



Educational Role of Educators/Staff with County 4-H Leader Organizations, Committees, and Groups

June 2017

All committees and groups are accountable to the 4-H Youth Development educators/staff and are required to seek their advice when acting in the role of a 4-H volunteer leader.

The Connection between Cooperative Extension, UW-Extension and 4-H Leader Organizations, Committees, and Groups

4-H is the youth development program of the United States Department of Agriculture (USDA) and the Cooperative Extension System of the nation's land-grant universities. 4-H Youth Development programming in Wisconsin has a dual focus - providing educational programs for youth and youth development leadership for communities. 4-H groups are created solely to extend and support Cooperative Extension's youth educational programs, and are considered a formal component of Cooperative Extension's educational efforts. 4-H groups and organizations are accountable to Cooperative Extension for their activities and finances. Their continuing existence is dependent upon Cooperative Extension's authorization and oversight.

The 4-H Youth Development Educator Roles

The 4-H Youth Development Educator is charged with overall leadership and oversight for all 4-H Youth Development programs. This includes guidance and support for the 4-H club program, other 4-H educational programs, and serving as a community leader in youth development. The 4-H Youth Development Educator works with the county 4-H Leader Organization, Committees, and Groups in the following roles as:

Educator

- Provides leadership and support for the county 4-H Youth Development program.
- Serves as the connection to Wisconsin 4-H Youth Development, UW-Extension, and the USDA.
 - Shares knowledge of state and national resources, educational opportunities, and policies with the county.
- Utilizes a variety of delivery methods to provide resources and teach content in youth development, organization development, and volunteer development.

Educational Administrator

- Responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the purpose, vision, and values of Cooperative Extension's 4-H Youth Development program.
- Ensures compliance with Wisconsin 4-H Youth Development, UW-Extension, and USDA policies, procedures, and expectations including non-discrimination laws.
- Provides education and management for financial accountability for county 4-H clubs and groups through review of the charter and charter renewal documents to meet federal and state tax requirements and receive ongoing approval of tax-exempt status.

4-H Volunteer Developer and Manager

- Implements the Wisconsin 4-H Volunteer in Preparation (VIP) Program.
- Establishes and maintains a comprehensive 4-H volunteer development and management system that includes recruitment, selection, orientation and training, assignment of duties, recognition, and evaluation of volunteers.
- Provides educational leadership, counseling, and support to volunteers in delivery of 4-H Youth Development programs.

Youth Development Leadership

- Provides the research base, skills and resources for a comprehensive youth development program in the county.
- Facilitates the positive development of young people through 4-H clubs, groups and activities.
- Supports youth engagement and leadership in 4-H-sponsored opportunities.
- Provides opportunities for youth to assume leadership roles and responsibilities.

4-H Leader Organization Roles

The 4-H Leader Organization works closely with the 4-H Youth Development Educator. The organization consists of 4-H volunteer leaders and are strongly encouraged to include 4-H youth leaders as voting members. The Organization's purpose includes the following:

Conduct County Level Programs With Youth

- Establish opportunities for youth beyond the club level, such as camp, project activities and other educational experiences.
- Support volunteer development and education.

Raise Funds and Manage a Budget to Support 4-H Youth Development Educational Programs

- Develop and manage a budget that supports 4-H Youth Development educational programs.
- Fundraise to support approved budget.
- Consider how funds raised support 4-H Youth Development Programs
 - Funds raised in the name of 4-H are publicly accountable and must be used for 4-H educational purposes

Coordinate County Level Recognition

- Develop meaningful recognition for members and volunteers.

Represent 4-H Youth Development to the Community

- Establish and support a promotion committee or ambassador program.

Advocate for 4-H Youth Development

- Engage stakeholders, elected officials, the media and potential participants to develop an understanding and appreciation of the public value 4-H Youth Development.
- Explore and supports new 4-H youth development opportunities based on county level needs and interests.
- Work to ensure that all youth have equal access and opportunity to 4-H Youth Development programs.

Meeting frequency varies from monthly to annually. This countywide organization exists in many, but not all, counties. 4-H Leader Organizations are not responsible for the hiring and supervision of

4-H Youth Development staff or the selection and supervision of volunteers.

Executive Board or Board of Directors Roles

This elected body works closely with the county 4-H Youth Development Educator in providing leadership for the activities of the 4-H Leader Organization. This includes compliance with state and federal policies and laws. The Board often makes recommendations on agenda items for discussion and action by the organization's membership, and is accountable to the membership of the organization. Youth leaders and adult volunteer leaders are eligible to serve on 4-H Boards. Organizational by-laws outline election processes and term lengths. Leadership roles that the Board provides include:

Organizational Planning

- Ensures understanding of the purpose and vision of the 4-H Leader Organization that align with bylaws and operating practices. Conducts needs assessment and responds to evolving needs and issues.
- Develop and implement strategies to address priority needs and issues.

Policy Development and Compliance

- Establishes by-laws that give direction to how the local 4-H Leader Organization policies are developed and communicated.
- Makes recommendations on policy related to the Leader Organization for discussion and action by the organization's membership.
- Ensures 4-H Leader Organization compliance with state and national 4-H policies, procedures and expectations including nondiscrimination laws and policies.
- Oversees issues related to 4-H Leader Organization policies and implements a fair and equitable procedure for addressing them through a standard grievance process.

Legal Responsibilities

- Provides leadership for completion and submission of the 4-H Charter Renewal document.
- Provides leadership that makes sure the business of the organization is accurately recorded and reported to the membership. Board members should avoid conflict of interest by abstaining from discussing and voting in which they might personally gain.

Financial Responsibilities

- Provides leadership for budget development and oversight.
- Establishes and implements legal and accountable banking and check writing policies for the 4-H Leader Organization, including completion of an annual audit.
- Involves the 4-H Leader Organization membership in budget adoption, fund raising commitments, and annual audits.
- Provides leadership and assurance for compliance with federal and state tax reporting requirements.

Committee and Group Roles

4-H Committees and Groups bring youth and adult volunteer leaders together to focus on a specific purpose, event, activity or project. The work of committees and groups is important for clubs and the county program for joint decision making, planning and carrying out 4-H experiences. They provide opportunities for developing leadership, citizenship, teamwork, decision-making, planning, organizational and evaluation skills.

- Chartered committees who handle their own finances are required to complete and submit an annual charter renewal by the established deadline.
- There are variations among counties in organizational and committee structures, but communication between committees, county organizations, members, and the 4-H Youth Development Educator is necessary and should be clearly defined.
- Committees need to have by-laws or operating guidelines in place. Guidelines are to be distributed to each member of the group or committee and reviewed annually with the group.
- Voting members on committees are 4-H volunteer leaders and youth members/leaders as defined in the committee or group's bylaws. Committee meeting minutes are to be accessible to all committee members, including the 4-H Youth Development Educator.



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IV, Title IX and American with Disabilities (ADA) requirements. © 2017 by the Board of Regents of the University of Wisconsin System Developed by the Wisconsin 4-H Office, 436 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.