage correspondence as directed by the President or Extension Agent.
- Submit approved minutes to the County Extension Office within two weeks of each meeting.
- Prepare and submit a completed 4-H Council Secretary's Book by the annual due date.
- Set up and maintain a Secretary's Binder for the program year, including: annual goals, calendar, roster, attendance, minutes, committee reports, correspondence, and other records.
- Support officers and committees by providing accurate records and timely communication.



Sergeant at Arms

The Sergeant at Arms helps keep meetings running smoothly while making sure everyone feels welcome, included, and encouraged to participate.

Duties include:

- Assist the President in maintaining an orderly, respectful, and positive meeting environment.
- Ensure that all members and guests sign in at County Council meetings and activities.
- Confirm attendance and assist the Secretary by providing accurate sign-in information.
- Assist new members in understanding meeting flow, expectations, and activities.
- Encourage members to participate in discussions, activities, and decision-making.
- Support the Recreation Leaders by encouraging engagement during games, icebreakers, and team-building activities.
- Watch for members who may be disengaged and invite them to participate in a positive, supportive way.
- Assist with room setup, seating arrangements, and movement during meetings and events.
- Gently redirect disruptive behavior when needed and refer concerns to the President or Extension Agent.
- Model respectful behavior, teamwork, and leadership at all times.
- Participate in officer planning meetings and trainings.

**TO MAKE
THE BEST
BETTER** 

Reporter

The Reporter is the communicator/spokespersons of county council. The work to keep the membership informed of what is happening at all levels of 4-H

Duties include:

- Submit a county communicator article monthly for inclusion in the County 4-H newsletter.
- Present the monthly 4-H and updates at the Fair Board Meeting
- Collaborate with the Secretary to document activities and maintain records for the year-end scrapbook.
- Create the annual Council scrapbook or record of activities.
- Divide and attend the county club meetings and conduct teambuilding or leadership activities.
- Watch for members who may be disengaged and invite them to participate in a positive, supportive way.
- Collect and submit photos for inclusion in the County 4-H newsletter.
- Model respectful behavior, teamwork, and leadership at all times.
- Participate in officer planning meetings and trainings.



Recreation Leader

The Recreation Leaders promote fun, friendship, and teamwork through planned activities at Council meetings and events.

Duties include:

- Greet and introduce guests at meetings and activities, helping members feel welcome.
- Plan and lead recreational activities, icebreakers, and team-building games for Council meetings, officer retreats, day camps, and county-wide events.
- Assist the President in maintaining an orderly, positive, and engaging meeting environment.
- Divide and attend the county club meetings and conduct teambuilding or leadership activities.
- Take and submit photos from county 4-H events for use in newsletters and archives.
- Maintain a Recreation Notebook containing games, skits, songs, and mixers for county use.
- Learn, teach, and share new games or team activities with other 4-H members and club recreation leaders.
- Attend recreation or leadership trainings when available to build new skills.
- Assist with county-wide events such as service projects, contests, day camp, the awards banquet, and the carnival.
- Support the President and Vice President in planning the social and interactive elements of Council programs.
- Collaborate with the Secretary to document activities and maintain records for the year-end scrapbook.



COUNTY COUNCIL ADVISORS AND COUNTY FINANCIAL ADVISORS

The County Council Advisors will serve as organizational advisors for the County Council Executive Committee. The County Financial Advisors will serve as the adult treasurers of the County Council Executive Committee.

Both the County Council Advisors and County Financial Advisors will be nominated by the San Juan County Extension Office and confirmed by the County Council Executive Committee

- It is recommended that there are two County Council Advisors
- It is required that there are two County Financial Advisors
- All County Advisors must enroll as Adult Volunteers and complete all requirements of Adult Volunteers.
- All County Advisors serve one-year terms ending with the current County Council's term.
- Advisors may serve multiple terms.
- It is recommended that the County Council Advisors serve in no more than one other Adult Leader/volunteer during the time they serve as Advisors
- County Advisors Duties and expectations will be outlined in the San Juan County Council Handbook.

Council Advisors can be removed from office by the San Juan County 4-H Agents for any one of the following:

- Missing three (3) consecutive Council officer meetings or activities.
- Attending less than 50% of Council officer meetings or activities.
- Not completing the required duties of the members' office.
- Receiving a Code of Conduct Violation.



County Council Calendar of Activities and Expectations

(County Council Program Year: November–October)

County Council activities focus on county-level leadership, service, and support of San Juan County 4-H programs. Dates and activities may vary from year to year based on scheduling, facility availability, and program needs.

This calendar provides an outline of typical expectations, not a fixed schedule. Activities may be added, adjusted, or removed by the County Council or the County Extension Office as needed.

Ongoing Expectation: Leadership Team Meetings

- Monthly County Council Leadership Team Meeting
 - Officers are expected to attend a monthly leadership team meeting.
 - Some months may be canceled if there is no business to address.
 - Meetings focus on planning, communication, and preparation for upcoming county activities.

Month-by-Month Activity Overview

November

- County Council Leadership Team Meeting
- End-of-Year 4-H Banquet
 - County Council Officer Inductions
 - Focus on celebrating the program year, recognizing members, and welcoming new officers.

December

- County Council Leadership Team Meeting
- Gingerbread House Contest
 - Focus on community engagement and seasonal programming.

January

- County Council Leadership Team Meeting
- Full County Council General Membership Meeting
 - Focus on goal setting, planning, and setting priorities for the year.

February

- County Council Leadership Team Meeting
- February may not have a specific county event focus.
 - Time may be used for planning, preparation, or leadership development as needed.

March

- County Council Leadership Team Meeting
- 4-H Day Camp (*typically held during Spring Break*)
- County Carnival
 - Planning or implementation may occur in March or April, depending on scheduling.

April

- County Council Leadership Team Meeting
- County Carnival (*if not held in March*)
- Full County Council Meeting
 - Focus on spring programming, upcoming contests, and county activities.

May

- County Council Leadership Team Meeting
- County Contest
 - County Contest Awards Activity
 - Officers assist with coordination, support, or recognition as needed.

June

- County Council Leadership Team Meeting
- County Contest or Awards activities may occur in late May or June, depending on the year.

July

- County Council Meeting
- 4-H Field Day at the Farm
- Full County Council Meeting
 - Focus on summer programming and fair preparation.

August

- *No scheduled County Council Leadership Team meeting in August.*
- County Fair
- Officers may choose to plan a county 4-H activity during the fair; this is optional.

September

- County Council Leadership Team Meeting

October

- County Council Leadership Team Meeting
- Scarecrow Contest
- Annual County Council Business Meeting
- Focus on elections, transitions, and closing out the program year.

Flexibility and Changes

This calendar is a guide, not a fixed schedule. Dates and activities may change based on program needs, youth interest, or available resources.

The County Council and County Extension Office may make adjustments as needed, and officers will be informed of changes with as much notice as possible.

Amendments

This handbook serves as a working guide for the San Juan County 4-H Council and may be revised by the San Juan County 4-H Agents as needed to reflect changes in policy, procedure, or county programming.

NMSU Statement

New Mexico State University is an equal opportunity/affirmative action employer and educator. NMSU and the U.S. Department of Agriculture cooperating.

