



Maricopa County 4-H Project Committee Structure

Committee Purpose

The purpose of the Maricopa County 4-H Project Committees is to provide opportunities for youth from clubs across the county to further their education.

Membership

Committee Membership:

- Max number of members: varies by clubs offering project plus two additional, unrelated, unconnected members.
- Minimum number of members: varies by clubs offering project
- Target Membership:
 - Percentage of youth membership on committee: 50%
 - Percentage of adult membership on committee: 50%

Committee members come from:

- One youth from each club that offers the project that the committee represents (i.e. Dog Committee – clubs that offer the dog project will have one (1) youth on the Dog Committee to represent that club).
- One adult from each club that offers the project that the committee represents (i.e. Dog Committee – clubs that offer the dog project will have one (1) adult on the Dog Committee to represent that club)
- Additional members – must be unrelated and not connected to members from clubs that are already represented on committees, not to exceed two members. Each committee will recruit at a minimum one (1), maximum two (2), members from outside the 4-H club program to assist the committee, ensuring diverse representation, thinking and opportunities.
- Established Clubs will submit its members once a year on the Committee Representation Form included in the 4-H Enrollment packet.
- New Clubs will submit their members on committee representation form to MCCE 4-H Staff (responsible for that committee) by December 1 of the current 4-H year.
- If a 4-H Club is not going to be represented on a committee in which they have a project, they must explain their reasoning why on the committee representation form.

At-large attendees:

- Anyone may attend a committee meeting for the purpose of sharing information or concerns and asking questions. At-large attendees will be asked to speak for these purposes at a **specific time** during the committee meeting.
- At-large attendees may not vote.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Extension & Economic Development, College of Agriculture and Life Sciences, The University of Arizona.

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

4-H Staff (responsible for that committee):

- Will serve as advisors to the committee and the extension office will ensure that all County, State and National policies are adhered to, which may result in a committee decision being overturned.

Tenure:

- Each member will remain on the committee (including board members) for no longer than a three-year term.
- After serving a three-year term, the committee member must go off the committee for at least one year.
- Members will serve a three-year term starting at the beginning of each 4-H Year (Oct. 1) and ending at the end of the 4-H year (Sept. 30).
- Committee recruitment will start in March.
- Committee and board members currently serving are asked to serve one of the following:
 - Remainder of this year's term and next year's term (through September 30, 2018). Those serving over 5 years on committee;
 - Remainder of this year's term plus two additional years (through September 30, 2019). Those serving 3-5 years on committee;
 - Remainder of this year's term plus three additional years (through September 30, 2020). Those serving under 3 years on committee.
- Club's reserve the right to "vote in" a new, not previously appointed, committee member to complete the above term if their member must resign. If the new committee member is stepping in to complete less than a one-year term for someone, and the new committee member was voted to take the next three-year term, they will remain in that position for the next three-year term in addition to the remainder of the current term.

Meeting Attendance:

- It is expected that committee members will attend at least 80% of committee meetings, including in-person and teleconference.
- If a committee member does not attend 80% of committee meetings, the committee may contact the Key Contact Leader of that club and encourage him/her to communicate with that committee member.

Committee Officer Team (Board):

Each committee will have the following officers:

- Co-Presidents – one (1) youth and one (1) adult (cannot be related)
- Score Keeper/President Elect - adult
- Co-Treasurers – one (1) youth and one (1) adult (cannot be related)
- Secretary – youth or adult
- Reporter/Marketing Chair – youth or adult
- Officer team must include at least three (3) youth.
- Election of officers will be held by ballot once a year in August or September.

- There must be a quorum of 51% of the membership in order to conduct officer elections.
- The entire committee will vote for the officer positions.
- Officer positions may not be held two years in a row, with the exception of co-treasurers, as it takes some time to get a handle on this position.
- The Score Keeper/President Elect will serve one year as Score Keeper/President Elect and will serve the following year as the adult Co-President.
- A committee member can only hold a specific officer role once within three years.
- Potential officers may be nominated (but must agree to run), or may volunteer themselves.

Officer roles/responsibilities include:

- It is encouraged that an Officer Team communicate prior to the regularly scheduled committee meetings in order to be prepared for the meeting.
- If an Officer Team meets outside of the regularly scheduled committee meetings to prepare for the meeting, they may not make decisions on behalf of the committee.
- The Officer Team is responsible for orienting and training new committee members.

Co-Presidents:

- Guide committee through process of developing and facilitating committee goals and objectives on the Yearly Committee Goals and Objectives form and turn in by October 15 of each year.
- Create meeting agenda with time frames for each meeting agenda item and submit to 4-H Staff (responsible for that committee) for input at least seven days before the meeting.
- Send approved meeting agenda and meeting reminder at least four days before the meeting to all members and 4-H Staff (responsible for that committee).
- Facilitate the meeting following the meeting agenda and time frames on agenda items.
- Communicate with the committee and 4-H Staff (responsible for that committee) as necessary between meetings regarding committee business/events.
- Serve as signatories on account(s).
- Copy the meeting agenda or ask 4-H Staff (responsible for that committee) for a specific number of copies.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

Score Keeper/President Elect:

- Will shadow the Co-Presidents to gain a better understanding of the role of President, in preparation of serving as the adult Co-President the following year.
- Keep accurate records of participation requirements (trainings, animal ID's, etc.)
- Work with superintendents to keep accurate results of all shows and competitions the committee hosts or sponsors, and post results on the google drive within one week of the event.

- These are any events the committee uses as qualifying events, including but not limited to communication events, quiz bowls, judging days, shows, etc.
- Keeps accurate records of all volunteer names and hours of service.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

Co-Treasurers:

- Record all financial transactions in Treasurer's Book and financial spreadsheet.
- Prepare a yearly proposed budget to be voted on in August or September.
- Pay bills within two (2) weeks and deposit funds within one (1) week.
- Balance Statement monthly.
- Follow up with committee members regarding event financials.
- Give an accurate and detailed financial report at every committee meeting.
- Serve as signatories on account(s).
- Create yearly financial report and submit it to county 4-H office no later than October 15 each year.
- Communicate with 4-H Staff (responsible for that committee) regarding accounting.
 - See county level committee account checklist for all policies on accounts.
- Post all final/approved committee treasury reports on committee google docs or ensure they are accurate in the secretary minutes.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

Secretary:

- Create meeting minutes from every meeting to include:
 - Members Present
 - Discussion of all agenda items
 - Financial discussions and all financial votes and decisions
- Send committee meeting minutes to all committee members and 4-H Staff (responsible for that committee).
- Update minutes with any corrections and resend corrected minutes.
- Post all final/approved committee minutes on committee google docs.
- Take/maintain attendance for every meeting.
- Ensure that all tabled agenda items are addressed at the next committee meeting.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

Reporter/Marketing Chair:

- Work with event Superintendents to complete the "4-H Event Request Form".
- Create promo flyer for committee events with assistance from event superintendents.
 - Promotional flyers should be created using the Maricopa County 4-H template provided on google docs.
- Assist with recruitment of volunteers for events, and State Horse Committee.

- Write short articles regarding committee events and submit digitally to office for e-news, leaders e-weekly, Facebook, etc. This must be submitted by Wednesday to John-Martin Rigsby for publication.
- Submit articles to local newspapers and/or websites.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

All committee member tasks:

- Work as a committee to develop goals and objectives and ensure all events/shows meet these goals and objectives.
- Submit online 4-H Event Request Form (<http://bit.ly/maricopa4heventrequest>)
 - If an event does not have prior approval using the online Event Request form, the event will not be covered by 4-H insurance and will not be promoted by 4-H Staff (responsible for that committee).
 - If your committee requires educational hours for a passport or other award tracking program, these educational hours must be completed at an approved educational event. Educational Event Approval forms must be submitted to the committee for approval, in addition to the online 4-H Event Request Form being submitted to the 4-H Office.
- Plan project-related events with 4-H Staff (responsible for that committee) approval to include:
 - Clinics/Workshops
 - Competitions
- Develop project area show/exhibit guidelines for youth.
 - All project area guidelines must be sent to 4-H Staff (responsible for that committee) for final approval.
- Ensure that all meeting/event attendees are treated respectfully and within 4-H behavior guidelines.

4-H Staff Roles:

- Assist with recruitment of committee members.
- Screen, orient and train all committee members in the New Volunteer Orientation.
- Maintain committee member database, tenure and email list (provide email list to committees).
- Approve meeting agendas.
- Attend at least 1/3 of committee meetings.
- Maintain committee meeting agendas and minutes for five (5) years and committee financial documents for seven years.
- Attend/Check-in on several committee events throughout the year.
- Provide input, support, and guidance to committee.
- Provide input, support, and guidance in project area guidelines.
- Assist with updating committee rule books, and provide final approval.
- Conduct a yearly audit on all 4-H Committee accounts and provide feedback to the committees.

Committee Guidelines and Expectations

- Committee members/officers will treat one another, 4-H Staff (responsible for that committee), 4-H members, parents, and guests with respect. They will not bully or harass anyone they interact with as representatives of the 4-H committee.
- Committee members and officers will be engaged during meetings and events and model actions which promote a sense of belonging. Cell phone usage and other distractions will be limited to emergency situations.
- Committee members and officers are advisory members. They have input opportunities for all committee items. 4-H Staff (responsible for that committee) have final authority.
- Committee members and officers must have 4-H Staff (responsible for that committee) input and approval on all project guidelines, rules, additions or deletions.

List other behavior expectations from behavior guidelines from 4-H Online:

- Work cooperatively with youth, other volunteer leaders, families, Cooperative Extension faculty and 4-H Staff (responsible for that committee), and others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
- Communicate honestly and directly with other volunteers, Extension personnel and youth. Volunteers must exhibit the highest ethical standards. Adult and youth volunteers are expected to take actions that ensure that the 4-H program develops in a positive, constructive direction.
- Keep the best interests of youth and families as a priority. Any type of harassment or hazing will not be tolerated.
- Obey the local laws as well as the laws of the state and federal government.
- Comply with equal opportunity and anti-discrimination laws. Make all reasonable effort to assure that 4-H Youth Development programs are accessible to youth without regard to race, color, national origin, sex, religion, sexual orientation or disability.
- Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H Youth Development programs; physical or verbal abuse is prohibited. Incidents of reported, suspected or observed abuse should be reported immediately to law enforcement or Child Protective Services.
- Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid operator's license and the legally required insurance coverage.
- Abide by the same rules as the youth regarding no use of alcohol, tobacco products and illegal drugs/substances at all official 4-H functions, regardless of duration, nor allow youth participants under supervision to do so. At 4-H hosted or sponsored events which last several days, this code of behavior is expected to be observed at all times.

- No firearms possession is allowed during 4-H events and activities unless it is part of an approved 4-H program which involves firearms. Use, respect and care for all property. Charges will be assessed for any misuse or damage.
- Know and follow established rules and expected behaviors for all programs and activities in which I participate.
- Use appropriate language at all times. Abusive or profane language is prohibited.
- Represent the Arizona 4-H Youth Development program with pride and dignity.

Voting Rights:

- All committee members may vote on all committee decisions.

Scholarships:

- Scholarships will be paid out in the following way:
 - Checks are written to the educational institution after proof of enrollment.
 - Examples: University, Community College, Trade School (Cosmo, Massage Therapy, Mechanical, etc.)
 - In order to prove non-discrimination in the scholarship awards:
 - The Maricopa County 4-H Committees will provide two people from each project area to judge all Maricopa County scholarships. One committee member from each project area will judge the applications and the other will judge the interviews. Application and interview judging will take place simultaneously in separate rooms using a rubric to determine points. Once all judging is complete, scores will be tallied to determine the winner(s) in each project area.
 - No family members of any scholarship applicant may serve on the scholarship judging committee for the year the family member is applying.
 - Prior to the judging event, each committee will determine:
 - The amount of the scholarship(s) to be awarded.
 - The number of scholarships to be awarded.
 - To honor the scholarship awardees, names and scholarship amounts will be published in the local media, Facebook, Maricopa County 4-H website, etc.
- Committee pays for the scholarship(s).
- Committees will write the notification letters for all applicants.