



## **Madison County Youth & 4-H Committee**

### **General Guidelines and Description: Proposed Changes**

Madison County Youth & 4-H Committee is an active volunteer group comprised of youth and adults who work in cooperation with ISU Extension professionals to provide leadership to 4-H and youth programs and County 4-H staff on a county-wide basis. The committee works to meet the educational needs of youth, guide programs for ongoing educational youth opportunities for youth. The committee also works to support County 4-H staff and local volunteers through the use of the Madison County Youth & 4-H Policy.

#### **I. Membership**

##### **A. Term**

1. Adults: two-year term with option for second two-year term.  
Youth: one-year term with option of serving more than one-term.
2. Term begins September 1 of each year and concludes on December 31 of the following year.
3. If a youth or adult would like to resign from the Youth & 4-H Committee prior to his/her term ending, he/she must submit a letter of resignation must be submitted to the committee chair.
4. If a committee member is absent from three consecutive committee meetings, the remaining committee members have the right to discuss termination.

##### **B. Membership Eligibility**

1. Ages suggested is Intermediate division youth (at least 7<sup>th</sup> grade) or adult.
2. One-third of the committee should be made up of youth between the grades of 7 and 12.
3. No more than two members of one family may serve on the committee at any time.
4. Each Madison County 4-H Club will be represented by one (1) current 4-H member and one (1) current adult involved with said club. Up to twelve (12) at-large voting members to be appointed by the current Madison County 4-H Staff (Suggested: six (6)- with extensive 4-H knowledge, 6 with little to no 4-H knowledge)
5. One (1) spot will be held for the Madison County Extension Council representative appointed by the Extension Council.
6. One (1) spot will be held for the Current Madison County 4-H Staff
7. Committee size should be a minimum of twelve (12) voting members and a maximum of thirty-six (36) voting members.
8. Voting Structure will consist of 24 votes which will be as follows
  - A. Each Madison County 4-H Club will have one vote.
  - B. Each at large member will have one vote.
9. Expressed Interest in 4-H and youth development
10. 4-H experience is not required, but is beneficial.
11. Willingness to volunteer time to youth programs in the county.
12. A recruitment goal is to select members to attain a balanced representation of age, ethnic groups, gender, geography, experience, and interests.

#### **II. Responsibilities**

## **A. General**

1. Affirmative Action - Develop and implement a balanced 4-H and youth program on a non-discriminatory basis.
2. Fact Finding - Identify and analyze characteristics of youth living in the county.
3. Program Evaluation - Evaluate existing program efforts, resources, policies and procedures.
4. Program Development - Develop annual and long range program priorities and plan and conduct these programs.
5. Public Relations - Provide a linkage to appropriate program audiences and assist staff in interpreting program efforts to the public.
6. Financial Support - Direct the allocation of 4-H funds including - income, expenses, donors and budget.

## **B. Madison County**

1. Serve as liaison to specific clubs and attend to leader/member/parent concerns. Visit one or more meetings of club per year.
2. Suggest record keeping procedure.
3. Suggest county recognition for 4-Hers and volunteers.
4. Determine procedures and qualifications for selection of county award recipients.
5. Assist at county events (weigh-ins, workshops, awards day, county fair, chaperoning events, etc.).
6. Approve 4-H policy changes, determine 4-Hers' eligibility and interpret regulations.
7. Maintain and operate the Madison County 4-H food stand.
8. Promote 4-H to the public; recruit members.
9. Support ISU Extension youth programs to reach all youth including school enrichment and special interest youth programs.
10. Identify and provide fundraising opportunities and additional opportunities for youth and promote Madison County 4-H
11. Assist in management and growth of the Madison County Endowment through the Iowa 4-H Foundation

## **C. Groups with which the 4-H & Youth Committee works:**

1. Madison County Extension Council
2. Madison County Extension staff
3. 4-H Youth Council
4. 4-H Community/Project Club leaders
5. Other Iowa State University Extension & youth volunteers
6. Madison County Fair Association Board
7. Other county youth organizations

In the operation of the 4-H and Youth program, there are numerous tasks involved in planning and carry out. If the Youth & 4-H Committee is to fulfill its assigned responsibilities, many of these tasks will need to be assumed by sub-committees appointed by the committee. These sub-committees might be standing or ad hoc in nature, depending on the task. The standing sub-committees are listed below .

### **III. Committees**

1. The officers of the committee shall constitute the Executive Committee. The Chair shall serve as Chair of the Executive Committee. The Executive Committee will function in the interest of the Committee and shall have the authority to exercise all powers of the committee with the input of Subcommittee chairs during the intervals between meetings. The Executive Committee shall review and act on committee reports, propose, and conduct business pertaining to the committee.
2. Standing committees and purpose of each committee are as follows:
  - Financial Committee- Made up of Executive Committee. Sets program year Budget, assists in management and growth of the Madison County Endowment through the Iowa 4-H Foundation.
  - Food Stand- Maintain and operate the Madison County 4-H Food Stand.
  - Awards and Recognition- Suggest record keeping procedure, Suggest county recognition for 4-Hers and volunteers, Determine procedures and qualifications for selection of county award recipients.
  - 4-H Programming- Support ISU Extension youth programs in effort to reach all youth; including school enrichment and special interest youth programs, Identify and provide fundraising opportunities to provide additional opportunities for youth and, to promote Madison County 4-H.
  - Marketing and Information- Promote 4-H to the public; recruit 4-H members and volunteers.

### **IV. Meetings**

- A. Meetings of Madison County 4-H & Youth Committee will be scheduled for the fourth Sunday of every other month. Meetings can be attended Face-to-Face or virtually. Standing Committees can utilize the "Off" months for meetings. Additional meetings will be scheduled as needed for the entire Committee and Subcommittees.
- B. The committee will develop an executive structure to meet its needs. The minimum recommendation would be chairperson, vice chairperson, secretary and current Madison County 4-H Staff. Youth are eligible to serve as any officer, but it is recommended that an adult serves as chairperson. If a youth serves as chairperson, it will be recommended that an adult serves as vice chairperson.
- C. Officer elections will be held at each September meeting. The Committee will pass an annual budget each November of each year.

### **V. Other**

- A.** The Extension Council is the legal governing body for Extension programs in the county. They are responsible for appointing the committee and need regular reports of committee action.  
Adult volunteers who are new volunteers will have a background screen as outlined in the Iowa State University Extension Child Protection and Safety Policy before being appointed to the Youth & 4-H Committee.
- B.** The Extension staff provides leadership to the 4-H Youth programs in various ways and as such is a resource to the committee.