



2019 National 4-H Conference

Youth Leadership Team

The National 4-H Conference Program Committee, under the direction of 4-H National Headquarters, is responsible for the logistical planning and execution of National 4-H Conference. Members consist of high school students, college students, Extension staff members, and 4-H National Headquarters staff members representing 4-H programs at the local, state and national level. The committee is made up of approximately 30 members (youth and adults) who work together through a variety of opportunities to develop the programming and logistics of National 4-H Conference.

The overall Program Committee is comprised of 2 subgroups – the **Youth Leadership Team** and the **Roundtable Facilitators** - each with specific planning and implementation objectives. The Youth Leadership Team (YLT) will have up to six youth members, two Extension staff members from states, and one member of the 4-H National Headquarters team at NIFA/USDA.

*Applications for the Youth Leadership Team are due **October 1, 2018**. This application process may include an interview.*

Role of the Youth Leadership Team:

The **Youth Leadership Team** (YLT) plays a key role in helping to create a sense of community at the conference, planning and implementing activities, and encouraging youth to turn their ideas into action.

Responsibilities of Youth Leadership Team Members:

YLT members will directly work with the adult advisors of the team and 4-H National Headquarters staff in accomplishing their tasks. Each team member will also assist other team members in meeting their goals. YLT members are expected to participate throughout the National 4-H Conference fully as a Youth Leadership Team member, and not as a delegate representing their land-grant university.

Youth Leadership Team Member Roles

- Welcome delegates
- Introduce speakers, make announcements and close general sessions, and write scripts for all announcements and introductions.
- Staff and support the registration process at the beginning of conference
- Support speakers on-site (includes greeting speakers when they arrive, assisting with handouts and/or other materials)
- Plan and implement activities that engage delegates and promote a safe environment
- Plan and facilitate icebreakers, delegate interactions, and evening activities



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- Operate the sound and lighting equipment in the auditorium during general assemblies
- Provide input prior to conference related to theme, speakers, workshops, etc.
- Support the social media presence of National 4-H Conference
- Serve in an assistant role with 1-3 round table facilitators and their groups

Qualifications:

The success of the conference requires Youth Leadership Team members who are friendly, knowledgeable, task-oriented, results-driven, energetic, detail oriented, able to see the big picture, able to work individually with minimal supervision, resourceful, dependable, flexible, and team-oriented.

Age Requirement – YLT Applicants must be age 16 -18 years old and in high school during the time of the 2019 Conference.

Youth Eligibility- Applicants must have previously attended National 4-H Conference as a delegate. Additionally, applicants may only become a member of the National 4-H Conference Youth Leadership Team (Washington, DC) or the National 4-H Congress Design Team (Atlanta, GA).

Information

Announcements of YLT members will be made by December 1, 2018 with a virtual meeting to take place in December, 2018.

Members will be required to participate in periodic conference calls (approximately six) prior to the Conference.

Members' travel and registration costs will be covered by National 4-H Conference.

Members' term of service will be December 1, 2018 through April 30, 2019.

Members will arrive at the Conference Center for preparation on Wednesday April 5, 2019 and return home at the end of the Conference on Thursday April 12, 2019.

Instructions

1. Complete the application form (form is a fillable Word document where applicable; it is preferred to have form typed and not handwritten). Submit completed items via e-mail to



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susan@sstewartmeetings.com. Use the subject line “(your last name) YLT App”. If you do not receive an email confirmation of your submission within 48 hours, please contact Susan Stewart at 770-619-1232.

2. Ask one reference person to write a letter in support of your qualifications for this role and submit it directly.

If you have any questions regarding the application process or the duties of National 4-H Conference Leadership Team, please contact Doug Swanson at 202-690-1227 or dswanson@nifa.usda.gov.