

# New Mexico

## State 4-H Leadership Team

### Program Information

NM State 4-H Leadership Team Positions according to the Constitution and Bylaws of the New Mexico State 4-H Council Revised July 2019. The complete set of bylaws can be found at <https://aces.nmsu.edu/4h/documents/proposed-constitution-and-bylaws--6-7-19-002.pdf>

#### ARTICLE III - MEMBERSHIP

##### SECTION IV

The State 4-H Leadership Team shall be made up of the State 4-H Council consisting of five Officers and the four to five ex-officio members, consisting of the Ambassadors made up of four to five members. The State 4-H Leadership Team will not count against their county's quota for representation and will not be voting delegates.

#### ARTICLE IV - OFFICES

##### SECTION I

The offices of the New Mexico State 4-H Council shall be president, vice president, secretary, reporter, and recreation/song leader. All shall be elected. The recreation/song leader will be elected after an audition.

#### ARTICLE VI - DUTIES OF OFFICERS

##### SECTION I

The **president** shall preside at all meetings, appoint additional committees, and perform the usual duties of the presiding officer. The president will serve as the chair of the election and selection committee.

##### SECTION II

The **vice president** shall act in the capacity of the president in the absence of the latter, or when called upon to occupy the chair by the president and shall be program chairman. The vice president will serve as the chair of the outreach and workshop committee.

##### SECTION III

The **secretary** will call roll, keep the minutes of all business and executive committee meetings, and shall send a copy of the minutes to each county representative, officer, and the State 4-H staff. The secretary shall keep a record of adoption or rejection of all motions and keep a record of all amendments. The secretary will serve as the chair of the service projects committee.

##### SECTION IV

The **reporter** shall act as host to visiting newspaper personnel and write special articles on state events for state papers, 4-H news publications and social media. The reporter will serve as the chair of the communications committee.

##### SECTION V

The **recreation/song leader** shall be in charge of leading recreation and singing during the times designated. The recreation/song leader will serve as the chair of the assemblies committee

#### ARTICLE VII – EX-OFFICIO COUNCIL MEMBERS

##### STATE 4-H AMBASSADORS

##### SECTION I

Ex-officio Members of the State 4-H Council shall be the State 4-H Ambassadors.

##### SECTION II

There will be four to five candidates selected to serve in the position of the State 4-H Ambassador annually.

##### SECTION V

Ambassadors duties will include identifying a specific 4-H project or program area to promote and assisting in planning and conducting statewide 4-H events in conjunction with the officers.

# Eligibility and Expectations

- Any mature, devoted New Mexico senior 4-H'er, who will remain an eligible 4-H member during the year of service, being July 2021 through July 2022. The candidate must be an active 4-H member in good standing with his or her club and council.
- The Member must have attended one of the following state-wide 4-H events in order to run. (State 4-H Conference, Youth Get-Away, Senior Leadership Retreat)
- If a State 4-H Leadership Team member is of high school age, he/she is expected to remain in good academic standing with his/her school while serving in that capacity. Due to absences involved, candidates must be able to maintain good grades and positive relationships with school administrators and instructors.
- All State 4-H Leadership Team members must abide by the New Mexico State 4-H Code of Conduct.
- Willingness to still perform the role of State 4-H Leadership Team member after his/her term is complete upon request of the State 4-H Office or a particular county
- State 4-H Leadership Team Members are permitted to participate in one competitive event during State 4-H Conference if it does not conflict with any other responsibilities.

# Financial Obligations

A State 4-H Leadership Team Member must contribute a total of **\$550** to the team account. A request can be made to the County 4-H Council for up to \$275, however, the council is not required to contribute. Other donors can also be asked to contribute to the team fee. **If the county is providing financial support, that must be secured prior to the candidate applying.**

## Items /Events Covered for the Leadership Team Member

### State 4-H Events

Registration to SLR, YGA and State 4-H Conference

### Weekend Planning/Training Retreats

Room cost for Friday and Saturday night and meals Friday evening through Sunday breakfast for 4-5 planning/training retreat weekends.

### Team Trip

The team trip has a sponsor for 2021 (This sponsorship is on a year to year basis). Sponsorship for this trip covers airfare, hotel and 2 meals a day while on the trip in Washington. D.C.

### Clothing

Team members receive team jackets, polos and button up shirts. Additional sponsorship covers the jackets and polos.

### Workshop Supplies

Workshop supply lists will need to be provided to the State 4-H Office two weeks prior to an event to be purchased by the State 4-H Office

## Items/Events NOT covered for Leadership Team Member and are the expense of the individual team member.

- Travel to and from planning/training retreats
- Travel to and from SLR, YGA, and State 4-H Conference
- Meals while traveling to and from
- Travel and meals to and from meeting location for team trip
- One meal a day while on team trip
- Clothing required to complete official dress
  - Black pants/skirts
  - White collared shirts
  - Black shoes
  - Black hose
  - Tie
- If team would like to purchase and/or construct other team clothing, that would be at the expense of the individual team member
- Travel, registration and miscellaneous expenses for other state, district and county events may or may not be sponsored

# TIME REQUIRED FOR LEADERSHIP TEAM MEMBERS

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Once chosen as a State 4-H Leadership Team Member, there will be specific events required to attend. Dates are set with the exception of the spring team meeting which will be set at the November or February planning meetings. **Once elected/selected to a position, there are specific times when you are required to be present. Please remember that the dates are subject to change depending on public health/NMSU restrictions.**

- ◆ **July 14, 2021** - Welcome
- ◆ July- Orientation via Zoom Meeting- TBD based on scheduling of team trip
- ◆ **July, 2021** – State 4-H Officer Team Trip- Washington, DC
- ◆ **Monthly Team Meeting August -July** – Date determined by the team
- ◆ **September 10-12, 2021** - Leadership team training/planning - Albuquerque, NM.
- ◆ **OPTIONAL September 13-17, 2021** – NM State Fair - Albuquerque, NM.  
Assist with different volunteer duties throughout the week.
- ◆ **October 3-9, 2021** – National 4-H Week – Social Media Promotion
- ◆ **November 12-14 or November 19-21, 2021** - Leadership team training/planning – Location TBD
- ◆ **January 2022** -SLR - Exact days to be determined – Albuquerque, NM.
- ◆ **OPTIONAL February 2022** - 4-H Day at the Roundhouse–Exact day to be determined – Santa Fe, NM
- ◆ **February 2022** TBD– Leadership team training/planning – Dates and Location TBD
- ◆ **April/May/June, 2022** – State Conference Planning Meeting – (Date and location determined at February meeting)
- ◆ **April 2022** – YGA – Exact days to be determined – Glorieta, NM
- ◆ **OPTIONAL June 2022** - Workshops at district contests if invited.
- ◆ **July 8-10, 2022** - pre-conference preparation - Las Cruces, NM
- ◆ **July 11-14, 2022** - State 4-H Conference - Las Cruces, NM.
- ◆ **OPTIONAL** various other opportunities to assist with State and County events.

**Failure to fulfill expectations or less than desirable behavior at the local, county, or state level may result in termination of the services of a leadership team member and loss of scholarship.**

# EVENT SPECIFIC JOB RESPONSIBILITIES

## Senior Leadership Retreat Responsibilities

- Serve senior age 4-H audience
- Create theme, backdrop and t-shirt design
- Conduct workshops
- Provide ideas for guest speaker to the State 4-H Office
- Plan and conduct sessions
- Plan and conduct a community service activity

## Youth Get-Away Leadership Retreat responsibilities

- Serve novice and junior age 4-H audience
- Create theme, backdrop and t-shirt design
- Conduct workshops
- Plan and conduct sessions
- Plan and conduct a community service activity

## State 4-H Conference responsibilities

- Serve senior age 4-H audience
- Create theme, backdrop and t-shirt design
- Conduct workshops
- Provide ideas for guest speaker to the State 4-H Office
- Conduct sessions and awards
- Plan and conduct a community service activity
- Dance themes

## Possible Additional Opportunities

- Speak at county programs and to groups when invited.
- Present workshops as requested by counties/districts.
- Assist with junior livestock program, educational displays, parade, and receptions at state fair.
- Assist other team members with assignments when invited and funded.
- Provide training and support to county council officers/ambassadors.

# APPLICATION PROCESS

All applicants for the NM State 4-H Leadership Team will complete the following:

## 1. Application

Picture

Typed application which includes:

General information page

10 questions

2 page essay (12pt font with 1" margins)

## 2. References

Applicants must furnish two reference sheets.

One reference must be provided by the County 4-H Agent, in the applicant's county.

One reference must be provided by another person, other than family, that is familiar with the applicant's qualifications.

Only reference forms provided by the State 4-H Office will be accepted.

Reference forms need to be delivered to the county extension office in a sealed envelope to be mailed with the candidates application.

**The county extension office will submit the application.**

## 3. Certification Form

Financial Commitment – Signatures Required

Time Commitment – Signatures Required

Trip Commitment – Signature Required

Agent Support/Commitment – Signatures Required

The county extension office will mail the with the reference forms to the State 4-H Office.

## 4. Candidates will prepare a 5 minute presentation on the following topic:

The 4 Hs on the 4-H Clover stand for Head, Heart, Hands and Health. Pick at least one of the Hs (head heart, hands, or health) and share how 4-H has developed that H in you.

## 5. Participate in Candidate Orientation via zoom with parent/agent on June 4, 2021

## 6. Interview Scheduling

Once application is submitted and accepted at the State 4-H Office, candidates will need to sign up for an interview time on Saturday, July 10 by calling the State 4-H office.

## 7. Interview – Saturday, July 10- IN PERSON

The selection committee will be made up of 3-5 persons. They are, but not limited to

County extension agents

Community member

Faculty member of NMSU

4-H Alumnus.

## 8. Judges will select Ambassadors following interviews on Saturday, July 10, 2021. Officers completing the interview process will be certified as an eligible candidate to run for office.

## 9. Ambassador candidates area of focus information:

Ambassador candidates will need to consider an area that he/she would like to focus on during his/her year as an ambassador. Think of a significant leadership or achievement in 4-H that you could now share with the state. Describe why you have selected this area and why you think it would be an area to

focus on for your year. Then tell how you would focus on this area as an ambassador.

## 10. Officer candidates campaign information:

- **Social Media Campaign**
  - Social Media Campaigns are acceptable but must not contain any negativity or defamation of character. (Upholding the 4-H Code of Conduct)
  - Responsible for own personal posts as well as friends posts regarding the campaign.
  - Misuse of social media for campaign purposes will be grounds for removal from candidate position.
  
- **Candidate and Voting Delegate Meeting** – Monday, July 12, 2021, following general session. Voting delegates will nominate candidates for offices for which the candidates chose to run. Candidates need to be dressed up for this meeting (appropriate dress includes ladies in dresses or a nice pant suit and men in slacks, nice shirt and tie).
  
- **Campaign Speeches will be video recorded and sent to the State 4-H Office by June 30, 2021**
  
- **Campaign Speech** –
  - Candidates for all offices other than song & recreation leader must give a 1-3 minute speech.
  - Speeches will be timed. At the end of 3 minutes, candidates that are still speaking will be asked to stop their speech and leave the stage.
  - The candidate will be the only person involved in the campaign speech with the exception of the Song & Recreation Leader candidates. Song & recreation leader candidates should encourage audience participation in any song or game the candidate selects for audition. The only person that may assist with a campaign speech is the sound company managing the A/V equipment.
  - Candidates will not be allowed to have walk in music for the candidate speech.
  
- **Elections** – Will be held virtually. The elections will be held during State 4-H Leadership Conference (July 12-14), but the exact time and date are TBD. Agents will verify that their voting delegates are in the meeting and representing that respective county. The fact that a candidate has successfully submitted a complete application and interviewed allows him or her to be nominated for another office. Following elections, there will be a short orientation and installation practice for the new team.
  
- **Formal Installation of 2021-22 State 4-H Leadership Team** – Wednesday evening general session.

# State 4-H Leadership Team

## State 4-H Conference Tentative Schedule

<b>Saturday, July 10, 2021</b>	<b>8:00 AM</b>	Interviews – Albuquerque, NM
<b>Monday, July 12, 2021</b>	<b>10:00 AM</b>	<b>SW District workshop – IN PERSON</b>
	<b>1:00 PM</b>	<b>SE District Workshop – IN PERSON</b>
	<b>5:30 PM</b>	General Session – Introduction of 2021-2022 Ambassadors
	<b>6:30 PM</b>	Candidate Nominations and Officer Candidate Orientation
<b>Tuesday, July 13, 2021</b>	<b>9:30AM</b>	<b>NW District Workshop – IN PERSON</b>
	<b>1:30PM</b>	<b>NE District Workshop – IN PERSON</b>
	<b>5:30 PM</b>	<b>2<sup>nd</sup> Session – Campaign Speeches</b>
<b>Wednesday, July 14, 2021</b>	<b>AM</b>	<b>Possible workshop during FCS Contests – IN PERSON</b>
	<b>3:30PM</b>	<b>Elections - Virtual</b> Practice installation after elections.
	<b>6:00 PM</b>	Closing Session <b>Installation of New Leadership Team</b> <b>Highlights of state contest and leadership conference</b>
	<b>7:00PM</b>	<b>WELCOME - Virtual</b>



# **Washington DC trip tentative agenda/dates for 2021-2022 State 4-H Leadership Team**

**Potential Trip Dates July 18-22 or July 25-29**

## **SATURDAY**

3:00 pm – Meet in Albuquerque

3:30 pm – 6:00 pm Orientation

6:00 pm – 7:30 pm Dinner

8:00 pm – 9:00 pm Orientation continued

9:00 pm – Head to bed (leave for airport early in the morning)

## **SUNDAY**

?? am – Meet in lobby packed and ready to go

?? am – Take shuttle to airport

?? am - Get checked in for flights

Flight Itinerary: TBD

## **Return**

### **THURSDAY**

Flight Itinerary: TBD

You will need to have transportation home arranged when you arrive back in Albuquerque.

NOTE: For the team trip the youth will be responsible for meals traveling to and from destination and one meal a day during trip.

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# STATE 4-H



## Leadership Team

# *APPLICATION*

TO BE COMPLETED BY ALL OFFICER AND AMBASSADOR CANDIDATES

**DUE IN THE STATE 4-H OFFICE NO LATER THAN  
June 1, 2021**

# 2021-22 NEW MEXICO 4-H LEADERSHIP TEAM APPLICATION FORM

Please type this application. This is a professional application so full sentences and proper grammar should be used. Do not manipulate this form; use only the space provided. Attach a photograph (head and shoulders) of yourself.

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**DUE IN THE STATE 4-H OFFICE BY June 1, 2021**

Name \_\_\_\_\_

County \_\_\_\_\_

Club \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Years in 4-H \_\_\_\_\_ Grade in School \_\_\_\_\_

Month and year of high school graduation \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Parents(s) Email \_\_\_\_\_

1. Outstanding 4-H offices held and major committee work.

2. List your major leadership/citizenship experiences as a 4-H member other than offices or committee work.  
Include level of participation: club, county, state, or national.

3. What have you done to prepare yourself to become a State 4-H Leadership Team Member?

4. List speaking experiences (demonstrations, talks, presentations, etc.) in and out of 4-H.

5. Describe experiences you have had in working with donors, public officials, etc.

6. Describe briefly your most rewarding experiences in 4-H.

7. List major project areas and number of years in each. Briefly describe the skills you have learned as a result of your participation in these projects.

8. Describe your experience leading group recreation.

9. List other activities in the community or school, hobbies or other interest.

10. Type a two-page essay on separate sheets of paper.

- Essay must be 12 font, double-spaced with 1” margins.

**Pick two experience from your 4-H life; one that you would consider a success and one that you would not consider successful. Explain how these experiences have influenced your development.**

11. Complete, sign, and have the Certification Form signed.

12. **AMBASSADORS ONLY** (Question 12 is for Ambassadors only)

First Choice: Area of Focus \_\_\_\_\_

Describe why you have selected this area and why you think it would be an area to focus on for your year.

How you would focus on this area as an ambassador.

Second Choice: Area of Focus \_\_\_\_\_

Describe why you have selected this area and why you think it would be an area to focus on for your year.

How you would focus on this area as an ambassador.

Third Choice: Area of Focus \_\_\_\_\_

Describe why you have selected this area and why you think it would be an area to focus on for your year.

How you would focus on this area as an ambassador.

**DO NOT MANIPULATE FORM**

**DO NOT COPY DOUBLE SIDED**

**Application Check List:**

- Picture (Head and shoulders of yourself)
- Application (Completely filled out and typed)
- Essay (2 pages, 12pt font, double spaced, 1" margins)
- Certification with all necessary signatures
- 2 References (One from agent, one from nonfamily member – only reference sheets provided)



## STATE 4-H LEADERSHIP TEAM REFERENCE SHEET

Name of Applicant \_\_\_\_\_

Please deliver to local county extension office in a sealed envelope with the candidate's name on the envelope.

ATTENTION: Agent with 4-H Responsibilities

### Do not return this form to the candidate

- Please check appropriate spaces indicating your appraisal of the personal characteristics of the candidate.
- Your information is confidential and for the State 4-H Leadership Team Interview Committee only.

PERSONAL CHARACTERISTICS OF THE CANDIDATE	Outstanding	Desirable	Undesirable	Unknown
TEAMWORK: Demonstrated ability to place commitment to group goals over personal aspirations.				
RELIABILITY: Faithfulness to duties, personal integrity, sense of responsibility.				
PUNCTUALITY: On time and prepared for appointments and meetings.				
LEADERSHIP: Initiative and ability to inspire others to act and represent 4-H in both formal and informal settings.				
INDUSTRY: Concentration of effort to a task; capacity for sustained effort.				
CREATIVITY: Original and imaginative.				
APPEARANCE: Dress, cleanliness and poise.				

<b>PERSONAL CHARACTERISTICS OF THE CANDIDATE</b>	<b>Outstanding</b>	<b>Desirable</b>	<b>Undesirable</b>	<b>Unknown</b>
EXPRESSION: Effectiveness and fluency in speaking				
Effectiveness and fluency in writing				
Ability to meet people				
Sense of humor				
Tact				
Self-confidence				
Attitude toward opinions of others				
MENTAL ALERTNESS AND JUDGEMENT				
COMMITMENT TO 4-H: The NM 4H Leadership Team program is more than an honor, it requires service and sacrifice.				
COMMENTS: Please use the space below for comments.				

Reference submitted by:

Signature

Occupation or Title

Date

Phone #

**PLEASE NOTE: It is important that this form reach the State 4-H Office by May 15, 2021.**

# STATE 4-H LEADERSHIP TEAM CERTIFICATION FORM

Position (specific office or ambassador) for which you wish to be a candidate: \_\_\_\_\_

## STATE 4-H LEADERSHIP TEAM CANDIDATE CERTIFICATION

- I have reviewed the position description for a State 4-H Leadership Team member. I am willing to devote the time required as estimated in the position description as a State 4-H Leadership Team member; my obligation to the 4-H program will come before other organizations, extracurricular activities, or athletics.
- I will be active and remain in good standing in my club and county 4-H program during my service as a State 4-H Leadership Team Member.
- I am willing to conduct myself ethically and in a manner consistent with the standards required by the State 4-H Leadership Team as reflected in the 4-H Code of Conduct. I understand that I may be disciplined, including removal from office, for misconduct or failure to carry out my assigned duties.
- I will serve as a positive role model to other 4-Hers. I agree to be responsible for my own actions and accountable for their consequences.
- I will be fair-minded and honest in dealing with others. I will be open to ideas, suggestions, and opinions of teammates and advisors.
- I will treat participants, parents, advisors, and others with respect, courtesy, and consideration.
- I will refrain from the use of alcohol, tobacco, and drugs.
- I will refrain from dating a current member of the leadership team during my term of office.

**Your participation in the State 4-H Leadership Team carries the responsibility of representing the 4-H program to the public. You are expected to conduct yourself in a manner that reflects well on the State 4-H Leadership program as well as yourself. Your contributions to the program through your active participation are highly valued. Violation of the Leadership Team contract and/or 4-H policies and procedures will result in immediate removal from the Leadership Team.**

I am willing to pay the personal financial requirements, if selected. **Further, I have cleared the financial contribution of \$ \_\_\_\_\_ (amount) with the county 4-H council.**

I have reviewed the roles and certification of a State 4-H Leadership Team member. I am willing to devote the time required, if selected. Further, I am willing to conduct myself in the highest standards expected of a State 4-H Leadership Team Member.

If elected/selected to the 2021-2022 State 4-H Leadership Team, I agree to attend the team trip to Washington, DC in July 2021. In the event that I do not attend the team trip after elected/selected and airline tickets are purchased, I will be required to reimburse NM State 4-H in the amount of \$800.00.

Signed: \_\_\_\_\_  
(Applicant)

Date \_\_\_\_\_

**PARENT CERTIFICATION**

We (I) understand that our (my) son/daughter wishes to serve as New Mexico State 4-H Leadership Team Member, and we (I) will support him or her in fulfilling his/her responsibilities should he/she be selected.

If my child is elected/selected to the 2021-2022 State 4-H Leadership Team, I understand that the team trip to Washington, DC is in July 2021. In the event that he/she does not attend the team trip after elected/selected and airline tickets are purchased, I understand that he/she will be required to reimburse the NM State 4-H in the amount of \$800.00

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or Guardian)

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or Guardian)

**CLUB 4-H PROGRAM CERTIFICATION**

I certify that the above named 4-H'er is enrolled, active, and in good standing in our club 4-H program. I will support him or her in fulfilling his/her responsibilities should he/she be selected.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Club Leader)

**COUNTY 4-H PROGRAM CERTIFICATION**

I certify that the above named 4-H'er is enrolled, active, and in good standing in our club and county 4-H program, and I **support/do not support** (please circle one) his/her application for the position of State 4-H Leadership Team Member. As the county agent, I agree to support this 4-H'er if selected/elected to a State 4-H Leadership Team and commit to assisting this 4-H'er fulfilling his/her duties.

\_\_\_\_\_ I certify that this candidate will remain an eligible 4-H member during the year of service, beginning July 2021 through July 2022. (Agent must initial)

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Extension 4-H Agent/County Agent must sign)

- **Candidate must obtain all signatures in order for the application to be considered complete.**
- **In order to be eligible to run, the Extension 4-H Agent/County Agent must support applicant's candidacy.**