

OFFICER JOB DESCRIPTIONS

TITLE: PRESIDENT

GENERAL DESCRIPTION: The president (or his/her representative) shall call and preside at all meetings and shall establish needed committees and appoint appropriate chairmen. The President, or their appointed representative, is the designated official representative of the MVLA.

SPECIFIC DUTIES:

1. Attend and preside over association meetings and provide leadership for the planning and implementation of association activities for the year.
2. One month prior to the meetings, coordinate with officers and State Advisor to formulate an agenda and assure that notices of the meetings have been received and reports prepared.
3. Shall appoint officer to fill any vacant positions.
4. Conduct meetings according to parliamentary procedure.
5. Establish standing committees:
 - a. Finance Committee – Chair: Vice President
 - b. VIP Newsletter Committee – Chair: Reporter
 - c. Historical Committee – Chair: Historian
 - d. Election/Nomination Committee – Chair: Past President
 - e. Membership Committee – Chair: Vice President
 - f. Constitutional Review Committee – Chair: Parliamentarian
 - g. Physical Arrangements – Chair: State Advisor
 - h. Program Committee – Chair: President
 - i. Other Ad Hoc Committees as necessary

The president will serve as an ex-officio member of all committees.
6. Write regular letters for inclusion in the VIP Newsletter and assist the VIP Newsletter Committee and State Advisor in gathering information for the newsletter.
7. Coordinate Mississippi Volunteer Leaders' Association efforts by communicating with State Advisor, State Officers, District Coordinators, and other linkage as necessary.
8. Coordinate and work closely with the President-Elect to help them to prepare for the job of President.

RESOURCES:

1. State Advisor
2. Secretary to the State Advisor
3. Officers and Extension Liaison personnel
4. Individual VOLUNTEERS, both in-state and out-of-state

JOB DESCRIPTION

TITLE: PRESIDENT-ELECT

GENERAL DESCRIPTION: The President-Elect assists the president with the planning, implementing, and evaluation of the annual MVLA forum and business meeting. The President-Elect is a president-in-training and should strive to learn as much about the inner workings of the association as possible, so that the transition to PRESIDENT can be a smooth one.

SPECIFIC DUTIES:

1. Attend planning meetings and any other meetings called by the president.
2. Summarize evaluations from previous conference and prepare a report for the planning meeting.
3. Chair the LEADER RECOGNITION COMMITTEE and coordinate Outstanding Volunteer selection:
 - a. Confer with the State Advisor to distribute nomination forms for outstanding volunteers in each district.
 - b. Encourage nominations in each of the ten volunteer areas through direct communication and the VIP newsletter.
 - c. Coordinate the engraving of the Outstanding Volunteer plaques and with the assistance of the State Advisor; see that the plaques are at the annual banquet for presentation.
 - d. Plan and coordinate the Annual Volunteer Banquet.
 1. Location
 2. Menu
 3. Decorations
3. Design and administer an evaluation instrument for association functions and for the association as a whole.

RESOURCES:

1. President
2. State Advisor
3. Committee Members
4. Individual VOLUNTEERS, both in-state and out-of-state

JOB DESCRIPTION

TITLE: VICE PRESIDENT

GENERAL DESCRIPTION: Fulfill duties of President when the President is unable to do so, chair the Finance Committee and chair the Membership Committee.

SPECIFIC DUTIES:

1. Attend official association meetings.
2. Chair of FINANCE COMMITTEE
 - a. Coordinate annual fund raising.
 - b. Report status of all fund raising activities to PRESIDENT and STATE ADVISOR.
 - c. Assist Treasurer with annual financial report.
3. Chair MEMBERSHIP COMMITTEE:
 - d. Present ideas for recruiting new members
 - e. Coordinate recruiting campaign
 - f. Work with committee to produce recruiting pamphlets and other printed matter, including VIP articles, news releases about volunteers, etc.

RESOURCES:

1. President
2. State Advisor
3. District Coordinators
4. Secretary and Treasurer
5. Individual Volunteers

JOB DESCRIPTION

TITLE: SECRETARY

GENERAL DESCRIPTION: Record minutes and keep organized records of Association business.

SPECIFIC DUTIES:

1. Attend planning meetings and any other meetings called by President or State advisor and keep minutes and distribute.
2. Prepare minutes of each meeting and send to State Advisor.
3. Keep Secretary's notebook and files up-to-date.
4. Assist with registration at annual meeting.
5. See that registration packets are put together for annual meetings.
6. Assist membership committee in identifying new members.

RESOURCES:

1. State Advisor
2. State Advisor's Secretary
3. President
4. Secretary's Notebook

JOB DESCRIPTION

TITLE: TREASURER

GENERAL DESCRIPTION: Receive and disburse monies, keep a true and accurate record of all finances and provide membership with a written Treasurer's Report at each meeting of the Association. The Treasurer should annually obtain an audit of all Association financial records.

SPECIFIC DUTIES:

1. Attend all official meetings of the Association.
2. Work with Finance Committee to coordinate fundraisers.
3. Prepare financial statement for each meeting.
4. Collect dues
5. Distribute membership cards.

RESOURCES:

1. State Advisor and staff, especially Advisor's Secretary
2. President and other officers
3. Former Treasurer and financial records
4. Audit Committee
5. Finance Chairman and Committee

JOB DESCRIPTION

TITLE: **REPORTER (*currently an appointed position*)**

GENERAL DESCRIPTION: Provide leadership for the VIP newsletter. The reporter should coordinate with the District Coordinators and others to gather news and articles for the newsletter, and then plan each issue. The reporter should also solicit news for news releases for statewide events pertaining to volunteers.

SPECIFIC DUTIES:

1. Attend all association meetings.
2. Chair the VIP Newsletter Committee.
 - a. Chair and Executive Board (officers and State Advisor) should set the number of VIP newsletters and publication date for each at annual business meeting.
 - b. Plan each issue of the VIP for the year.
 - c. Request/assign articles from specific leaders and district coordinators for each issue – set publication deadline.
 - d. Collect, edit and coordinate articles with State Advisor and President prior to each publication deadline.
3. Collect news and make regular news releases of information beneficial to or about volunteer leaders.

RESOURCES:

1. State Advisor
2. Membership
3. President
4. District Coordinators
5. Information Services, MSU
6. Newspaper

JOB DESCRIPTION

TITLE: HISTORIAN (*currently an appointed position*)

GENERAL DESCRIPTION: Maintain historical record for current year's activities and update historical yearly records annually.

SPECIFIC DUTIES:

1. Attend all meetings of the Association.
2. Obtain historical records from previous historian.
3. Chair of HISTORICAL COMMITTEE.
 - a. Perform research to fill in missing historical gaps for 4-H and the Mississippi Volunteer Leaders' Association.
 - b. Make the research public of the new historical data.
4. Organize and assemble materials reflective of year's activities.
5. Maintain a continuous listing of Association business functions.
6. Prepare an exhibit for display at annual meeting.
7. Arrange for photographs to be made at annual meeting.
 - a. Secure photographs from District Coordinators for their District Forum to be used on the display.
 - b. Retain photographs and label them for historical records.

RESOURCES:

1. Historical Committee
2. District Coordinators
3. Executive Committee
4. Past President

JOB DESCRIPTION

TITLE: PARLIAMENTARIAN

GENERAL DESCRIPTION: Insure that proper rules and decorum are maintained at all business meetings of the Association by adhering to the Association constitution, By Laws, rules and Robert's Rules of Order (latest edition).

SPECIFIC DUTIES:

1. Attend all meetings of the Association.
2. Chair CONSTITUTIONAL REVIEW COMMITTEE.
 - a. Annually review the constitution
 - b. Poll membership for proposed changes to constitution
 - c. Draft amendments and proposed changes to the constitution for presentation to Executive board and general membership.
3. Possess/obtain a working knowledge of parliamentary procedure.
4. Maintain current Constitution including all revisions.
5. Monitor the business meetings to assure that business is transacted in an orderly manner, according to the Constitution and Robert's Rules of Order.

RESOURCES:

1. Robert's Rules of Order (Latest edition)
2. State Advisor
3. Constitution Review Committee
4. General Membership

JOB DESCRIPTION

TITLE: PAST-PRESIDENT

GENERAL DESCRIPTION: Chair the Election Committee and serve as a member of the Executive Committee for the year, immediately following service as President. Update the Association Handbook.

SPECIFIC DUTIES:

1. Attend all meetings of the Association.
2. Chair the ELECTION COMMITTEE.
 - a. Committee will include one representative from the four different volunteer districts and the President Elect.
 - b. Election Committee may meet either by telephone or in person when there are other association functions.
 - c. Committee will nominate at least two individuals for each eligible office.
 1. Nominees will be contacted by the Chair for acceptance prior to deadline.
 2. Committee nominees will not be made public until deadline and all nominees are approved to run.
3. Issue call to membership for nominations.
 - a. Call must be made at least 60 days prior to nomination deadline.
 - b. All subsequent Association communications should include the call for nominations, i.e., VIP, E-Mail, etc.
 - c. A second official call should be made 30 days prior to nomination deadline and should be entitled LAST CALL FOR NOMINATIONS.
 - d. Nomination and election guidelines should be included in all calls.
4. Obtain all nominations and a short biography of nominees.
5. Prepare slate of candidates and present to State Advisor three working days prior to the Annual Business Meeting.
6. See that ballots are available at the Annual Business Meeting.
7. Present status of officers at the Annual Business Meeting.
8. Facilitate the election process for the conference and conduct installation ceremony for new officers.
9. Chair the committee for updating the Association Handbook.

RESOURCES:

1. State Advisor
2. Other Past Presidents
3. Various committees and membership

JOB DESCRIPTION

TITLE: STATE ADVISOR

GENERAL DESCRIPTION: The State Advisor is the MSU-ES State 4-H Staff representative in the MVLA. This individual provides leadership, guidance, and counsel for the Mississippi 4-H Volunteer Leaders' Association. In turn the State Advisor represents the MVLA to the MSU-ES staff. The State Advisor works closely with the president and other officers to facilitate implementation of programs and projects. The State Advisor will facilitate communication linkage between the officers, Extension Liaison, and follow-up on technical details incurred with the state office's role of providing technical assistance. (The State Advisor is a very important member of the Executive Committee.)

SPECIFIC DUTIES:

1. Meet with State Officers to plan annual calendar.
2. Chair of PHYSICAL ARRANGEMENTS COMMITTEE.
3. Provide technical assistance for operating committees.
4. Facilitate communications between officers, appointed Extension Liaison personnel for each of the four MVLA districts and the Extension system.
5. Advise Association on policies, norms within Extension, communication channels and opportunities for impacting policy.
6. Identify, secure, and assist in managing monetary support for Association activities.
7. Confer with chair of Leader Recognition Committee to select outstanding volunteers in each area.
 - a. Distribute nomination forms for Outstanding Volunteers
 - b. Receive nomination forms
 - c. Select committee to judge nomination forms
8. Confer with State 4-H Leader on appointments of Extension Liaison for four Mississippi Volunteer Leaders' Association districts.
9. Facilitate communication linkage between vendors and appropriate officers.
10. Work with hotel, restaurants, and state agencies to arrange meetings.
11. Provide secretary and treasurer with updated information when necessary.
12. Assist with registration packets.
13. Assist with registration for the Annual Conference and Business

Meeting.

RESOURCES:

1. President and other officers
2. State 4-H Leader
3. Extension Liaison personnel for each of the four Extension 4-H districts

JOB DESCRIPTION

TITLE: AGENT ADVISORS

GENERAL DESCRIPTION: The three Agent Advisors are the MSU-ES North and South 4-H Staff, and MBCI representatives in the MVLA. These individuals assist in providing guidance and counsel for the Mississippi 4-H Volunteer Leaders' Association. The Agent Advisors works closely with the State Advisor, president and other officers to facilitate implementation of programs and projects. The Agent Advisors are a very important member of the Executive Committee.

SPECIFIC DUTIES:

1. Meet with State Officers to plan annual calendar.
2. Co-Chairs of PHYSICAL ARRANGEMENTS COMMITTEE.
3. Provide technical assistance for operating committees.
4. Facilitate communications between officers, appointed Extension Liaison personnel for each of the four MVLA districts and the Extension system.
5. Advise Association on policies, norms within Extension, communication channels and opportunities for impacting policy.
6. Assist as needed with the Annual Conference and Business Meeting.

RESOURCES:

1. President and other officers
2. State Advisor
3. Extension Liaison personnel for each of the four Extension 4-H districts

JOB DESCRIPTION

TITLE: DISTRICT COORDINATOR

GENERAL DESCRIPTION: Each District Coordinator is a state officer, elected by that district to represent them on the Executive Board. They also preside at all district leader meetings and shall perform other duties customary to the position of district coordinators.

SPECIFIC DUTIES:

1. Represent their district in State 4-H Volunteer Leaders' Association meetings.
2. Develop a working relationship with the appointed Extension Liaison for his/her district.
3. Appoint and chair a committee to plan and conduct Spring/Fall Leader Forums in their district. The committee should consist of a 4-H Agent serving in an advisory role, the past district coordinator, and three or more volunteers from different counties. See pages 55 and 56 for suggested outline for planning a District Leader Forum.
4. Conduct an election at the District 4-H Leader Forum to elect a district 4-H Volunteer Coordinator for the following year.
5. Preside at the district 4-H Leader Forums.
6. Arrange for the collection of dues for the association.
7. Distribute membership cards.
8. With assistance from the Extension District Liaison evaluate the District 4-H Leader Forum.
9. Complete a written report to be presented to the District Extension Liaison, the President and Secretary of the MVLA, with a copy to the State 4-H Advisor. This report should state goals of the District Leader Forum, improvement and suggested changes for the following year as well as a report on the workshops conducted at the District 4-H Leader Forum. A copy of the program should be included in the report.
10. Coordinate registration for their district at the annual 4-H Volunteer Conference.
11. Serve on the Annual 4-H Conference Planning Committee
12. Consult with State 4-H Advisor on all plans.

RESOURCES:

1. Outgoing District Coordinator
3. All State Officers
4. District Extension Liaison
5. State 4-H Volunteer Specialist

JOB DESCRIPTION

TITLE: DISTRICT EXTENSION LIAISON

GENERAL DESCRIPTION: The District Extension Liaison (Research and Extension Center Head) is the MSU-ES representative to the district volunteers. This individual provides leadership, guidance and counsel for district activities for the MVLA. The DEL works closely with the District Coordinator and his/her committees to facilitate implementation of programs and projects. The DEL is the MVLA's direct link to MSU-ES Administration. (This individual is usually the Research and Extension Center Head). In those cases where this is not so, the State Program Leader for 4-H will appoint an appropriate DEL).

SPECIFIC DUTIES:

1. Meet with District Coordinators to plan annual district volunteer calendar of activities.
2. Facilitate District Leader Forum.
3. Provide technical assistance for operating committees.
4. Facilitate communication between MVLA members and Extension personnel for their MVLA districts and the Extension system.
5. Advise District Coordinators on policies, norms within Extension, communication channels, and opportunities for impacting policy.
6. Identify, secure, and assist in managing monetary support for District Association activities.
7. Consult with State 4-H on plans for District Leader Forums and Trainings.

RESOURCES:

1. President and other officers
2. State Program Leader for 4-H and State Advisor
3. District Coordinator and appointed committees