

STATE AMBASSADOR OFFICER JOB DESCRIPTIONS



GENERAL OFFICER QUALIFICATIONS

1. Must be a current County Ambassador, who will be in high school during the coming year.
2. Must be willing to devote the time necessary to become an effective State Ambassador Officer.
3. Fulfill all Montana State Ambassador qualifications as outlined in the 4-H Ambassador Handbook.

SKILLS

The Montana 4-H State Ambassador program is a youth development program that strives to exemplify the ultimate in youth citizenship & leadership in Montana. State Officers should:

- Be developing and/or enhancing skills related to leadership, such as: conflict resolution, facilitation, teamwork, decision-making, respect, and communication
- Be willing to accept and incorporate constructive criticism to enhance their own skills and the strength of the team
- Be willing to explore and apply diverse concepts of leadership, service and promotion.
- Utilize skills in teaching others, facilitating discussions, and public speaking

EXPECTATIONS AND RESPONSIBILITIES

The State Ambassador program is a time-intensive team based program that requires full participation in all required events and activities in order to adequately fulfill their role. State Ambassador Officers must be committed to carrying out the goals and objectives of this program throughout their year of service.

Expected of a State Officer:

- To uphold and abide by the Montana 4-H Code of Conduct throughout the duration of their appointment as a State Ambassador Officer, beginning on the first day of Orientation in July.
- To participate in 100% of all required State Ambassador Officer events and activities. (schedule on page 3 of application)
- To be a positive role model to and representative of all youth involved in Montana 4-H
- To be willing to work with team members to establish and meet objectives
- To be prompt and thoughtful in response to emails and other forms of communication
- To be willing to engage in a youth-adult partnership model of leadership. Youth Officers and Adult advisors share equally in the decision making process, working together to plan and implement.
- To respect the opinions and work of team members and be willing to accept and offer constructive criticism in order to meet team objectives.
- To act as an equal member of the state officer team and fulfill all duties agreed upon by the State

Ambassador Officer Team.

Each member of the Ambassador Officer team is tasked with both responsibilities as a team and specific responsibilities of their office.

Responsibilities of a State Officer:

- Attend and actively participate in monthly State Ambassador Officer conference call meetings.
- Participate and give workshops at the State 4-H Leadership Forum, Legislative Breakfast, Montana 4-H Rec Lab.
- Assist county programs by facilitating workshops, mentoring, speaking and whatever else is necessary to support statewide county 4-H programs. (not just your own)
- Represent the Montana 4-H program at state-wide events and speak on behalf of the Montana 4-H Program.
- Attend the State Ambassador Officer Fall and Spring Retreat
- Attend, lead when needed and actively participate in monthly State Ambassador Officer conference calls.
- Serve as the planning committee for Ambassador Fall training and Montana 4-H Congress.
- Plan and implement a statewide Officer Team project.
- To be responsible for providing or arranging transportation to all activities/events with support from team advisors.

FOUNDATION TRUSTEE

Office Specific Responsibilities:

- Serve as a full voting member of the Montana 4-H Foundation - The mission of the Montana 4-H Foundation is to help 4-H youth by raising private funds, managing financial resources and partnering with the MSU Extension Service to fund educational opportunities for Montana 4-H youth, volunteer leaders and staff.
- Attend and actively participate in Foundation Board meetings, face to face and conference call.
- Prepares and provide detailed reports. Topics such as: Ambassador program, ambassador officer projects, any meaningful information that will provide the committee with a youth prospective of the Montana 4-H program.
- Provide reports concerning Foundation activities to the State Ambassador Officers and Montana 4-H Ambassadors.
- Serve as the liaison between the 4-H Foundation and the county ambassadors across the state.
- Provide Fundraising information, education and support to county 4-H programs.
- Participate in special programs of the Foundation such as: Fundraising events, Foundation Banquets, Hall of Fame recognition, outstanding alumni award, Online and Silent Auctions.
- Assist other Board members and staff in soliciting donations to the Montana 4-H Foundation.
- Serve on committees within the Foundation when asked.

MEAC REPRESENTATIVE

Office Specific Responsibilities:

- Serves as a member of the **Montana Extension Advisory Committee (MEAC)** - the purpose of MEAC is to assist MSU Extension in developing a sound, long- range outreach educational program based on priority needs of local Montana communities.
- Attends and actively participates in MEAC Meetings:
- Serves on committees within MEAC
- Prepares and provides detailed reports for MEAC. Topics such as: Ambassador program, ambassador officer projects, any meaningful information that will provide the committee with a youth prospective of the Montana 4-H program.
- Prepares and provides reports concerning MEAC activities to the State Ambassador Officers and Montana 4-H Ambassadors
- Assist in making a connection between MSU Extension and 4-H youth by writing articles, workshop topics and speaking to groups.

Montana 4-H Council Representative

Office Specific Responsibilities:

- Serve a member of the Montana 4-H Council - *Montana 4-H Council provides connection to Montana 4-H by developing and promoting leadership through communication and financial support.*
- Attend and actively participate in Montana 4-H Council meetings
- Prepare and provide reports for the Montana 4-H Council
- Prepare and provide reports concerning Montana 4-H Council activities and needs to the State Ambassador Officers and Montana 4-H Ambassadors
- Serve on committees within the Montana 4-H Council
- Provide volunteer recognition and recruitment information, education and support to county 4-H programs.

Montana 4-H Ambassador Officer President

Office Specific Responsibilities:

- Act as team leader. Facilitate and coordinate the efforts of the State Ambassador Officer Team
- With support from advisors, prepare and distribute the agenda for and conduct the business meetings of the State Ambassador Officer Team
 - Fall State Officer Retreat
 - Montana 4-H Leadership Forum
 - Ambassador Fall Training
 - Spring State Officer Retreat
 - Pre-Congress and Montana 4-H Congress
 - Monthly Officer Teleconferences
- Prepare and distribute the agenda for and conduct the business meetings of the Montana 4-H

Ambassadors

- Ambassador Fall Training
- Montana 4-H Congress
- Assigns members to committees as needed
- Contact District Chairs and Committee Chairs to prepare reports and present reports at meetings
- Assist other officers with their duties

Montana 4-H Ambassador Officer Publicity Chair

Office Specific Responsibilities:

- Writes and publishes the Ambassador Montana 4-H Ambassador Newsletter.
- Arranges for and provides other statewide publicity related to the Ambassador program
- Serves as secretary to keep minutes of all meetings and conference calls of the State Ambassador Officers and distributes minutes to team members.
 - Fall State Officer Retreat
 - Montana 4-H Leadership Forum
 - Ambassador Fall Training
 - Spring State Officer Retreat
 - Pre-Congress and Montana 4-H Congress
 - Monthly Officer Teleconferences
- Serves as secretary to keep minutes of all meetings of the Montana 4-H Ambassadors.
 - Ambassador Fall Training
 - Montana 4-H Congress
- Prepares and presents secretary's report for the meetings of the Montana 4-H Ambassadors.

Discipline and Removal from Office

State Officers who fail to fulfill the duties of their office, who violate the Montana 4-H Code of Conduct, or who resign from office will be removed from the Ambassador Officer Roster; forfeiting all rights, privileges and benefits gained as an officer and will return all attire and materials to an advisor upon removal. Any State Officer who violates the Montana 4-H Code of Conduct and/or any other published policies will undergo a review with the team advisors and State 4-H Director.

Your attendance is important because much of what the Officer Team does is accomplished through discussion and activities. Meetings and events are scheduled well in advance with few exceptions. Conflicts with required events and activities that arise will be considered case by case by the advisors and State 4-H Leader. Conflicts that are not emergencies MUST be discussed with the team at least 6 weeks in advance, and should be brought up as soon as possible.

Understanding that emergencies arise for all of us, should something unexpected come up and a council member miss a meeting or event, they must contact an advisor within 48 hours of the event or meeting to notify them of the situation.