Green County 4-H
Guidelines and Recommendations for County Level 4-H Committees

What is a committee?  What does a committee do?  Where do I go for answers?

Definition of a Committee: A group of people appointed or chosen to perform a function on behalf of a larger group.

How does this apply to the Green County 4-H Program?

• As part of the Vision to Action program goals established by the Green County 4-H Program, please review and reflect on these guidelines when it comes to the function of a county 4-H committee.
• It is encouraged that committees have both youth and adult members represented within their group. Youth/Adult Partnerships should be practiced when at all possible.
• Establish an environment where openness, teamwork and willingness to embrace positive change can occur.

Where to go for answers?: The 4-H Youth Development Agent and Green County 4-H Executive Board are here to assist committees with their work. Committees ultimately report to the Executive board and 4-H Agent, therefore, why open communication on all levels is necessary. This allows UWEX Staff, Executive Board Members and the Committee to all be on the same page.

Suggested Practices:

1. Meeting reminders are preferred 5-7 days prior to the scheduled meeting.
2. Committee Chair(s) should prepare a draft of a written agenda to send with reminders. This allows members to view and make any changes to the agenda ahead of time.
3. Use a Buddy System-if someone doesn’t have e-mail; buddy them up with someone that does to keep them informed.
4. Secretary notes from the meeting should be posted on 4-H webpage-There is a template available. Please follow web-friendly guidelines when posting names online.
5. A copy of the secretary minutes should be turned into the 4-H Youth Development Agent within 2 weeks after a meeting. These can be emailed or hardcopy.
6. Communicate with 4-H agent at all times. When Agent is unable to attend a meeting, please make an effort to follow up especially if there are questions you are not able to answer at a meeting.
7. Invite new members to committee by person / telephone. Word of mouth is best!
8. Term limits for county committee members should be established and in the fall annually elect officers for the committee-we don’t want member burn out and want to encourage new people to get involved. This is what will make this program even stronger!
9. In the fall, develop a written plan for committee. Set goals and try to reach them. If you don’t have a goal, mission or vision –then why are you meeting?
10. Committees should make every effort to have 1-2 youth members on the committee and have an active role on the committee. Participation shouldn’t be in “name” only!
11. Effective use of time and resources: Ex. Request ambassadors and promotions meet jointly and then sep. on same night.
12. Make meetings effective and worthwhile – meetings should be held when needed not monthly -only when you have business to discuss. Time is the number one factor why people are afraid to commit!
13. If committee feels they need to fundraise, any requests must have the appropriate form completed and turned into the 4-H Agent for Executive Board Approval. That is why planning ahead is good practice to determine what it is you need to fundraise for!
14. Alphorn deadline and other deadlines-Please be conscious of the deadlines set by the UWEX Office. Unpreparedness on your part does not constitute an emergency on UWEX staff!