To become a member of the Leadership team is both an honor and a great responsibility. As a member of the team you will have to seriously consider what extra curricular activities, outside of 4-H, you choose to participate in during your term of office. To adequately dedicate the time necessary to your office and the 4-H program at the local and county level you will not be able to juggle academics, 4-H, faith activities, sports, the arts, family, and receive an adequate amount of rest.

This guide outlines:
- qualifications,
- application and filing process for candidates,
- election and campaign rules, and
- briefly provides an overview of some of the expectations and duties.

Each candidate is responsible for reading all sections in the guide and understanding what will be expected of you both as a candidate and as a member of the leadership team.

For the most part, District Officers will be expected to follow the same general guidelines as those for State. The District Program Specialist will serve as the advisor for the District Officers and will assist in defining the duties of District Officer teams.

### Qualifications*

In order to run for a State Leadership position, the candidate must meet the following qualifications:

1. Individual has demonstrated the life skills of Self-responsibility, Organization, Time Management, and Communication.
2. Enrolled in 4-H; has a "firm" understanding and "experience" with committee work having served as an "active and contributing" member of committees at the local/county/district level; authentic experience(s) held or holding a local and/or county 4-H office; and a certified 4-H volunteer or going through the certification process.
3. Must be 15 by Roundup, President must by 16.
4. Must complete State Leadership Team application process – file forms, and attend Candidate Workshop prior to applying for office.
5. Must be a county delegate and attend district conference and State 4-H Roundup.
6. The positions of President and Vice President require former State Council or District Officer experience.

* This guide has been developed to aid potential candidates. The State 4-H Council Bylaws serve as the official set of rules governing council membership.

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4-H Members Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, to be true and to be sympathetic.

I believe in the training of my HANDS for the ability it will give to the arts, family, and receive an adequate amount of rest.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

District 4-H Officer

Filing Application – Due date determined by district.

State Leadership Team-District Representative Application and Commitment Forms-Due In State 4-H Office June 1, 2013

Download Forms
http://oklahoma4h.okstate.edu/leadership/filing.html

Oklahoma District and State Leadership Team

4-H Candidate Guide

2013-14

Oklahoma Cooperative Extension 4-H Youth Development

Dedication is the Key

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, to be true and to be sympathetic.

I believe in the training of my HANDS for the ability it will give to be helpful, to be skillful and to be useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to make work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

Revised 4/2013
Duties

As an elected official you accept the responsibility of serving 31,000 Oklahoma 4-H’ers. This responsibility will require a sacrifice of personal time, other extra-curricular activities and resources.

In addition to scheduled business and committee meetings, each person should plan to spend at least two hours per week planning and completing assignments. Considerably more time will be required during major State or District Events.

To be a good member of the team, you must keep your personal, professional and team goals in sight and remember the commitment you made when installed in office.

An individual who dedicates time and effort to their term of office will be richly rewarded with personal gratification. However, if you choose to compromise on your commitment, the experiences will be very shallow.

A leadership team member must be self-motivated, organized and responsible. You are seen as a young adult who has assumed adult responsibilities. As a student it will be a challenge to balance academics, rest, family, 4-H responsibilities, friends and other extra-curricular activities.

Specific Duties

Each leadership position will have specific duties related to the elected position. These duties are specified in the Oklahoma 4-H By-laws and District and State Leadership Team Handbook. You will want to review these duties and visit with your County Educator if you have any questions about what will be expected.

All team members will be required to complete a Quarterly Progress Review.

Business and Committee Meetings

As with any effective organization, regular executive board meetings are essential. It is important that each individual attend all meetings and committee meetings.

Each team will have a number of sub-committees responsible for a variety of projects and programs. Each team member will serve on at least two sub-committees and chair at least one. Team members are expected to be active contributing members of their team and sub-committees. As an active member you volunteer to assume responsibility for committee work, complete tasks in a timely manner, respond to inquires from fellow teammates, attend meetings and events, and assist with evaluation and wrap-up. Committees are encouraged to utilize the assistance of other people or team members when and if necessary. Each individual is ultimately responsible for the success of the committee as a whole.

The chair of each committee is responsible for delegating duties. They must identify the best means of communication and be sure that it is used. It is the chair’s duty to assure that all work is done, on time, and in order. The chair is to prepare and present written committee report at the officer meetings.

Committees include:
1. Service Projects—Chaired by Secretary
2. Communications—Chaired by Reporter
3. Roundup Assembly—Chaired by Vice President
4. Roundup Spirit—Chaired by Recreation Leader
5. Election—Chaired by President
6. Special committees as assigned by the president
State Leadership Team Responsibilities

This is not an all-inclusive list of responsibilities. Dates may be subject to change and these do not include the many hours required for serving on State Council Committees and service project work.

**Level I Events - Mandatory**
- August 24-25, 2013 – Quarter #1 Orientation Meeting
- September – October 2013 – Serve 1 day at OKC or Tulsa State Fair
- October, 2013 – District Leadership Conference
- November 16, 2013 – Quarter #2 Meeting
- February 8, 2014 – Quarter #3 Meeting
- April 2014 – 4-H Day at the Capitol
- June 3 – 6, 2014 – Quarter # 4 Meeting, Roundup Readiness Meeting and Leadership Retreat
- End of July 2014 – State 4-H Roundup

**Level II Events – 2 required**
- September 2013 – Septemberfest at Governor’s Mansion
- March 2014 – OSU @ OYE
- March 2014 – OYE Premium Sale
- June 2014 – State Parent Volunteer Conference

**Level III Events – at least 4 required**
Various State, District, and County Events that you provide service to as a state representative (not a participant). Must be events outside of your county and not counting as Level I or II service.

Members of the State Leadership Team attend Roundup as a county delegate. You must meet the guidelines and expectations of your county to attend Roundup. They are housed with their county delegation at Roundup.

**Financial Responsibilities**

The good news is the Oklahoma 4-H Foundation is working towards establishing endowed funds to pay many of the State 4-H Councils’ expenses such as uniforms.

The bad news is it is not funded at this time, therefore, part of your expectations as a council member is to pay most of your expenses. Here are a few items to consider:

- Officer Jacket *$140.00
- Leadership Team T-Shirt *$11-13
- Orange and Green Polos (one of each required) *$18-20
- State Council Tie *$18-20
- Conference Registrations – District Conference, Leadership Team Retreat, Roundup
- Travel to meetings and events
- Occasional misc. costs for quarterly meetings dependent on the agenda

* Costs are determined by vendors and are subject to change.
Election Guidelines and Procedures

ARTICLE 5 SECTION 2 - CAMPAIGN AND ELECTION RULES (State 4-H Leadership Council By Laws)

BEHAVIOR OF CANDIDATES – Candidates are expected to serve as positive role models for their peers. As such, they are expected to strictly adhere to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities.

SPEECHES AND CAMPAIGNING

Speeches
Candidate will be required to present his/her own speech at Roundup. A speech is to be no longer than 3 minutes.

District Representatives will give their speech during their district rally. All Roundup Delegates at participating at their district rally will be vote.

Candidates for administrative positions will participate in a Town Hall meeting at Roundup and answer questions. Only assigned voting delegates will be allowed to vote.

Props - Candidates may or may not choose to wear a costume. (Costume being defined as the style of dress typical of a certain country, period, profession, character, etc.)

Props may be used during candidate speeches, but only if no extra time is required for setting up the prop and only if the prop can be carried on stage by the candidate without assistance.

Candidates may carry their speech on stage as either an 8.5” x 11” piece of paper or on smaller note cards.

Candidates may use no more than five PowerPoint slides with their speeches. A template of five PowerPoint slides is available to candidates, or they may create their own.

Candidates for recreation leader may use a musical instrument or accompaniment CD that does not require additional set up on stage.

Candidates for administrative positions will be required to submit their campaign speeches (in writing) and their PowerPoint presentations to the State 4-H Office two weeks prior to the date of the election.

CANDIDATES for administrative positions will be required to submit their campaign speeches (in writing) and their PowerPoint presentations to the State 4-H Office two weeks prior to the date of the election.

Campaign Literature/Materials
Any electronic form of campaigning - Facebook, MySpace, text messaging, blogging, YouTube, etc. is permitted by the candidate as long as there is no negative campaigning or defamation of character reported.

Any inappropriate messages are grounds for removing the candidate from the ballot. The candidate is also responsible for the actions or messages of friend/colleague/associate campaigning on their behalf.

Campaign materials such as buttons, stickers, clothing, business card, candy, trinkets, etc. are not permitted.

Campaign materials will be limited to 10 posters NOT TO EXCEED 22” X 28” which may be posted in the residence hall being used to house Roundup delegations. NO TEAR OFF MATERIALS, FLYERS OR GIFTS MAY BE ATTACHED TO THE POSTERS(S).

Posters are subject to being checked by the committee and will be removed if they violate election guidelines.

ELECTION OF STATE COUNCIL POSITIONS

District Representative Elections – The balloting for district representatives will be conducted under the supervision of the district election board at Roundup during district rallies. Each Roundup participant will cast a vote for district representatives. If a run off is required, voting will be conducted at a designated time during Roundup.

2. State 4-H Leadership Council Administrative Positions – The balloting for administrative positions will be conducted under the supervision of state election board at Roundup. All county Roundup delegates will complete a ballot during a county caucus and turn in county voting delegates and educators. The votes will be tallied to determine who the county voting delegates will cast votes for on an official ballot.