

## 4-H Alberta Committees

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:**

- Organize and facilitate youth programs that focus on **Positive Youth Development**.
- Provide opportunities for 4-H members and leaders to “Learn to Do by Doing” within the four Leadership Development Pillars.
- Organize and facilitate Leader development opportunities.
- Collaborate to develop programs and opportunities with a provincial scope.

### **Positive Youth Development Model**



### **Leadership Development Pillars**



**Scope:**

Do	Reflect	Apply
<ul style="list-style-type: none"> <li>● Setting appropriate goals and creating plans for upcoming years.</li> <li>● Developing yearly program calendars in collaboration with other provincial committees, ad hoc/sub committees, volunteers and 4-H Alberta.</li> <li>● Creating proposals and plans for 4-H member and leader programs.</li> <li>● Creating subcommittees and ad hoc committees necessary to deliver on plans.</li> <li>● Involvement in the delivery of committee plans. - 3 year plans.</li> <li>● Ensure programs align with 4-H Alberta’s vision, mission, and strategic plan.</li> <li>● Work alongside 4-H Volunteers to plan and carry out programs with support from 4-H Alberta’s program team.</li> <li>● Providing recommendations on policy creation and review.</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection and assessment of committee plan success and future needs.</li> <li>● Receive member and leader feedback on current and future plans to ensure the delivery of relevant, youth centered opportunities .</li> <li>● Ensure committee plans fall within the positive youth development model for impactful 4-H youth programming related to the four Leadership Development Pillars.</li> </ul> <div data-bbox="662 1035 1027 1381" data-label="Diagram" style="text-align: center;"> <p>The diagram is a circular flow chart with three segments. The top-left segment is blue and labeled 'DO'. The top-right segment is green and labeled 'REFLECT'. The bottom segment is green and labeled 'APPLY'. Arrows indicate a clockwise flow from 'DO' to 'REFLECT' to 'APPLY' and back to 'DO'.</p> </div>	<ul style="list-style-type: none"> <li>● Recruitment of volunteers and committee members.</li> <li>● Provide content and input for the marketing of committee plans and 4-H community engagement.</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>● Committee budget proposal and management.</li> <li>● Developing appropriate resources necessary to the success of committee plans.</li> <li>● Promote 4-H Alberta provincial programs, opportunities and key messaging within each region.</li> </ul>

## Membership

- Representatives are required to be dedicated to committee operations with 4-H experience, however, do not need to hold a leader role.
- All representatives must complete 4-H Alberta's volunteer screening process.
- **Provincial** committees will have a maximum of 9 representatives:
  - One representative shall be elected from each region (7).
  - Two additional representatives 'at large' may be (asked, appointed, elected at the discretion of the committee).
- Representatives elected at the regional council level are responsible for sharing committee key communication points within their region and the province.
- A Committee Representative term is three years and a maximum of two terms can be held.
- A term begins May 1 and ends April 30.
- More than half of the committee representatives must be present to constitute a Quorum.
- Committee decisions must be reached through consensus.
- Any Representative may be removed from the committee by two-thirds (2/3) vote of the committee, if not attending meetings or acting in the best interest of 4-H Alberta.
- **Regional** Committees will elect members at their discretion.

## Operation

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

a) Chair:

- Chair committee
- Organize meeting location/method
- Prepare the agenda for each meeting
- Review the Committee Terms of Reference annually with the support of the appropriate staff member(s)
- Communicate directly with appropriate 4-H Alberta Program Team
- Direct creation of subcommittees
- Propose and manage 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, ad hoc/subcommittees, and 4-H Alberta Program Team
- Distribute plans/proposals to the committee, ad hoc/subcommittees, and appropriate 4-H Alberta Program Team.

**Terms of Office**

- The Chair shall be elected for a two year term to a maximum of two terms.
- In the event the Chair is elected in the last year of their second term the office will be one year.
- All other executive positions are elected for a one year term to a maximum of three terms.

**Meetings**

<b>Spring Meeting</b>	<b>Ongoing</b>	<b>Fall Meeting</b>
<ul style="list-style-type: none"><li>● Committee Officer elections</li><li>● Annual Planning Meeting</li><li>● 3-year plan update</li><li>● 3-year budget update</li></ul>	<ul style="list-style-type: none"><li>● Email communication</li><li>● Plan implementation</li><li>● Progress reporting</li><li>● Communication with staff and between committees</li><li>● Terms of Reference review</li><li>● Promote and communicate to regions.</li></ul>	<ul style="list-style-type: none"><li>● Review and reflect on previous year's programming</li><li>● Receive feedback and connect with members and volunteers</li><li>● Plan and budget evaluation meeting</li><li>● Progress report</li><li>● Meet and connect with other committees</li></ul>

**Records Management**

- Utilize templates provided.
- All records, plans, proposals, and other communication are sent to 4-H Alberta program team member(s).

## **Reporting**

Committees report to the appropriate 4-H Alberta program team member(s).



## **Resources & Budget**

- Templates for records and planning are available through 4-H Alberta, and on 4-H Alberta's website.
- Committees will propose a program budget for discussion and approval by 4-H Alberta.

## **Ad Hoc/Standing Subcommittees**

- Ad hoc or standing subcommittees are in operation to complete a specific task or event.
- An ad hoc or standing subcommittee's budget and activities must be part of the overall program plan and operating budget of the committee.
- The parent committee Chair is responsible for each subcommittee's terms of reference.
- The subcommittee Chair will communicate with the parent committee on the program plan (through planning, implementing and evaluation), budget and evaluation for the plan the subcommittee is responsible for.

## **Deliverables**

- Providing 4-H members with Positive Youth Development opportunities to develop positive values, responsibility, sense of purpose, decision making, leadership, and skill mastery within the four themes leadership development pillars.
- Connecting with 4-H members to create plans that are meaningful and relevant to them
- Deliver experiential education programming for members and leaders.
- Develop plans that align with 4-H Alberta's vision and mission.

## **Review**

Review of the Terms of Reference by 4-H Alberta, in consultation with the committee, will occur at least once per year.