

## 4-H Alberta Ad Hoc/Subcommittee

Name: \_\_\_\_\_

Terms of Reference



**CANADA**  
4-H Alberta

## 4-H Alberta Guiding Principles:

- 4-H is for youth, by youth and with youth
- 4-H is “Learn to Do by Doing”
- 4-H is fun for members, volunteers, and families

## Purpose of Ad Hoc/Sub Committees:

### General:

- Organize and facilitate programs that focus on **Positive Youth Development** within the four themed **Leadership Development Pillars**.
- Provide opportunities for 4-H members and leaders to “Learn To Do By Doing”.
- Collaborate to develop programs and opportunities within a provincial scope.
- Ensure programs align with 4-H Alberta’s vision, mission, and strategic plan.

### Positive Youth Development Model



### Leadership Development Pillars



**Scope:**

Do	Relect	Apply
<ul style="list-style-type: none"> <li>• Work alongside 4-H Volunteers to plan and carry out programs with support from 4-H Alberta’s team.</li> <li>• Setting appropriate goals and developing applicable program/resource plans (including schedule, budget, facility/venue, contract development and/or delivery plan) for approval by the parent committee and/or appropriate 4-H Alberta program team</li> <li>• Developing necessary program resources</li> <li>• Program/resource delivery</li> <li>• Ensure committee plans fall within the four Leadership Development Pillars for impactful youth programming in 4-H</li> </ul>	<ul style="list-style-type: none"> <li>• Reflection and assessment of program/resource success</li> </ul> <div data-bbox="646 625 1036 1010" style="text-align: center;"> </div>	<ul style="list-style-type: none"> <li>• Recruitment of volunteers and committee members</li> <li>• Regularly communicate with 4-H members, clubs, committee members, and 4-H Alberta program team to maintain relevant opportunities and encourage program growth.</li> <li>• Marketing of committee plans, and 4-H community engagement</li> <li>• Apply new skills and knowledge towards the future.</li> </ul>

**Committee Specific:**

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## **Membership**

- Committee representatives are responsible for creating inclusive programs/resources for 4-H Alberta members, volunteers, and community.
- Committees are responsible for representing and communicating with the provincial committee and 4-H Alberta.
- Members shall be appointed by the provincial committee.
- Terms are to be 1 year, or until documented completion of the project.
- More than half of the committee representatives must be present to constitute a Quorum.
- Committee decisions must be reached through consensus.

## **Operation**

**Elected Officers:** Election of Officers shall be done by acclamation or secret ballot.

### a) Chair:

- Chair committees
- Organize meeting location/method
- Prepare the agenda for each meeting
- Review the ad hoc/subcommittee Terms of Reference
- Communicate directly with appropriate 4-H Alberta staff member(s) and/or the parent committee
- Propose budget/expenses

### b) Vice Chair:

- Fulfill role of Chair when Chair is absent
- Assist the Chair in preparing the agenda for each meeting
- Record plan/proposal actionable items (timeline, budget allocation, who is responsible, etc.)

### c) Recording Secretary:

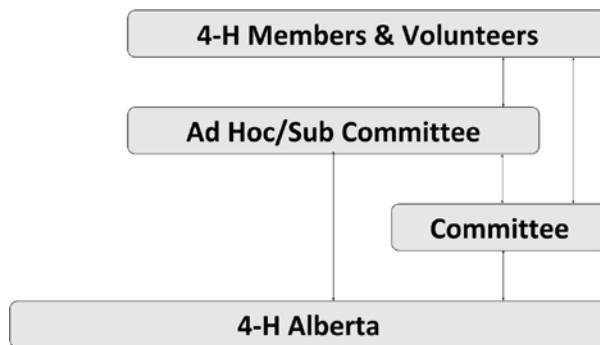
- Record minutes of the Committee meetings
- Prepare minutes and forward to the Committee
- With the cooperation of the Committee, prepare the Key Communication Points before the end of each meeting
- Distribute the Key Communication Points to the Committee, parent Committee, and appropriate 4-H Alberta staff member(s)
- Distribute plan/proposal to the committee and Programs Delivery team

## **Records Management**

- Utilize templates provided
- All records, plans, proposals, and other communication are sent to the appropriate 4-H Alberta program staff

## **Reporting**

- **Sub-committees** report to the parent Committee and appropriate 4-H Alberta staff member(s).
- **Ad Hoc Committees** report to the appropriate 4-H Alberta staff member(s).



## **Resources & Budget**

- Templates for records and planning are available through the 4-H Alberta program team and on 4-H Alberta's website.
- **Subcommittees** will propose a budget for discussion and approval by the parent Committee.
- **Ad Hoc Committees** will propose a budget for discussion and approval by 4-H Alberta staff.

## **Deliverables**

- Providing 4-H members with opportunities to develop positive values, responsibility, sense of purpose, decision making, leadership, and skill mastery.
- Connecting with 4-H members and organizing programs that are meaningful and relevant to them.
- Deliver experiential education programming.