



Clay County 4-H Department Committees

4-H Department Committee Members are volunteers that work with the Extension staff to support the project work of youth throughout the year. Volunteers are the heart of the 4-H program in Clay County. They contribute their skills, talents, and experiences to strengthen all aspects of the program and support its mission – *“4-H empowers youth to reach their full potential working and learning in partnership with caring adults.”*

Current 4-H committees include: Static (non-livestock), Beef, Dog, Herdsmanship, Horse, Poultry, Rabbit, Sheep, Swine and Shooting Sports. Committee members provide leadership to the 4-H program throughout the year. Three major responsibilities of 4-H committee members include:

- 1) providing education related to the specific department (i.e. workshops, presentations, consultations)
- 2) providing an avenue for 4-H’ers to showcase project work and skills learned (i.e. fair events)
- 3) providing evaluation and recognition (i.e. workshop evaluation to fair to recordkeeping)

The following guidelines will be used as criteria for selection of new 4-H committee members:

- Each department committee will be composed of approximately 5-9 members.
- Each committee should strive for diversity. (i.e. experience, industry expertise, age, gender, vested interest, local community/township, and family representation)
- Each committee should include at least one intermediate/senior-level 4-H representative to serve on the committee. Multiple youth representation is preferred. Youth representatives will also submit applications. (Length of youth term may vary dependent on the age/grade of the youth committee volunteer.)
- Committee applications will be accepted at the Clay County Extension office and reviewed by staff. Input will be sought from current committee members before a recommendation is made to the Extension Council. Official volunteers must be approved by the Extension Council. Applicants will be notified following council approval.
- Committee positions will follow the Clay County 4-H calendar year and run from January 1 to December 31. Committee members will complete an enrollment form each year to track membership and continued dedication.
- Extension staff will accept applications for the committee position(s) throughout the year. Applications will be retained on file at the Extension Office.
- Within each committee, a Department Committee Chairperson will be selected.
- Responsibilities for Department Committee Members are outlined in the position description on page two.



Volunteer Position Description

Title: 4-H Department Committee Member

Responsible To: Iowa State University Extension, Clay County Extension Council & Staff

Purpose: To enrich the 4-H project experience for youth in Clay County by creating a safe, caring environment for youth to develop positive life skills.

Responsibilities:

- Attend meetings of the respective committee
- Participate in training sessions provided by ISU Extension
- Encourage, assist, and advise 4-Hers in their project work
- Assist in planning/conducting educational experiences for youth, such as:
 - Workshops, Clinics, and Practice Sessions
 - Food Safety Quality Assurance (FSQA) Training – for animal projects
 - Educational presentations at club meetings/events
- Provide an avenue for 4-H members to showcase mastery and receive recognition
 - Fair (preparation, exhibit day, stalling/booth spaces, clean-up, etc...)
 - Animal verification processes (weighing, tagging, tattoo, etc.) – for respective species – to help 4-H'ers meet exhibition requirements
- Evaluate department programs and provide thoughtful insight
- Help with the evaluation of 4-H record keeping systems
- Review county fair book contents and make suggestions to the Extension office.
- Follow all 4-H guidelines and policies of Iowa State University Extension, the Iowa 4-H Program, and the Clay County 4-H Program

Qualifications:

- Completed committee application
- Satisfied volunteer screening requirements and be approved by the Clay County Extension Council
- Possess a sincere interest in sharing knowledge and skills with youth
- Exhibit a willingness and ability to work with Extension staff and committee members to accept responsibilities and share the work load
- Communicate effectively with youth, 4-H parents, volunteers, and Extension staff
- Recognize himself/herself as a role model for youth and a representative of the 4-H program.

Benefits:

- Opportunities to work with youth and support their interests
- Make a positive difference in the lives of children
- Develop community bonds and lasting friendships
- Connect with Iowa State University Extension
- Provided liability coverage under the Iowa Tort Claims Act
- Utilize project materials, audio/video materials, and Extension resources