



## EXAMPLE Operating Guidelines

### Clover County 4-H Goat Project Committee

**Name:**

Clover County 4-H Goat Project Committee

**Purpose:**

The purpose of the Goat Project Committee is to provide educational opportunities and support the principles of positive youth development through quality educational programs relating to the goat industry.

**Accountability:**

The Goat Project Committee will function as a committee of the Clover County 4-H program. A bi-monthly report of the committee's activities will be turned in to the 4-H Educator by the 15<sup>th</sup> of every other month.

**Non Discrimination:**

The Clover County 4-H Goat Project Committee must comply with all federal and state laws including those regarding non-discrimination. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

**Membership:**

Membership is open to 4-H members and adult volunteers enrolled in the 4-H goat project. 4-H members and leaders must be in compliance with UW State 4-H Policies.

Only 4-H members and certified leaders will be able to vote as part of this committee.

**Leadership:**

The committee leadership will consist of a chairperson, a vice chairperson, and a secretary/treasurer. The leadership will also serve as the Executive Board of the 4-H Goat Project Committee. The leadership will be elected by the committee membership at the first 4-H Goat Project Committee Meeting each year, and serve a 1 year term. The leadership will be officially publicized by the UW 4-H Educator.

**Duties of the Chairperson:**

- Make arrangements for meetings and notifies members of date, time, and place of meeting. It is appropriate that this is done via the 4-H newsletter.
- Prepares agenda for the meetings and run the meetings.
- Communicates with 4-H Educator and 4-H Council when needed.

**Duties of the Vice Chairperson:**

- Assumes duties of chairperson when necessary.
- Responsible for ensuring the annual filing of the *Wyoming 4-H Committee, Council or Group End of the Year Report*.

**Duties of the Secretary / Treasurer:**

- Keeps a record of meetings held. Meeting minutes should be sent to the 4-H Educator to be filed.
- Makes deposits and fills out check requests for the group.
- Completes and files annual documentation required by UW 4-H group chartering process including the *Annual Financial Report, Annual Inventory Report, and Annual Financial Review Form*, which are found in the *Wyoming 4-H Annual Treasurers' Report*, with the UW 4-H Educator.

**How Decisions are Made:**

The group will make consensus decisions. If consensus cannot be reached decisions will be made via a majority vote of committee membership

**Finances:**

The secretary/treasurer will use the *Wyoming 4-H Treasurers' Report* to keep accurate records of the committee's finances. The 4-H Goat Project Committee will create a budget each year that will be approved at their fall meeting. Expenses listed in the approved budget do not need prior committee approval. All other expense that are not part of the budget must be approved at committee meetings. The budget must be approved by the UW 4-H Educator.

This committee will comply with annual reporting including using, completing and filing the *Wyoming 4-H Annual Treasurers' Report, Annual Financial Report, Annual Inventory Report, and Annual Financial Review Form*, with the UW 4-H Educator.

**Dissolution of Committee:**

Upon dissolution of the 4-H Goat Project Committee, all assets remain part of the Clover County 4-H program and under oversight by the UW 4-H Educator