



KNOW YOUR GOVERNMENT STEERING COMMITTEE YOUTH POSITION DESCRIPTION

Name of Event: Idaho 4-H Know Your Government Conference

Event Date: Annually on President's Weekend, Boise, ID

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Four youth positions (one per district) will be filled by youth accepted for 4th year positions during the current conference year. Up to 20 youth positions will be filled by youth who have been selected as 3rd year planning committee members or reporters during the current conference year, (6-Youth Judges, 6-Youth Legislators and 8-Reporters). This Position Description must be signed by the youth and parent/guardian and be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

GENERAL RESPONSIBILITIES:

- Work in collaboration with other KYG planning team members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members throughout Idaho.
- Encourage all youth participants to complete KYG projects.
- Work with District Coordinators to ensure that appropriate orientations and trainings are provided for all youth and adults before they attend the KYG conference.
- Mentor and support other youth and adults in their assignments to assure a successful conference and positive experience for everyone. Partner with other youth and adults to plan and carry out conference activities which have been assigned to the districts.
- Serve as EMCEE for an activity/event at the conference.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.



SPECIFIC RESPONSIBILITIES:

- Legislative – Speaker of the House (4th Yr.): work with the real Speaker of the House or Legislative Sub-Committee Chair to learn parliamentary procedure and duties. Help with the legislative orientation and preside over the Mock Legislative Session during the legislative workshop.
- Legislative – Committee Chairman (3rd Yr.): write a bill to be considered during the Mock Legislative committee meeting. Help with the legislative orientation and conduct the committee meeting during the legislative workshop.
- Judicial – Judge (4th Yr.): work with real Judges or Judicial Sub-Committee Chair to prepare KYG case. Help with the judicial orientation, preside over the Mock Trial activities and participate in the Sentencing Hearing.
- Judicial – Judge (3rd Yr.): review trial materials, help with the judicial orientation, preside over a Mock Trial and decide the Mock Trial outcome.
- Reporter – News Editor (4th Yr.): Write news stories for and help produce the KYG newsletter
- Reporter – Video Producer (4th Yr.): Produce of the KYG news video, YouTube videos,
- Reporter – Reporter Team (3rd Yr.): Participate in field trips and other scheduled activities of the reporter workshop. Write news stories for the KYG newsletter

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for four days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

Youth Signature: _____ **Date** _____

Parent's Permission:

I support my son/daughter's interest to serve on this committee. YES NO

Signature of Parent/Guardian: _____

Date _____

(This section to be completed by 4-H Professional)

I support this youth's interest to serve on this committee. YES NO

Signature of 4-H Professional: _____

Date _____

Comments:

This Position Description must be completed, signed and submitted with a \$25.00 non-refundable deposit (will apply toward your KYG registration) payable to UI 4-H Youth Development, Mary E. Forney Hall, 875 Perimeter Drive, MS 3015, Moscow, ID 83844-3015 before March 15th for applicant to be accepted on the current year KYG Steering Committee.