

Monterey County 4-H Council Committee Guide

2017-2018

ROLE:

The role of the Monterey County 4-H Council committees is to provide leadership by developing, implementing and evaluating programs and management services. While committees work in partnership with the 4-H Council and 4-H Youth Development staff, the bulk of the decision making, planning and implementation lies in the hands of the committee. This structure allows for adult and member autonomy in crafting the programs and management strategies to best serve the needs of the 4-H community. All committees must adhere to the mission, core values and policies of the University of California 4-H YDP. When possible, senior youth members should be appointed committee co-chairs.

Committee work is defined in conjunction with the 4-H Council and 4-H YDP staff. Committees are expected to develop annual plans of work which include:

- Task time lines
- Dates of events/functions
- Development and review of applications, policies, procedures, promotional and outreach materials
- Budgets
- Council Reports

Committees draft their annual plans of work and present them to the 4-H Council for input and approval BEFORE taking action or implementing the plan of work. Committees gather input for their plans of work from meeting minutes and suggestions of the 4-H community, Council and/or 4-H YDP staff. Committees should coordinate all activities through the 4-H Council and the 4-H YDP staff. County 4-H YDP staff and the County Director have final authority for the administration and operation of the county 4-H YDP program.

RESPONSIBILITIES:

- 1) **4-H Youth Development Staff:** The role of the 4-H Youth Development staff is to support committee chairs and members through education and guidance to ensure that all 4-H committees are successful, provide positive youth development experiences and allow adults and members to assume leadership.
- 2) **4-H Committee Leadership:**
 - a) Leadership for committees is determined annually at the April 4-H Council meeting where the proposed list of events and committees is approved for year. Or, a break out committee is formed.
 - b) This year, Clubs will be asked to draw 1 number from a hat.
 - c) As the number is drawn, they club will chose the committee it would like.
 - d) After all 14 clubs have drawn, those with 30 or more members will draw a number again.
 - e) In sequential order, those clubs will select the remaining events they will host for the year.

- f) Clubs with 30+ members will still be responsible for two events.
- g) Responsibility for an event means that your club and its membership (youth and adults) act as the lead contact for the event. This does not mean that only your club assists with the event. Part of your responsibility is to generate interest, leadership and support from others to assist you with the development, delivery and assessment of the event.
- h) The committee chair is the point of contact for the event and the liaison between the committee, Council and 4-H Youth Development Program Staff.

3) **4-H Committee Members:** Are adults and members to work with the committee chair to develop, implement and evaluate 4-H education program and management systems.

PROGRAM COMMITTEES/EVENTS and DESCRIPTIONS:

1. ACHIEVEMENT NIGHT: 1 club

Awards ceremony for the end of the 4-H year where county year pins, record book awards and star ranks are handed out. Club to book facility, creates flyer, send email invite to all clubs, plan theme of night, provide all volunteers to set up and clean up. The All Star(s) “may” be the master of ceremony, and or may put a power point of pictures together. Otherwise, the club is to prepare a presentation for the evening. The new All Star(s) and County Teen Ambassador(s) are announced. Leaders with significant years are also recognized. The primary members may get certificates. Budget for facility and light refreshments. This committee “books” the venue for the following year. Time is typically 5:30- 6:30pm. Budget?

2. COUNTYWIDE DANCE: 1 club

Dance open to all enrolled 4-H members and may be held after Achievement Night in the same facility. Club books a DJ, provides a dinner type food for members, drinks, games or activities for non-dancers, provides adult chaperones for the night and hosts a sign in and sign out registration at the door. Take photos of the evening. Typically 7pm- 8:30pm. Budget is for music and food, drinks, cake or other. However, a fee at the door may be charged to make up for a council budget shortfall. Budget?

3. BOWL- A-RAMA: 1 club

A county wide fun day to get clubs and members together for some friendly competition at the bowling alley! Some type of Leadership activity takes place 1 hour before that is open to the members and optional. However, a fee at the door may be charged to make up for a council budget shortfall. Budget?

4. FASHION REVUE: 1 club

A committee that offers guidance to all 4-H members who want to participate. Offers planning meetings, establishes rules to contest, sets date and location of final contest. Finds judges, creates all paperwork and advertising. May offer “clinics” to clubs or Field day. Budget is for location, medals, awards, advertising and paperwork. Budget?

5. FANTASTIC FIELD DAY: 6 clubs

Held to involve members in judging activities: such as poster contest, dessert contest, judging contest, livestock judging and vegetable judging. This event also requires registration and tabulations. Clubs must sign up to help to participate in the day's event. **Budget?**

Club 1 Oversees all and make arrangements for Poster Contest and Registration

Club 2 judging Contest, Final Tabulations for all contests, Certificates

Club 3 Dessert Contest with approved rubric with tabulations

Club 4 Livestock Judging contest or skills builder with tabulations

Club 5 Vegetable Judging contest of skills builder with tabulations

Club 6 Educational event, Round Robin instructional event or Interview contest examples

(Lunch could be open to a group needing a fundraiser)

6. COUNTY PRESENTATION NIGHT: 3 clubs

An evening where members can give a presentation using the state's current Presentation Manual that will be judged as a qualifier to move onto sectionals. Each club is required to send judges. The county provides the paperwork support while the hosting club helps with the logistics. This includes a great deal of data base management and desktop design.

Budget?

Club 1 Overall for facility, setup, room set up and clean up

Club 2 Tabulations, judges training, room monitor training and runner training and all judging information such as paperwork, forms, judges room assignments, score sheets, clipboards

Club 3 Entertainment/ dinner

7. LEADERSHIP EVENT (mini conference type event) : 1 club

Plans are made for an event that is open county wide to all 4-H members. A committee reviews possible plans to present before council. Activity should include elements of 4-H leadership activities that have an educational value. Should be held in the 1st quarter. Committee oversees plans, books site or facility, handles advertising & rsvps for members, plans refreshments, communicates with All Star(s). Proposed budget \$200

8. ANIMAL FIELD DAY: 1 club (on hold due to state offices direction)

Create an educational field day for livestock that includes either large animals or only small (large is defined as swine, lamb, goat, beef. Small is defined as poultry and rabbits) the educational elements must meet the 4-H standards. Youth driven events may include speakers, poster contests or displays, identification games, non-competitive showmanship or showmanship skills, photo entries and so on. Club Responsible to find facility, providing refreshments (or for sale), may include a 4-H "whites" swap. (Other clubs or project may be asked to provide educational support) Flyer approval or registration techniques to be approved by county offices. NO endorsement of products or services may be implied. May charge a small fee to enter. May create a lunch for a fundraiser.

MANAGEMENT COMMITTEES and DESCRIPTIONS:

9. COUNTY RECORD BOOK JUDGING: 1 club

Club provides a committee of volunteers to review the county record book competition held in August. Committee works with county offices to distribute the contest information, create the due dates, books the site, assign numbers and divide books into categories for judging. Provides light refreshments for judges. Each club submitting record books must send allotted amount of judges. Budget?

10. COUNTY EXPANSION & REVUE: 1 club

This committee is to serve as an advocate for underserved and underrepresented populations while ensuring the Extension program practices nondiscrimination and equal opportunity. The committee would be responsible for program marketing plan, designing program features, and critically reviewing progress towards program goals. Other areas of review and expansion include assisting clubs to maintain reasonable membership numbers, looking for new ways to deliver the program that serve a community and staying current on the subject areas of the state wide program. The County Expansion & Revue Committee must meet at least twice a year in collaboration with the county staff representative. Meeting minutes are to be provided and kept on file at the county 4-H offices. Reports are given at the Leader's Council meetings. As of 2016, the committee is to consist of 7 4-H youth, 7 4-H adults and a selection of non 4-H adults and youth.

11. INCENTIVES & RECOGNITION: 1 CLUB

The Incentives and Recognition Advisory Committee reviews, formulates and evaluates 4-H Youth Development Incentives and Recognition, including youth, volunteer and staff statewide recognition. The committee also takes into account the following priorities as identifying and formulating non-competitive recognition while creating and coordinating new opportunities for members and volunteers. This also includes criteria for Record Book contests, council scholarships awards, new club or council awards and thank you opportunities.

12. ALUMNI RELATIONS COMMITTEE 1 club

This committee will present at least 3 ways during the year to engage with Monterey County 4-H alumni to bring them back into the local program as volunteers, special guests, donors and or one time participants. This may include: letter writing campaign, alumni search, special gathering, gathering old photos, creating new ways to bring in alumni volunteers, developing fundraising opportunities that target alumni, youth interviews to collect historical information. Budget?

FUNDRIASING COMMITTEES:

13. FOOD BOOTH: 3 clubs

Develop, plan and deliver the annual food booth at the Monterey County Fair on behalf of the Leader's Council and the Council's Fundraising committee. Guidance and oversight to be provided by the fundraising committee. Budget?

Club 1, Logistics: Menu, Fair Liaison, Shopping, Equipment & Supplies

Club 2, Delivery: Scheduling, Shift Supervision, Quality Control & Food Safety

Club 3, Fiscal: Cash Register training (DONE BY KELLY) z-tapes, Banking (DONE BY COUNTY TREASURER) financial and in-kind Donations

14. COLOR ME GREEN RUN: 1 Club

Hosts this annual state-wide Healthy Living event that is open to members and the general public. Develop, plan and deliver the annual event on behalf of the Leader's Council and the Council's Fundraising committee. Guidance and oversight to be provided by the fundraising committee. This Committee prepares flyers, posters, waivers, books facility, orders supplies and manages registration both prior and day-of event. Provides all volunteers to run event. May add other elements to the event such as 4-H community service, food, entertainment, prizes.

Budget is for facility, tee shirts and dye packets. However, additional funds may come from registration fees. **Budget and projected income?**

PROPOSED TIME TABLE:

WHEN	WHAT	COMMITTEE ROLE	4-H YDP STAFF ROLE
March (3 rd Tuesday)	Recruitment of committee chairs and members for next 4-H program year	<ul style="list-style-type: none"> Summary of previous year due to 4-H office indicating successes and recommended changes for next year 	<ul style="list-style-type: none"> Present recruitment materials to 4-H Council for approval Once approved, begin recruiting chairs and members
April (3 rd Tuesday)	Committee Sign-ups Identification of next year event dates	<ul style="list-style-type: none"> Present dates for approval and inclusion in annual calendar 	<ul style="list-style-type: none"> Ensure process is followed as identified in Committee Guide.
June (3 rd Tuesday)	Identification and announcement of committee leadership		<ul style="list-style-type: none"> Committee leadership announced and committee chair meeting dates set for July
July (3 rd Tuesday)	Time-line planning	<ul style="list-style-type: none"> Committee leadership works to establish committee <i>plan of work</i> which identifies dates, times and locations Chair provides this information to the 4-H YDP staff for processing 	<ul style="list-style-type: none"> Meet with committee chairs to review plan of work. Reserve dates. Process use agreements
July	Committee Chair meetings;	<ul style="list-style-type: none"> Chair or representative 	<ul style="list-style-type: none"> 4-H YDP Staff outlines

Revised 3/2017

	one for Program committee chairs, second for Management committee chairs	attend meeting with 4-H YDP Staff	roles, expectations, timelines and deliverables for all committees <ul style="list-style-type: none"> • Develops/organizes committee binders for each chair
August (3 rd Tuesday)	Event time lines presented to Council	<ul style="list-style-type: none"> • Chairs or representative present plans e 	
October - June	Planning, implementation and evaluation	<ul style="list-style-type: none"> • Communication, meetings, announcements, resource securing 	

ACCOUNTABILITY

ITEM	COMMITTEE	4-H YDP STAFF
Education/Support		<ul style="list-style-type: none"> • Provide education and support to committees • Schedule check-in meetings/calls with chairs • Offer advice and ideas • Connection to resources • Assist in problem solving
Communication	<ul style="list-style-type: none"> • Provide text to 4-H YDP 	<ul style="list-style-type: none"> • Promote in a timely fashion via all current means
Equipment	<ul style="list-style-type: none"> • Reserve equipment such as projector, PA system, easels, dolly, etc. in a timely fashion • Secure equipment 1-week prior to event • Note equipment needing repair • Return equipment 1-week post event 	<ul style="list-style-type: none"> • Shared Office/Council expense • Assemble and maintain equipment needed • Reserve equipment on check-out list • Have equipment ready for pick-up
Basic Supplies	<ul style="list-style-type: none"> • Request use of event supply kit • Secure kit 1-week prior to event • Note items needing replacement in kit 	<ul style="list-style-type: none"> • Office expense • Assemble and maintain event kit that committees check out: (paper, pens, pencils, paper clips, clip boards, markers, stapler,

	<ul style="list-style-type: none"> Return kit 1-week post event 	<p>staples, etc.)</p> <ul style="list-style-type: none"> Reserve kit on check-out list Have kit ready for pick-up
Facilities	<ul style="list-style-type: none"> Complete meeting date requests and obtain facility use agreements 	<ul style="list-style-type: none"> Reserve meeting and event dates Process use agreements
Budget and Expenses	<ul style="list-style-type: none"> Adhere to budget allotment sent by Council Submit reimbursements to Council in a timely fashion using reimbursement request form 	<ul style="list-style-type: none"> Ensure expenses are in line with Council budget Submit reimbursements to Council Treasurer in a timely fashion
Printing/Copying (<i>anything over 25 total copies. i.e. applications, judging forms, letters, announcements, flyers</i>)	<ul style="list-style-type: none"> Council/committee expense 	
Postage (<i>5 pieces or more</i>)	<ul style="list-style-type: none"> Council/committee expense Need to provide envelopes 	

Mailing Labels		<ul style="list-style-type: none"> • Labels and printing done by office
Award/Recognition Purchases	<ul style="list-style-type: none"> • Committee Chair provides 4-H YDP Staff with list and totals of needed certificates, ribbons, medals, pins, etc. 2-months prior to needed date • Follow budget and expense guidelines above 	<ul style="list-style-type: none"> • 4-H YDP staff conducts and inventory of stock on hand and works with committee chair to place the order • Follow budget and expense guidelines above
Certificates	<ul style="list-style-type: none"> • Committee produces certificates • Can use the Council printer/copier at the UCCE Office • Make arrangements with 4-H YDP staff to gain access to equipment 	<ul style="list-style-type: none"> • 4-H YDP staff provides certificates and templates • Schedule times for committee chairs and members to utilize Council printer/copier

CLUB EVENT OR COMMITTEE DISCRIPTION
for County Council Events
2017-2018

	30+ members: 2 events	Youth	Committee 1	Committee 2
1.	Buena Vista	47		
2.	Chualar	58		
3.	Gonzales	56		
4.	Greenfield	25		
5.	Hilltown	55		
6.	KCBB	67		
7.	King City Rural	64		
8.	Lockwood	41		
9.	Mission	63		
10.	San Benancio	78		
11.	Spring	65		
	29- members: 1 event	Youth		
11.	Aromas	24		
13	Natividad	20		
14.	Royal Oaks	27		