



Polk County 4-H Advisory Board: Guidelines

Name:

The name of this organization shall be the Polk County 4-H Advisory Board, here-after in this document referred to as the Board.

Purpose:

- To create, promote, and support an inclusive engagement and diverse learning opportunities for all of Polk County youth.
- To serve in partnership with 4-H staff to promote the 4-H program and to reach the full breadth of Polk County.

Membership:

- The board will consist of a minimum of 6 members: 4-H parents, leaders, community members, and 4-H youth.
 - Limit of 4 total youth members at large. (preference will be given to those youth that represent the underrepresented areas around Polk County).
 - Each family unit is limited to 1 voting member. More are welcome to attend meetings, but only 1 vote will be given to a single family.
- The definition of a Board year is congruent with the 4-H program year, September 1 through August 31.
- Qualifications to serve are:
 - Ability to attend the majority of the meetings and commitment to do so
 - Skills to work with adults and youth in a professional and friendly manner
 - Complete a background check and meet requirements established and determined by Extension Staff
 - Interest in promoting, enriching, and spreading the Polk County 4-H program
- Full voting abilities will be established for new/joining members after the individual has attended 2 consecutive meetings and has submitted a Polk County 4-H Advisory Board Member Biography form. Voting will begin on the 3rd attended meeting

Member Role:

The duties of members of the Board are:

- Attend and actively participate in each monthly meeting as well as special committees as needed. Attendance is an expectation.
- Develop a strong understanding of the 4-H program, priorities, and the best ways to serve all youth
- Take an active role in finding, securing, and promoting supplemental activities for Polk county youth that enrich their 4-H experience, specifically the Leadership and Civic Engagement program priority area



- Promote and encourage participation in and support of Polk County's 4-H program

Provide feedback to County Staff, regarding various programs, opportunities, etc. for Polk youth/4-H program

Leadership:

The elected officers of this Board shall be President, Vice-President, Secretary, and Treasurer.

- Officers shall be elected annually in the month of September, and shall begin their term immediately during the September meeting

Committees:

Each Board member is expected to actively participate in committee work when it has been determined that a committee is necessary. Established committees will meet as determined by the committee.

Policies:

- The Advisory Board will create a proposed annual budget and a report of the previous fiscal year's incomes and outcomes. Both the budget and fiscal report will be presented to the Polk County Extension Council.
- The Board will meet monthly to conduct business. There will be a few months off as determined by the Advisory Board and the Extension Staff.
- Any major decision of the Board must be voted upon with a simple majority vote. There must be at minimum 4 voting members + the President in order to conduct a vote.
- Meetings will follow Roberts Rules of Order, and business will be conducted in an orderly manner.

Funds:

The Board will comply with the Polk County Fiscal Policies and Procedures as approved by the Extension Council. The budget committee, comprised of Board President, Board Treasurer, and at least one Extension Council representative. This committee will meet directly following the September meeting to create an annual budget that will be presented to the Extension Council, as noted under Policies.

Dissolution:

This committee can be dissolved by a decision of Polk County Extension staff and by the Polk County Extension Council.