

Waukesha County 4-H Leaders' Association Executive Board
Standing Committees

Purpose statement: The Standing Committees of the Waukesha County 4-H Leaders' Association Executive Board are ongoing committees that exist to help support the 4-H Youth Development Program. The Standing Committees provide and oversee many activities and events, in addition to providing educational/informational meetings, sessions, workshops, fundraising activities, and recognition of youth members and volunteer leaders. The goal with all committees is to continue to improve the Waukesha County 4-H Youth Development Program as well as to increase membership and expand the program. Volunteers are critically important to the effective and productive functioning of the committees and the county's 4-H program. Each committee should seek, encourage, support, and recruit adult volunteers for committee membership. Youth members should also be sought, encourage, recruited, and supported for the county-level committee membership. County-level committee membership offers youth members leadership opportunities and experiences. Participation on these committees provides the youth members with opportunities that challenge them with increased responsibility. In addition, offering these types of opportunities and experiences helps with retention of older youth members. They will be developing skills, such as leadership, communication, and responsibility, which are in high demand in today's competitive marketplace.

Function:

1. Each Standing Committee is accountable to the Executive Board
2. Each Standing Committee shall have a committee chairperson.
3. Each Standing Committee shall have volunteer members consisting of adult leaders (must be VIP trained and registered for the current year). In addition, youth membership is encouraged.
4. Each Standing Committee shall have an Executive Board member as a liaison.
5. Each Standing Committee may create subcommittees as needed.
6. Each Standing Committee shall carry out initiatives and plans that effectively support the 4-H Youth Development Program and will report to the Executive Board, which is accountable to the UW-Extension Youth Development Educator.
7. Each Standing Committee is responsible for submitting a budget to the Finance Committee as necessary.
8. Each Standing Committee is responsible for providing the 4-H Secretary with dates of activities, events, and meetings for the Clover Flyer bi-monthly electronic newsletter and website calendar.
9. Each Standing Committee is encouraged to submit articles for inclusion in the Clover Flyer to provide information to the leaders and members as well as to recruit for new volunteers committee members.

Standing Committees:

Activities/Events	Awards/recognition
Camp	Expansion/Review
Promotion	Finance
Food Stand	Fundraising
Leadership	

4-H Expansion and Review Committee (last updated 2/17)

Function/Purpose: To expand the opportunities to all youth and volunteers in the UW Extension Waukesha 4 H. To Review the delivery methods, outreach and other 4-H/Youth Development opportunities. One-third of committee should be youth and committee should be representative of the county population. The make-up of the committee should be 4-H and external participants

Success Criteria: 4-H programs will be available to and reach all segments of the County's youth population.

Responsibilities:

- Help the UW Extension Waukesha 4-H identify underserved areas of population
- Review 4-H enrollment trends
- Compare participant data with census and school enrollments
- Assess programs offered and their appeal to underserved segments of youth population
- Assist Extension in developing long-term 4-H expansion goals
- Identify and target geographic areas or segments of the youth population that are underrepresented (age, gender, racial/ethnic groups, economic groups)
- Recommend communities to target for expansion efforts
- Suggest programs that will attract under represented youth
- Propose priority needs to be addressed
- Work with Extension to create action plans to reach new volunteers and members
- Develop a marketing plan to secure volunteer leadership and attract youth in targeted areas
- Design processes to organize and support new groups
- Define roles for volunteers in recruiting of members and leaders, organizing new groups and supporting new leaders and clubs
- Assist in carrying out the action plans
- Review progress and revise priorities

Report to Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Activities and Events Committee (last updated 2/17)

Function/Purpose: This committee serves to promote and celebrate 4-H within the UW Extension Waukesha Count 4-H program. Provide relationship building among members and leaders through various activities and events. This committee chair oversees separate subcommittee (chairs) for each activity/event. All parties involved will work on recruiting youth and adult volunteers to sit on the committees.

Responsibilities:

- Plan out the year's calendar of events to be submitted to the UW Extension Office by July 30 for the following year starting on Oct. 1.
- Create a timeline for each event and share with Extension office, Activities and Events air and Board Liaison
- Submit budget requests to Finance committee by due date in the spring
- Subcommittees will create a timeline for events/activities and shared with the UW Extension Office and Leader's board director overseeing the committee by Oct. 1st
- Submit insurance form to Extension office for high risk events two weeks in advance to the UW Extension Office
- Create Flyers, EEOC statement and Co-brand included
- Recruit youth and adults to sit on the committee
- Submit the committee meeting reports to the Activities/Event Chair, Board Liaison and UW Extension office no later than a week after the meeting dates.
- Communicate meeting dates, locations of the committee meetings to the chair and the Leader's Association Board of Director Liaison and the UW Extension office so it can be publicized.
- Submit information for the Clover Flyer and Facebook
- Create formal evaluation with the assistance of the 4-H Educator for all Event/Activities.
- List of chairs and all committee members sent to the UW Extension and over all Award's Chair by August 1st send updates when people join throughout the year.
- Maintain the committee copy of the activity/event informational binders and send all updates to the County 4-H Youth Development Educator

Subcommittees:

Basketball Tournament	Performing Arts Day	Community Service (Countywide)
Kids Zone	Youth in Action Stage	

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Awards Committee (last updated 2/17)

Function/Purpose: This committee serves to responsible for the oversight and management of the member and leader recognition awards programs. The committee strives to offer clarification on the award process, record books, award trips and will institute plans to encourage both members and volunteers to be recognized. The committee meets s needed. The committee also has an awards Handbook which is given to each club and posted on the website. It will be updated each year by the committee and an updated copy will be sent to the UW Extension office to be put on the website. Youth will also be part of the awards committee.

Responsibilities:

- Subcommittees will create a timeline for events/activities and shared with the UW Extension office, Awards Committee chair and Leader's board liaison by Oct. 1st
- If creating materials will use the EEOC statement and Co-brand included
- Recruit youth and adults to sit on the committee
- Create a timeline for each banquet and event
- Submit budget in the spring to the finance committee
- Submit the committee meeting reports to the chair, board liaison and UW Extension office no later than a week after the meeting dates.
- Communicate meeting dates, locations of the committee meetings to the subcommittee chairs and the Leader's Board Liaison and the UW Extension office so it can be publicized.
- Submit information for the Clover Flyer and Facebook
- Create formal evaluation with the assistance of the 4-H Educator. list of chairs and all committee members sent to the UW Extension office by Aug. 1 update throughout the year
- Plan and implement workshops/training for both leaders and youth members to assistant them in the awards process.

Members:

- Record Books
- Project Medals and Honors
- ME Forms
- State Youth Conference
- Higher Trips and Awards
- Scholarships
- State Conference
- Scholarships

Volunteers

- Years of Service
- Wall of Fame
- Special Awards

Subcommittees:

- State Conference
- College Scholarships
- Volunteer Awards/Banquet (Pins and Medals}
- Youth Awards/Banquet (Pins and Medals)
- ME interviews/ Higher Awards

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Camp Committee (last updated 2/17)

Function/ Purpose: this committee is responsible for the planning, marketing and implementation of Summer Camp

Responsibilities:

- To know and follow UW Extension 4-H, and American Camping Association policies and Camp Anokijig Policies and procedures related to the management and coordination of the 4-H Camp
- To assist in keeping members, parents, leaders and community informed about the 4-H camp and related activities in which they may be eligible to participate.
- Maintain sensitivity in planning camp to the individual differences and diversity of 4-H members such as differences in interests, abilities, personal needs, and family support.
- Provide a safe environment for members and adults which is conducive to learning
- Attend leader training sessions and/or other programs related to camping activities
- Work with the 4-H Youth Development Educator to plan an educational, structured camp program based on 4-H Essential Elements of Positive Youth Development and Risk Management.
- Work with the camp director to develop a yearly budget.
- Order all materials and supplies.
- Work with UW Waukesha County Extension staff to create counselor, adult volunteer and camper registration materials.
- Work with UW Waukesha Extension staff to organize transportation to and from camp.
- Work with UW Waukesha County Extension Staff to develop timely camp promotional letters and brochures.
- Assist the 4-H Youth Development Educator in designing, implementing, and evaluating camp planning and training meetings (with agendas and reports).
- Help teen counselors plan their workshops, classes and activities, including developing supply lists and agendas.
- Develop a timeline with the assistances of the 4-H Educator for planning and promoting Camp.
- Report monthly to the Leaders' Association Board of Directors about camp activities.

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Finance Committee (last updated 9/17)

Function/ Purpose: The Finance Committee is responsible for the financial processing and record keeping of the Association. The Board of Directors, and primarily its officers, have the fiduciary responsibility of the Association and have all final decision making authority on all financial matters of the Association (Art. III of the By-Laws). The Board of Directors also has the responsibility, per our 4-H organization's charter agreement with the Wisconsin Extension system, to be in compliance with federal, state, and county financial laws and policies.

Under the Association's Articles of Incorporation (Art. V Duties of Officers), "The principle duties of the Treasurer shall be to keep and account for all monies, credits, and property of any and every nature of the corporation, which shall come into its hands, and keep an accurate account of all monies received and disbursed, and proper vouchers for money disbursed, and to render such accounts, statements, and inventories of money received and disbursed, and of money and property on hand, and generally of all matters pertaining to this office, as shall be required by the Board of Directors"

To assist the Treasurer with this responsibility, the Board of Directors created the Finance Committee of which the Treasurer is an automatic member of the committee and may or may not act as the committee chair.

Responsibilities: Responsibility for the financial processing and record keeping of the Association which includes:

- Bank accounts - checking and savings - deposits and disbursements
- Reserve investments - CD's or other FDIC insured accounts
- Credit Cards and Membership Cards
- Expenses - Fund Raising; Events; Projects; Dues; User Fees; reimbursements
- Annual Budget - compiling and reporting
- Tax records and filings
- Audits - Initiation and records
- Monthly Financial Status Reports to the Board of Directors
- Others as assigned by the Board of Directors

The Board of Directors authorizes the Finance Committee to process any non-budgeted expense request of \$100 or less provided it is a justified expense. A justified expense is defined as a proper and reasonable expenditure to support the effective functioning of the 4-H program. If a request is rejected by the Finance Committee, it must report the rejection information to the Board of Directors at the Board's next scheduled meeting.

All proposals or requests for new programs or non-budgeted items, from any source within the association, with expenditures over \$100 must be submitted to the Board of Directors for consideration and approval prior to processing. The Board of Directors may confer with the Finance Committee for information and insight regarding the request.

The Finance Committee will serve as a source of information for the Board of Directors regarding financial matters. The Finance Committee will develop an annual budget to be presented to the Board Directors for approval. In addition, all communications regarding financial matters with internal functions of the association and outside the association i.e. the UWEX 4-H office, needs to include the Board of Directors officers.

The Finance Committee can create and manage sub-committees as it deems necessary for efficient operation. Finance Committee membership is open to all county registered 4-H members.

The Finance Committee meets throughout the year and supports the Board, other committees, leaders event organizers, and other functions as necessary with processing and recording of financial matters.

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Food Stand Committee (last updated 9/17)

Function/Purpose: This committee's main responsibility is the operation of the Waukesha County 4-H Food Stand at the Waukesha County Fair. This is the major annual fundraiser for the Waukesha County 4-H Leaders' Association. Youth participation on the committee is important as it provides an opportunity for the county 4-H youth members to prepare for their future. Youth members experience aspects of the food industry; learn how to work, interact, and communicate with others; and participate in a fundraiser event. Club members will be able to work with several different individuals from their club, the Food Stand Committee and interact directly with customers. Youth members learn about running a small business by having exposure to and participation with the following aspects of a business: menu selection, cost analysis of materials and supplies, pricing of product, purchasing of supplies, production of products to sell. In addition, youth members will be involved with discussion and development of new product and marketing ideas. They will learn and develop leadership skills, supervisory skills, hone interpersonal communication skills, and grow in responsibility.

Responsibilities:

- All operational aspects of the event, including purchasing, staffing, equipment management, inventory management, bookkeeping, and reporting are the responsibility of the committee.
- The committee works closely with the Finance Committee for money withdrawals, deposits, and bill paying.
- All youth at least 13 years old and adults are welcome to join the committee. Youth members must be 15 years old by Fair in order to be a Supervisor in the Food Stand areas during Fair. The committee meets seven to eight times during the year with increased activity and participation around and during events.

Subcommittees:

- Accounting/Coupons/Picnics
- Action Center
- Menus/ Prices
- Promotion
- Purchasing/ inventory/ Recipes
- Scheduling - Clubs/Supervisors
- Supervisor Training
- Surplus Sales

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Fund Raising Committee (*last updated 2/17*)

Function/Purpose: Fundraising is the key element in operating a non-profit organization. This committee oversees separate subcommittees for each fundraiser activity/event. They recruit volunteers to sit on the subcommittees by having clear expectations, timelines and guidelines.

Success Criteria: sustainable support for the Waukesha County 4-H program

Responsibilities:

- Oversees subcommittees
- Coordinates the schedule of fundraiser events
- Sends monthly updates to the Extension office to be publicized via email, Facebook, Clover flyer
- Explores new ideas for fundraising
- Increase awareness and visibility of the 4-H Youth Development Program in the community
- Establish supportive relationships with the business community

Subcommittees:

Silent Auction – Fair

Blue Ribbon Gala

Paper Clover Sale at Tractor Supply

Time Required 2-3 hours a month

Target Dates: July- Silent Auction

March - Blue Ribbon Gala

Monthly: 4-H newsletter articles

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator

Leadership Committee (last updated 2/17)

Function/Purpose: This committee is responsible for overseeing leadership activities, events and training for both youth and adult volunteers. This committee works in conjunction with the 4-H Youth Development Educator to coordinate leadership opportunities

Success Criteria: Youth/Adult volunteers are highly skilled in leadership. Volunteers and families are supported through educational materials and project support.

Responsibilities:

- Club Officer Training (fall)
- Ambassador or Program
- Leader meetings - training meetings, educational/informational meetings, leader round-table and sharing meetings
- Annual Enrollment Night (change name since we do not enroll, All Leader, Kick off meeting?) committee assists 4-H Youth Development Educator - Held the end of August
- Club Organizational Leader Handbook- updated by August of each year
- New Family Handbook- updated by August of each year
- New Family Orientation - work with Educator – October
- identification of Project, Key/Resource leaders and creation of a spreadsheet to be shared with clubs, on the website and Facebook
- Create an Assessment of the needs of the volunteers for training (work with Educator)

Time Required: 2 to 3 hours a month

Target Dates: August - All Leader Kick off meeting
September - Ambassador program kick off
October: Officer training
Monthly: 4-H newsletter articles

Resources Available: *4-H & Youth Development Educator, 10 Minute Leadership materials, 4-H Leaders ip Curriculum, 4-H Officer training materials*

Training Opportunities: Consultation with UW Extension staff

Report to: 4-H Youth Development Educator and Waukesha County 4-H Leaders Association

Promotion Committee (last updated 2/17)

Function/Purpose: To promote 4-H membership and 4-H activities, especially during National 4-H Week.

Success Criteria: Increase in public awareness of 4-H. Increase in 4-H membership and participation.

Responsibilities:

- Publicize events of National 4-H Week.
- Branding/Marketing
- Information booth at the Waukesha County Fair
- Plan and Implement the County 4-H Open House – September
- Create timelines for all events and share with the Leader's board and UW Extension Office
- Work with the Teen Counsel to plan events to promote 4-H
- Organize 4-H Window Display Contest.
- Involve club members and leaders in promoting 4-H membership
- Create a master list of outreach events and share with the leaders to attend
- Create a training to help volunteers and youth communicate the value of 4-H with the assistance of the 4-H Youth Development Educator
- Create Interest surveys

Time Required: 1 year commitment, average of 2-4 hours per month

Target Dates:

- September: promote 4-H membership
- October: National 4-H Week events
- Monthly: 4-H newsletter articles

Resources Available: National 4-H Week promotional package
4-H websites
Local media personnel

Training Opportunities: Consultation with UW Extension staff

Report to: Waukesha County 4-H Leaders Association and 4-H Youth Development Educator