



**2008-2009**  
**Responsibilities, Qualifications, and**  
**Election Procedures for the**  
**Virginia 4-H Cabinet**  
***(Officers and Ambassadors)***



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## INTRODUCTION TO THE STATE 4-H CABINET

The State 4-H Cabinet is a youth/adult partnership in which youth and adults work together to promote the Virginia 4-H program and to carry-out specific programmatic functions of the Virginia 4-H program. Serving as a State 4-H Cabinet member is designed to be a competitive and engaging leadership development experience within the Virginia 4-H program. The youth members of the Cabinet (Officers, Ambassadors, Mentors, and the Past-President), serve as the 'voice' for 4-H youth across the Commonwealth of Virginia. The adult members of the Cabinet provide additional Extension experience, help the youth members to see the larger context of Virginia Cooperative Extension and the Virginia 4-H program, and help the youth members to be successful.

The State 4-H Cabinet is comprised of:

- Eighteen (18) district-level Ambassadors (three per Extension district),
- Four (4) state-level Officers (President, Vice-President, Secretary, and Reporter/Historian).
- One Past-President (individual who served as President of the State 4-H Cabinet during the previous year)
- Mentors (three individuals who previously served as Ambassadors within the State 4-H Cabinet)
- Adult Advisors (4-H volunteer leaders, Virginia 4-H Foundation liaison, All-Star liaison)
- Extension Agent Advisors
- Faculty Advisor to the Cabinet



## RESPONSIBILITIES OF STATE 4-H CABINET MEMBERS (OFFICERS AND AMBASSADORS)

**4-H MEMBERS WHO ARE CONSIDERING RUNNING FOR A VIRGINIA 4-H CABINET OFFICE MUST CAREFULLY READ THE GENERAL RESPONSIBILITIES OF CABINET MEMBERS.**

- I. All 4-H Cabinet members must maintain a high standard of personal conduct and should act as a positive role model for other 4-H members. They must serve as leaders of the 4-H program at Local, District and State levels. Being a Cabinet member is a great honor. With this honor comes a very serious responsibility. Cabinet members are representatives of 4-H members, and thus have a duty to promote and be involved in all facets of the Virginia 4-H program, particularly State 4-H Congress.
- II. As a 4-H Cabinet member, you serve in many capacities representing 4-H across the State of Virginia. Assisting with the planning and implementation of 4-H State Congress is only one aspect of your responsibilities, among many others. You are the voice for 4-H'ers across the state. In this role you will be called upon to speak on behalf of 4-H before a variety of audiences including local, district, state and out-of-state events. When running for this office you should present a platform detailing how you plan to be a major impact on the positive growth of the 4-H program in the State of Virginia.
- III. Those elected to the 2008-2009 State 4-H Cabinet will be asked to select an adult volunteer mentor/coach who may be able to participate in cabinet meetings and other functions with the group. They will also assist you in preparing your talks, media contacts, and letters. You should keep your mentor/coach informed of ambassador activities through regular contact (at least every three months). Select an adult that you respect and that you feel will value the opinions and input of all of our Cabinet officers and Ambassadors.
- IV. Cabinet members are expected to attend all of the State 4-H Cabinet meetings. There are normally four sessions during the year. These **meetings are set for August 1-3, 2008 at Airfield 4-H Center, November 14-16, 2008 at Holiday Lake 4-H Center, January 27-28, 2009 in Richmond, VA and May 22-24, 2009 at Virginia Tech.** Lodging and most meal expenses are paid by the Virginia 4-H Foundation. Members are responsible for their travel to and from meetings.
- V. Any Cabinet member (Ambassador or Officer) who cannot attend a meeting is responsible for notifying the State 4-H Office Faculty Advisor to the Cabinet (Tonya Taylor) at 540-231-1173 or totaylor@vt.edu prior to the meeting date. **Officers and Ambassadors missing two Cabinet planning sessions will be automatically dismissed.**
- VI. Successful candidates for Cabinet positions must participate in the officer installation ceremony conducted on the last morning of State 4-H Congress.
- VII. In order to ensure continuity from one year to the next, each Cabinet member will maintain a **CABINET OFFICER'S NOTEBOOK**. This notebook will contain the various materials received during the planning sessions, minutes of those planning sessions, correspondence received from the Faculty Advisor to the Cabinet, Adult Advisors, and other members of the Cabinet, and information and suggestions gleaned from district Congress evaluation sessions. This notebook will be passed along to the Cabinet Officer's successor.



- VIII. The Cabinet has an important responsibility for numerous Congress events. Cabinet members will assist in insuring the smooth and efficient operation of all systems during Congress. Due to this leadership responsibility, Officers are **NOT** eligible to participate in any competition at Congress. Ambassadors may compete during Congress with the understanding that Ambassador responsibilities come first.
- IX. Cabinet members have responsibilities in their Districts to enhance the public understanding and image of 4-H through effective communication of programs and activities. Specific District responsibilities include:
1. Provide a communication link from the District to the Cabinet and vice versa.
  2. Preside at the District Meetings at Congress.
  3. Provide leadership to all District activities at Congress.
  4. At a minimum, the Ambassador will make presentations to at least two (2) non 4-H groups and four (4) 4-H groups in their District.
  5. Contact local legislators in their District at least twice, preferably in person.
  6. Make at least three (3) media contacts in their District (newspaper articles, radio talks, etc.) to promote 4-H.
  7. Maintain District Ambassador notebook with minutes, notices and activities to pass on to a successor.
- X. The same rules and regulations that pertain to other Congress delegates will apply to all Cabinet members.
- XI. All Cabinet members will abide by the Virginia 4-H Code-of-Conduct and the Cabinet expectations that are established at the August planning/training meeting.
- XII. The Faculty Advisor to the Cabinet has the authority to remove Cabinet members for:
1. Violations of the Virginia 4-H Code-of-Conduct.
  2. Failure to carry out job responsibilities.
  3. Failure to attend at least two of the four Cabinet meetings.



## SPECIFIC DUTIES OF 4-H CABINET OFFICERS

**4-H MEMBERS WHO ARE RUNNING FOR A STATE 4-H CABINET OFFICE MUST CAREFULLY READ THE SPECIFIC DUTIES FOR THE OFFICE WHICH THEY ARE SEEKING.**

### **President**

- Provide leadership to the Virginia 4-H Cabinet.
- Attend all Cabinet meetings.
- Maintain an on-going communication link with the Congress Planning Team.
- Plan and prepare, with the help of the Faculty Advisor to the Cabinet, the agenda for each Cabinet meeting.
- Function as a liaison between the Cabinet and the Faculty Advisor to the Cabinet
- Serve as the State 4-H Cabinet representative on the 4-H Leadership Council.
- Preside at all Cabinet meetings.
- Preside at selected Congress assemblies.
- Prepare an introductory (welcoming) speech to be given the first night of Congress.
- Prepare a written message to be included in the Congress program.
- Prepare written reports for the State 4-H Office as needed.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Represent and speak on behalf of Virginia 4-H at selected state and national events and conferences.
- Carry out all other assigned duties and responsibilities.
- Maintain a Cabinet Officer's Notebook and pass along to successor.
- May serve in the capacity as Past-President as an advisor to the Cabinet.

### **Vice President**

- Be prepared to assume the duties of the President if necessary.
- Attend all Cabinet meetings.
- Work closely with the President on all Cabinet functions.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.



- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.
- Maintain a Cabinet Officer's Notebook and pass along to successor.

### **Secretary**

- Maintain an accurate set of records of all Cabinet actions.
- Attend all Cabinet meetings.
- Submit to the State 4-H Office an accurate set of minutes for each of the Cabinet meetings no later than two weeks after the meeting.
- Coordinate correspondence for the Cabinet.
- Assist the President in developing Cabinet meeting agendas.
- Assist the Reporter/Historian in maintaining a Congress Yearbook.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.
- Maintain a Cabinet Officer's Notebook and pass along to successor.

### **Reporter/Historian**

- Provide the leadership for all Cabinet information and record keeping activities.
- Attend all Cabinet meetings.
- Maintain a Cabinet Yearbook containing pictures, newspaper clippings, narrative material, audio tapes, video tapes, etc., of the Cabinet's meetings, activities, and its involvement at Congress.
- Chair the Congress Information Committee. Duties include:
  - A. Maintain a bulletin board at Congress Headquarters of up-to-date information for the delegates.
  - B. Give leadership to the Congress Crier.
  - C. Promote Congress and Virginia 4-H through the media.
- Abide by all provisions of the Virginia 4-H Code of Conduct and Cabinet expectations.
- Carry out all other assigned duties and responsibilities.
- Represent and speak on behalf of Virginia 4-H at selected local, district, state, and possibly, out-of-state events.
- Maintain a Cabinet Officer's Notebook and pass along to successor.



## QUALIFICATIONS FOR 4-H CABINET AMBASSADORS AND OFFICERS

### I. **District Ambassadors must have:**

- A. At least one full year (12 months) of experience as a 4-H member
- B. Documented formal leadership training (examples include: 4-H, FFA, Student Council, DECA, FBLA, church, National Honor Society, etc.)
- C. Sufficient and appropriate training, experiences, attitudes and skills as documented in the *Virginia 4-H Cabinet Application and Consent Form*.
- D. Pre-service orientation must be completed.

### II. **Officers must have:**

#### A. President

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador required.
3. Previous attendance to a national level conference related to any of the following: 4-H, youth development, leadership, youth/adult partnerships, education, etc.

#### B. Vice-President

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador required.
3. Strongly encouraged to have previous attendance to a national level conference related to any of the following: 4-H, youth development, leadership, youth/adult partnerships, education, etc.

#### C. Secretary

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador required.
3. Previous experience serving as a secretary for another club, organization, etc.

#### D. Historian

1. Previous experience serving as an officer in an organization, association, school group, church groups, etc. (for example: 4-H, FFA, Student Council, DECA, FBLA, church youth group, National Honor Society, etc.)
2. At least one full year of experience as a 4-H District Ambassador required.



## ELECTION PROCEDURES AND GUIDELINES FOR 4-H CABINET AMBASSADORS AND OFFICERS

### I. General Registration Procedures

- A. Eighteen (18) District-level Ambassadors positions and four (4) state-level Officer positions are available each year. No candidate may run for an ambassador or officer position unless they are registered with the State Elections Chairperson by the stated deadline.
- B. Required registration information includes:
1. Completed Virginia 4-H Cabinet Application and Consent Form (3 pages). Please send Page 2 electronically, via email to Sherry Channell at [channell@vt.edu](mailto:channell@vt.edu). If you don't have access to email please contact your local Extension Agent for assistance.
  2. **Recent photograph** (preferably wallet sized). It is preferred that the photo be sent electronically, via email to Sherry Channell at [channell@vt.edu](mailto:channell@vt.edu). If you don't have access to email please contact your local Extension Agent for assistance.
  3. Signed 4-H Media Release Form (contact your local Extension Office for a copy of this form or download a copy from the following URL <http://www.ext.vt.edu/vce/4h/camping/resources/resource11.pdf>)
- C. The registration materials (identified in part B above) must be received **NO LATER THAN 5:00 PM on MAY 9, 2008** by the State Elections Chairperson listed below:
- Sherry Channell, State Elections Chair  
4-H Extension Agent- Dinwiddie County  
P.O. Box 399, Dinwiddie, VA 23841-0399**
- D. The State Election Chairperson, upon receipt of candidate registration materials, will notify both the candidate and the candidate's Extension Agent. After the May 9<sup>th</sup> deadline, the State Election Chairperson will forward all completed registration materials to Tonya Taylor at the State 4-H Office.
- E. Candidates may not switch to another office after original forms have been received.
- F. Write-in candidates are not allowed.
- G. In the event that there are no applicants for an Officer and/or District Ambassador position, the State Elections Chairperson reserves the right to extend the deadline for those positions. If insufficient numbers of candidates run for office, then the Elections Chair is empowered to make changes to E and F above in cooperation with the State 4-H office.
- H. Ambassador and Officer candidates are expected to be present and read their own district ambassador or state-officer speech. If a candidate is unable to be present and/or unable to read his/her speech, then each situation will be addressed on a case-by-case basis by the State 4-H Faculty Advisor to the Cabinet and the State Elections Chair.
- I. A "run-off" election will be conducted when there is a tie between two candidates who are running for an ambassador or officer position. The "run-off" election will be planned and scheduled ahead of time so that it can be implemented and communicated with ease.



## **II. Election Procedures for Ambassador Positions**

- A. A total of eighteen (18) Ambassadors will be elected—three (3) from each Extension District—during State 4-H Congress.
- B. Each unit has a limit of four (4) Ambassador candidates
- C. Ambassador candidates will deliver speeches during the first District Meeting at State 4-H Congress. Candidate speeches will be limited to two (2) minutes in length, must have been approved by their Extension Agent and should address a topic that has been selected by the State Elections Chair that will best reveal the qualifications and strengths needed for ambassadors and officers for the State 4-H Cabinet. (Note: Current Ambassadors will monitor time-limits of candidate speeches.)

## **III. Election Procedures for Cabinet Officer Positions**

- A. Officer positions will be voted on during State 4-H Congress.
- B. Each unit has a limit of two (2) candidates for each Officer position (Secretary, Reporter/Historian, Vice-President, and President).
- C. Candidates for each Officer position will be required to present a two-minute campaign speech to the assembled State 4-H Congress delegation at the Opening Assembly.

## **IV. General Election Procedures**

- A. The general election (via paper ballot) for both Ambassadors and Officers will be held at the second District Meeting at State 4-H Congress. (See the listing of districts and counties/cities included in each district on page 11).
- B. Each delegate will vote for three (3) Ambassadors per District and one (1) person for each Officer position.
- C. AMBASSADORS- The three candidates receiving the most votes will be declared winners and the election results will be announced during the dance on the last evening of State 4-H Congress.
- D. OFFICERS- The candidate with the majority of the votes cast for the office he/she is seeking will be declared the winner for that office and the election results will be announced during the dance on the last evening of State 4-H Congress.

## **V. Campaign Guidelines**

- A. Candidates are allowed to display campaign posters and banners in the dorm(s) that are used for State 4-H Congress.
- B. University property must not be damaged by posters or banners. Candidates may be held responsible for damages.
- C. No posters are allowed inside the elevators or on the elevator doors
- D. At the conclusion of the election, each candidate is responsible for the removal of his/her campaign posters and banners.



**VI. Orientation Meeting and Cabinet Photograph on Thursday, June 26, 2008**

- A. All successful candidates ***are required*** to attend an Orientation Meeting with the Faculty Advisor the Cabinet (Tonya Taylor), which is scheduled during breakfast on Thursday, June 26, 2008 from 7:00-7:45 AM. (*The location of this meeting will be announced during Congress.*)
- B. Immediately following the Orientation Meeting, all successful candidates will have their pictures taken from 8:00 to 9:00 AM in the Photo Studio of the Media Building (Room 104). The following **attire is required**: white collar button-down shirt and black pants or black skirt. (Note: A completed 4-H Media Release Form must be on-file for each successful candidate.)
- C. All successful candidates will be ***expected to purchase a 4-H green blazer*** at a cost of \$75.00. The total cost per blazer is \$130.00 however; the Virginia 4-H Foundation picks up the addition cost as well as pays for the ties for the males.



## Virginia 4-H Districts and Units

### SOUTHWEST DISTRICT

Bland  
Buchanan  
Carroll  
Dickenson  
Floyd  
Giles  
Grayson  
Lee  
Montgomery  
Patrick  
Pulaski  
Russell  
Scott  
Smyth  
Tazewell  
Washington  
Wise  
Wythe

### CENTRAL DISTRICT

Amelia  
Amherst  
Appomattox  
Bedford  
Brunswick  
Buckingham  
Campbell  
Charlotte  
Cumberland  
City of Danville  
Franklin  
Halifax  
Henry/Martinsville  
Lunenburg  
City of Lynchburg  
Mecklenburg  
Nottoway  
Pittsylvania  
Prince Edward

### NORTHERN DISTRICT

Albemarle  
Alexandria  
Arlington  
Caroline  
Culpeper  
Fairfax  
Fauquier  
Fluvanna  
Greene  
King George  
Loudoun  
Louisa  
Madison  
Nelson  
Orange  
Prince William  
Rappahannock  
Spotsylvania  
Stafford

### NORTHEAST DISTRICT

Charles City  
Chesterfield  
Essex  
Gloucester  
Goochland  
Hampton  
Hanover  
Henrico  
James City  
King & Queen  
King William  
Lancaster  
Mathews  
Middlesex  
New Kent  
Newport News  
Northumberland  
Powhatan  
Richmond City  
Richmond County  
Westmoreland  
York

### NORTHWEST DISTRICT

Alleghany  
Augusta  
Bath  
Botetourt  
Clarke  
Craig  
Frederick  
Highland  
Page  
Roanoke  
Rockbridge  
Rockingham  
Shenandoah  
Warren

### SOUTHEAST DISTRICT

Accomack  
Chesapeake  
Dinwiddie  
Greensville  
Isle of Wight  
Norfolk  
Northampton  
Petersburg  
Portsmouth  
Prince George  
Southampton  
Suffolk  
Surry  
Sussex  
Virginia Beach



# VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 1)

***NOTE: This form must be filled out in its entirety (3 pages), appropriately signed, and mailed/emailed to Sherry Channell, (State Elections Chair), 4-H Extension Agent, Dinwiddie County, P.O. Box 399, Dinwiddie, VA 23841-0399. Must be received by 5:00 PM on May 9, 2008. Please send an electronic copy of page 2 and your photo via email to channell@vt.edu.***

4-H Member's Name: \_\_\_\_\_

Gender: (Check  one.)       Male                       Female

Date of Birth: \_\_\_\_\_  
*Month/Day/Year*

Unit (County/City): \_\_\_\_\_

District: \_\_\_\_\_

Years of 4-H Experience: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
*Include your Area Code*

Cell Phone: \_\_\_\_\_  
*Include your Area Code*

Mailing Address: \_\_\_\_\_

Parent's or Guardian's Name: \_\_\_\_\_

If you are seeking a 4-H Cabinet Officer position, then identify the office (check one below).  
(Officers must have at least one full year of experience as a 4-H District Ambassador.)

**President**

**Vice President**

**Secretary**

**Reporter/Historian**

If you are seeking a 4-H Cabinet Ambassador position, then identify your District (Refer to page 11 for a listing of Units by District.)

**Southwest District**

**Northern District**

**Central District**

**Northeast District**

**Northwest District**

**Southeast District**



# VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 2)

Complete each of the questions below: (25-100 words per question)

**(NOTE: This information will be posted on the web for all Congress participants to read. If information exceeds the word limit, the write-up will be cut at that point.)**

1. Describe your knowledge of the 4-H program and the experiences that have taught you about 4-H.
2. Describe your personal view of “leadership” and a summary of your leadership experience. (Please include all relevant local, state, or national level experience.)
3. Describe your training and/or experience with public speaking and parliamentary procedures (include where and how you received this training and/or experience).
4. Describe your personal philosophy regarding teamwork and working with others.
5. Describe your personal view of “service” and your experience with community service, service learning, and/or community outreach. (Please include all relevant local, state, or national level experience.)



# VIRGINIA 4-H CABINET APPLICATION AND CONSENT FORM

(Page 3)

**Member's Agreement Statement**

*I have read and understand the responsibilities, duties, requirements, and election procedures for the specific position that I am seeking within the Virginia 4-H Cabinet, and I agree to carry out all of the duties of the office for which I am elected..*

*I have also read and understand the Virginia 4-H Code of Conduct and agree to abide by the stated provisions.*

\_\_\_\_\_  
*Signature of 4-H Member*

\_\_\_\_\_  
*Date*

**Parent/Guardian Consent Statement**

*As parent/guardian of \_\_\_\_\_, I am aware of the duties and responsibilities he/she will incur if elected to the Virginia 4-H Cabinet. I will attempt to insure that he/she fulfills these duties and responsibilities and do hereby give my consent for her/him to serve if elected.*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**Agent's Consent Statement**

*As an agent, I am aware that \_\_\_\_\_ is a candidate for the position of \_\_\_\_\_. I recommend this 4-H member for this position and feel that he/she is fully capable of serving responsibly in this position. I will read and pre-approve this candidate's speech before it is presented to the Congress delegation.*

\_\_\_\_\_  
*Signature of Agent*

\_\_\_\_\_  
*Date*

<b>(For Official Use Only)</b>	
<b>CERTIFICATION</b>	
<b>Date this application was received:</b>	_____
<b>Signature of State Election Chairperson:</b>	_____