

West Pottawattamie 4-H Youth Committee

Policies and Guidelines

Mission Statement / Purpose –

The Youth Committee is a volunteer group, comprised of both adults and youth, established to support the Extension staff in promoting the interests of 4-H members and their families at the local level, assist staff in planning programs to meet those interests and needs, and develop policy governing 4-H in Pottawattamie County.

1. MEMBERSHIP / TERMS OF SERVICE:

- a. Adult and youth members (9-12th grade) must submit a nomination form to the Extension Office in December. Nomination forms will be approved by the Extension Council. Adult members will have to submit a background check.
- b. Adult members expected to serve a four- year term (youth members must reapply yearly).
- c. Adult members may serve more than one four year term, however, adults must reapply after a minimum of one year off the committee and a new application must be submitted. Adults may serve on commissions during their one year off the committee, but will have no voting rights.
- d. Term begins in January and runs through December.
- e. Officer nominations are held in January with the elections held in February. Officer positions include chairperson, vice chair, and secretary.
- f. Adult members must attend 50% of the regularly scheduled meetings to be considered a member in good standing. Regular meetings are held the first Thursdays of the month (unless otherwise noted). Commissions meet at 6:30 p.m. and the general meeting begins at 7:00 p.m.
- g. Members who will be absent must notify the Extension Office (by phone, email) prior to the meeting date to be excused.
- h. Adult members are expected to serve on a commission during their term of service. Commissions include recruitment/retention/recognition, county fair, community (county council), and education (Extension staff).

2. VOLUNTEER RESPONSIBILITIES:

- a. Determine the needs and interests of all youth and volunteers. Analyze 4-H participation (club, special interest) and decide requirements of participation.
- b. Develop and implement strategies to recruit youth and volunteers.
- c. Be knowledgeable of State 4-H policies and participation guidelines.
- d. Assist in public relations (attend first year family dinners, awards program, livestock weigh-ins, fair, FSQA testing/workshops, volunteer appreciation dinner).
- e. Evaluate record books and establish award criteria (help determine award/recognition system).

(Over)

Calendar of Responsibilities:

Meetings are held the first Thursday of the month at the West Pottawattamie County Extension Office. Commissions meet at 6:30 p.m. and the general meeting begins at 7:00 p.m. Members are notified if the meeting date will change.

- January – Youth Committee annual dinner
Nomination of officers for upcoming year
- February – Youth Committee meeting / Commission reports
New 4-H family dinner
- March – Youth Committee meeting / Commission reports
FSQA training – testing and workshops
- April – Youth Committee meeting / Commission reports
FSQA training – testing and workshops
- May – Youth Committee meeting / Commission reports
FSQA training – testing and workshops
Sheep weigh in
- June - Youth Committee meeting / Commission reports
Superintendent meeting (pre-fair)
First year 4-H family dinner (#2)
- July - Youth Committee meeting / Commission reports
Westfair clean up day
Westfair responsibilities – 4-H Office, livestock shows, weigh-ins, etc.
- August - No regular meeting – no activities
- September - Youth Committee meeting / Commission reports
Superintendent meeting (post-fair)
Volunteer Appreciation Dinner
- October - RECORD BOOK JUDGING
Youth Committee Meeting / Commission Reports
- November - Youth Committee Meeting / Commission Reports
Awards Day
- December - Youth Committee Meeting / Commission Reports
New youth committee nomination forms due
Beef weigh-in

