

GUIDELINES FOR STATE 4-H PROGRAM DEVELOPMENT COMMITTEES

Committee Purpose

The purpose of a State 4-H development committee is to provide a process for input to the state 4-H program from volunteers and to help extend the limits of UWECES by providing manpower and expertise. A Development Committee can review a total program area to recommend direction, curriculum, events, leader and staff training, etc.

The charge to 4-H Program Development Committees is to:

1. Provide recommendations for guidelines, and learning experiences in 4-H projects, project areas and programs.
2. Help implement programming efforts under the direction of the State 4-H Office.

Membership

All interested individuals, entities, or groups are encouraged to participate. Should issues or items arise that need a vote, the voting members should be selected from throughout the state to assure a broad base of representation. Official voting members should include:

- a. One liaison from the state 4-H office (ex-officio member).
- b. One 4-H volunteer leader from each county/program.
- c. One UWCES 4-H Educator from each 4-H district.
- e. One 4-H youth from each county/program (unrelated to the adult “voter”)

Selection of Committee Members

Each UWCES 4-H Educator should work with their county council and/or committees to identify adult volunteers to represent their county on a state development committee. Typically this would be a county committee chair/officer, designated Key Leader, or another volunteer that is designated officially to represent their county 4-H program. Youth representatives should be involved in the project area and have sufficient experience to voice their opinions and concerns.

An alternate should be designated for each committee member. It is the obligation of the committee member to notify his/her alternate to be in attendance in his/her absence. In cases where a member fails to function, UWCES 4-H Educators should take appropriate steps for a replacement. To avoid conflict of interests, UWCES employees should not represent groups other than the Cooperative Extension Service.

Officers

Development Committee Leadership could include:

1. Chairperson
2. Vice- Chairperson
3. Recording Secretary

Any equipment or inventory of supplies purchased to support efforts of the committee must be on file in the State 4-H Office each year.

Development Committee Operations

State development committees are organized to provide continuity to the programming efforts statewide around a 4-H project or projects. It may be appropriate to create task forces from within the committee to accomplish specific, short-term objectives or responsibilities. Task forces should be short lived (no more than 3 years) and terminated upon completion of their objective. Task forces are accountable to the committee as a whole and should have an identified chairperson.

Communications and Meetings

Each committee will determine the best method for communication (i.e. e-mail, telephone, web, face-to-face meetings). It is highly recommended that each committee meet face-to-face a minimum of once a year. Anyone interested in the subject matter of a development committee is invited and encouraged to attend any meetings. If possible or desired, meetings should be held in conjunction with other state 4-H events to encourage those with the most interest to attend.

Minutes should be taken at every meeting. Meetings should have at least one UWCES employee present. Any recommendations should be shown in the minutes in a separate section. These recommendations will be reviewed at a state 4-H staff meeting following the development committee meeting. The committee will be informed of which recommendations can be implemented. The state 4-H office reserves the right to determine how and if any recommendation will be implemented and what effect it has on the total Wyoming 4-H Program.

Minutes should be shared with each county UWCES office to be distributed with interested volunteers. Additionally, the committee should plan to share a report at the annual meeting of the State 4-H Volunteer Leader's Council.