**ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES**

|  |  |
| --- | --- |
| **County** | **Program Year** |
|  |  |

**.**

**PROGRAM LEADERSHIP**

*(These duties to be assigned by DEA. Please sign and submit position description)*

|  |  |
| --- | --- |
| **Assignment** | **Assigned Agent** |
| County Office Coordinator/Administrator |  |
| County 4-H Program Coordinator |  |

All duties related to County Office Management shall fall to the County Coordinator or County Administrator. Any leadership duties delegated to other agents must be listed below along with agent assigned.

(Personnel, Fiscal/Budget, Office Management, Programs, Accountability, Interpretation, Relationships)

|  |  |
| --- | --- |
|  |  |
|  |  |

**PROGRAM PLANS**

*(List all Team Plans approved for program year and Lead Agent)*

|  |  |
| --- | --- |
| **Texas Data Team Plan Title** | **Lead Agent** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**PROGRAM DUTIES**

*(List all major programs/duties in each program area, one box per agent)*

**AGRICULTURE & NATURAL RESOURCES**

Major ANR Program Assignments:

|  |  |
| --- | --- |
| **Program Assignment** | **Agent** |
|  |  |
|  |  |

**FAMILY & COMMUNITY HEALTH**

Major FCH Program Assignments

|  |  |
| --- | --- |
| **Program Assignment** | **Agent** |
|  |  |
|  |  |

**COMMUNITY DEVELOPMENT & EMERGENCY MANAGEMENT**

Major CD or EM Program Assignments

|  |  |
| --- | --- |
| **Program Assignment** | **Agent** |
|  |  |
|  |  |

**4-H & YOUTH DEVELOPMENT**

|  |  |
| --- | --- |
| **4-H Program Management** | |
| Club Chartering, Membership, 4-H Online |  |
| Financial Best Management Practices |  |
| Adult Volunteer Groups |  |
| Awards & Recognition |  |
| 4-H Clubs, Council, & Ambassadors |  |
| ANR Project Development, Training & Support |  |
| FCH Project Development, Training, & Support |  |

|  |  |
| --- | --- |
| **4-H Curriculum Enrichment** | |
|  |  |
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| --- | --- |
| **4-H Events, Contests, Activities** | |
| 4-H Annual Recognition Event |  |
| Major & County Livestock Show |  |
| 4-H Livestock, Horse, & Poultry Workshop |  |
| 4-H Livestock Validation |  |
| 4-H Newsletter, Social Media |  |
| 4-H Food Show (County, District, State) |  |
| 4-H Horse Show (County, District, State) |  |
| 4-H Fashion Show (County, District, State) |  |
| 4-H Club Officer Training |  |
| 4-H Record Book Training & Judging |  |
| 4-H Photography Training |  |
| 4-H Club Managers Training |  |
| 4-H Roundup (County, District, State) |  |
| 4-H Annual Fundraiser |  |
| National 4-H Week Promotion Event |  |
|  |  |

**SIGNATURES OF COUNTY EXTENSION FACULTY:**

**Signature Printed Name Title Date**

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**Approved:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

District Extension Administrator