BALLOT 2018 Elections of Missaukee 4-H Advisory Board
December 11, 2018

Please CIRCLE the candidate of your choice.

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Vice-Chair: *2-year term, 2018-2020.*

2.1. Assume duties of Chair in case of absence or during times duties cannot be completed

2.2. With approval of the 4-H Advisory Board officers, fill any vacancy of office by appointment until expiration of term.

2.3. Work with Secretary and MSUE staff to nominate candidates to officer positions.

2.4. Partner with Youth Ambassador volunteers to facilitate their goals and objectives.

2.5. Vice-Chair serves as a sitting, non-voting member on all sub-committees.

> **Nominee(s):**
>
> Katiane Myers   WRITE-IN _____

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Secretary: *2-year term, 2018-2020*

3.1. Keep minutes of all Missaukee 4-H Advisory Board and special meetings.

3.2. Send out minutes and agenda for meetings to all 4-H leaders at least one week prior to a meeting date.

3.3. Take care of all 4-H Advisory Board correspondence.

> **Nominee(s):**
>
> April Dodde   WRITE-IN _____

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Treasurer: *1-year term, 2018-2019*; *(will be a 2-year term after this term expires)*

4.1. Create an annual budget projection of income and expenses, guiding annual operations and fundraising needs. Budget shall be approved by the 4-H Advisory Board. Treasurer will oversee that bank account signers operate within the approved budget.

4.2. Submit monthly and annual financial reports, listing income and expenses. Monthly reports shall be presented at each monthly meeting. Program year ends August 31; annual reports are due shortly thereafter.

4.3. Assistance may be provided by MSUE administrative support staff in maintaining monthly statements and account balances.

4.4. Checkbook shall be housed at the MSUE office and maintained in accordance with MSUE 4-H financial policy.

4.5. Proposed budgets for each 4-H year should be presented in October and approved no later than the December Advisory Board meeting.

> **Running as Co-Treasurer Nominee):**   Molly Mackey and Chelsea Smith
>
> WRITE-IN _____