

4-H Committee Membership and Responsibilities

***Revised August 2011**

Linn County Committees plan, implement and evaluate educational activities, Linn County Fair and the record keeping skills of our youth. Linn County 4-H events, including all committee activities, are conducted by Iowa State University Extension and Outreach in Linn County. They must all operate within the guidance and framework of Iowa State University Extension and Outreach for the betterment of all youth.

We thank you for your commitment to 4-H

Committee Structure and Membership:

- Committees can have up to 15 members serving as project leaders.
- One third of the members should be youth for a total membership of 10 adults and 5 senior 4-H members.
- Committee membership is limited to no more than 2 members of the same family serving on the same committee at the same time. Families with more than 2 immediate family members on the committee should make the decision about which 2 will remain on a committee. An immediate family member who has married should be considered a separate family.
- Terms for serving on committees are 1 year in length with an annual re-enrollment and a 6 year consecutive term limit.
- Members who served on committees the previous year and are still eligible to remain on the committee will have first option to serve on a committee in the upcoming year. If they fail to re-enroll, it is assumed they are not continuing with their committee service.
- After it is confirmed who will continue to serve on a committee, remaining vacancies will be opened to others with a second deadline. If more volunteers are interested in serving than there are slots available, vacancies will be filled from those who have expressed interest and will be chosen by lottery at a youth programs meeting.
- Volunteers will have an opportunity to choose their level of involvement – Resource or Project Leader.
 - Resource – Help out short term, as in Fair and Weigh-Ins. Not required to have background/DOT check. Not allowed to left alone with 4-H'ers without other committee members/staff present. No mandatory trainings. Not a voting member. Required to sign-in when helping.
 - Project Leader – available to serve as resource for 4-H'ers. Provide safe educational and learning opportunities for project members. Required to attend two mandatory trainings annually, complete background/DOT check, help in providing one or more workshop activities annually, read 4-H records. Is a voting member. Membership is reviewed annually.

Committee Member Requirements:

- Complete individual re-enrollment (due October 1st 2011) or enrollment (due November 1st 2011) form by the deadline, or will be listed as a resource volunteer.
- Voting committee members are considered project leaders and are required to complete the Child Protection and Safety Policy (CSPS) forms and attend 2 volunteer trainings per

year – one in the fall and one in the spring. Committee duties may begin when CSPS is satisfactorily completed. Continuation as project leader requires yearly training sessions.

- Individuals who are unable to complete the required trainings will be listed as Resource Volunteers and although they may remain on the committee they will not have voting privileges. Membership will be reviewed annually.
- Committee members are subject to Extension Council approval.
- Select Chair/Vice Chair/Secretary at first re-organizational meeting of the year.
- Secretary needs to submit committee meeting minutes to the CYC at the Extension Office within seven days of the meeting date.
- Committee members are required to review record books.

Committee Expectations:

Project Workshops/Educational Activities

Conduct one or more workshop/educational activity for members during the year.

- Project committees can apply for a \$100 educational fund from the Extension Council to be used towards educational activities and materials! Please contact the CYC for an application.
- The Extension Office conference room is available. Please reserve one month prior to activity and pick up the key before 4:30 p.m. on the day of your activity.
- Submit date for workshop/educational activity by 15th of the month prior to event to assure printing in the Family Mailing. The Extension office can also send out reminder postcards and mailings to members, at the request of the committee chair, with three weeks in advance of the activity.
- Committee members must take attendance at the activity and turn into the Extension Office.
- Be available as a resource to members/families that may have project questions.
- Extension Office is responsible for collection of member fees as they relate to workshops, special projects, etc.
- Extension Office is responsible for project committee mailings to include all letters, registration information, meeting minutes, information to fairboard, etc. – and would ask for committees to submit materials electronically if possible.

Fair

- Submit to Extension Office names, addresses, and phone numbers for next year's fair judge suggestions by January 1.
- Submit to Extension Office any fairground improvement suggestions by December 1st.
- Make fair book rule change suggestions to Extension Office by December 1st.
- Determine potential donors needed for fair awards and plan accordingly.
- Determine how much money/donors needed for fair awards and plan accordingly.
- Donations for fair awards must be into the Extension Office by March 1st for donor names to be printed in the fair books. All donations need to be secured by the Extension Office by May 15th so fair expenses can be determined and authorized.
- Meet with CYC to pick out trophies/awards.
- Consider giving awards other than trophies (gift certificates, savings bonds, etc.) Assign resource volunteers to help at activities and events as needed. Document their assistance

on the resource volunteer form. Remember to ask youth to help whenever appropriate. Turn in list of resource volunteers to Extension Office.

- Out of respect for our donors, who donate with the intent that the funds be used for awards, recognition and educational purposes for Linn County youth, we are strongly encouraging committees to carry over no more than \$250 into the new calendar year (January to December).

Financial

- Any purchase over \$100 (including tax) must be made by the Extension Office and will not be reimbursed if paid by a volunteer. Make arrangements with the CYC.
- All purchases must be approved in writing by Extension Staff.
- Unapproved purchases will not be reimbursed.
- Every month, committee balance reports will be available on the 15th for the previous month.

Committee Support

The Extension Staff are here to support committees in their project work and education.

- Extension Office will provide committees with information concerning new rules or opportunities offered on the area or state level.
- Extension Office will provide the following maintenance support: Meeting notices, publicizing project meetings in Family Mailing, suggesting agenda items to chairperson, reserving meeting rooms, provide list of potential judges to committees, printing forms and materials for committee to conduct events, provide expertise in designing programs on a youth or adult level, attend committee meetings and events.
- Provide training and support in positive youth development skills.