

**4-H Alberta Ambassadors**  
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

## **4-H Alberta Ambassadors’ Purpose:**

- Act as representatives for the 4-H program and 4-H Members.
- Support the 4-H program at all levels within Alberta in areas including but not limited to: programs, projects, Member resources, marketing, community outreach, communications, 4-H structure, sponsor engagement, fund development, growing 4-H in Alberta.
- Promote [Positive Youth Development](#) in all 4-H opportunities.
- Provide opportunities for 4-H Members and Leaders to “Learn to Do by Doing” within the four [Leadership Development Pillars](#).
- Advocate for 4-H Youth and help keep the 4-H program relevant to the Members.

### **Positive Youth Development Model**



### **Leadership Development Pillars**



**Scope:**

Do	Reflect	Apply
<ul style="list-style-type: none"> <li>● Create proposals and plans for 4-H Member and Leader opportunities.</li> <li>● Involvement in the delivery of all proposals and plans.</li> <li>● Collaborate with 4-H Members, volunteers and staff to create, support, communicate, and deliver 4-H opportunities.</li> <li>● Participate in community outreach initiatives.</li> <li>● Positively represent 4-H Alberta and interact with 4-H supporters and sponsors.</li> <li>● Form Ambassador Ad-hoc committees to develop and deliver plans as needed.</li> <li>● Recruitment of volunteers as needed.</li> <li>● Provide content and input for the marketing and communication of Ambassador plans.</li> <li>● Develop appropriate resources necessary to the success of Ambassador plans.</li> <li>● Promote 4-H Alberta programs, opportunities and key messaging within each region</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection and assessment of Ambassador plan success and future needs.</li> <li>● Seek out Member and Leader feedback on current and future plans to ensure the delivery of relevant, youth centered opportunities .</li> <li>● Ensure Ambassador 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="646 1024 1010 1373" data-label="Diagram"> </div>	<ul style="list-style-type: none"> <li>● Regularly communicate with 4-H Members, clubs, and 4-H Alberta staff.</li> <li>● Create plans and implement changes that are supported by 4-H Member feedback.</li> <li>● Set appropriate goals and create plans for upcoming years.</li> <li>● Develop yearly <a href="#">4-H Ambassador calendars</a>.</li> <li>● Ensure Ambassador actions align with 4-H Alberta’s vision, mission, and <a href="#">strategic plan</a>.</li> <li>● Seek out and develop new opportunities that benefit 4-H Members and community.</li> </ul>

## **Ambassador Requirements**

In order to remain a 4-H Alberta Ambassador, Ambassadors are required to:

- Complete 4-H Alberta's volunteer screening process (optional for Ambassadors under 18)
- Complete 4-H Alberta's Youth Safety Training
- Complete the INTRODUCTION to Commit to Kids or equivalent
- If 18 years or older, obtain a police check
- Adhere to 4-H Alberta's Code of Conduct and refrain from using drugs or alcohol during any 4-H activities.
- Schedule and attend ALL regular Ambassador meetings every two months at minimum.\*
- Follow through on all yearly plan commitments and role requirements (outlined below).
- Routinely check and actively participate in the assigned Ambassador communication streams (outlined below).
- Collect and organize participant feedback from Ambassador led initiatives and save all feedback in the shared team Google Drive.

If an Ambassador is unable to meet the above requirements, 4-H Alberta staff will work with the Ambassador on an individual basis to find an appropriate solution.

*\*Note: Ambassador meeting frequency is under review and may be revised following subsequent meetings.*

## **Operation**

### **Selection**

- Selection of Ambassadors occurs once a year through an application process.
- A maximum of fourteen Ambassadors will be selected per year.
- Ambassadors must be a current Senior Member in good standing at time of selection.
- All Ambassadors must have completed at least 3 years as a 4-H Alberta Member.

### **Service Term**

- Ambassadors will serve for a two year term.
- A maximum of twenty-eight Ambassadors (fourteen returning and fourteen new) will serve each year.

## Roles

Ambassadors will develop and implement at least one provincial opportunity yearly. More than one Ambassador can work on an opportunity. Some examples of Ambassador led opportunities include (but are not limited to): 4-H programs, workshops, resources, improvements to current 4-H processes, community outreach initiatives.

The process for implementing Ambassador opportunities is as follows:

1. Create a [Program Proposal](#) and submit to the 4-H Alberta Program Staff at [programs@4hab.com](mailto:programs@4hab.com).
2. Work with staff to finalize the plan and receive funding.
3. Once the Program Proposal is approved, the opportunity can continue to be developed.
4. To help with planning and delivering opportunities to the 4-H community, Ambassadors can form [Ad-Hoc committees](#) that can include Key Members, Youth Leaders, Leaders, volunteers, Staff, and other 4-H Members as needed.
5. Ensure that each opportunity meets the relevant requirements from the Do, Reflect, Apply table in the scope above.

In addition to provincial opportunities, Ambassadors will be involved in the planning and development of at least one regional opportunity yearly. Ambassadors can work with their respective Area Coordinator and regional volunteers to fulfill this commitment with either a new or existing opportunity.

Ambassadors may also be present at any additional provincial, regional, district, and club opportunities and can help with planning and delivery. 4-H Staff will submit their program calendar and dates for Ambassadors to sign up for opportunities.

## Meetings

Ambassador Training	Regional Level	Provincial Level
<ul style="list-style-type: none"><li>• Youth Safety Training</li><li>• Introduction to commit to kids</li><li>• Team building</li><li>• Ambassador Role training</li><li>• Terms of Reference review</li></ul>	<ul style="list-style-type: none"><li>• Annual meet and greet with Area Coordinators</li><li>• Other meetings ongoing</li><li>• Coordination of meetings with 4-H program staff or Area Coordinators</li><li>• Ad Hoc</li><li>• Can meet with Members, Leaders, volunteers, and staff as needed</li></ul>	<ul style="list-style-type: none"><li>• Mandatory all-team meetings every two months.</li><li>• Other meetings ongoing</li><li>• Ad Hoc</li><li>• Can meet with other Ambassadors, Members, Leaders, volunteers, and staff as needed</li></ul>

## **Records Management**

All Ambassador resources, projects, and records will be stored in the 4-H Alberta Ambassadors Google Drive. All acting Ambassadors and 4-H Staff will be able to access the Google drive and create documents.

Access to other tools for creating resources will be provided and stored on a case-by-case basis.

## **Communication**

### **Between Ambassadors**

- WhatsApp
- Email
- Zoom meetings

### **With 4-H Staff**

- WhatsApp
- Email
- Phone
- Zoom Meetings

### **With 4-H Community**

- Ambassador Emails
- Website
- Social Media
- Zoom Meetings

**Note:** The Rule of Two must be followed for any communication related to your Ambassador role or 4-H.

## **Resources & Budget**

Resources/Funding will be approved and provided by 4-H Alberta staff as needed. Ambassadors will first develop a Program Proposal and a budget will be determined in collaboration with staff.

## **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.
- Advocate for 4-H Members and support youth run programming that is meaningful and relevant to 4-H youth.
- Provide support and guidance at all levels of 4-H.
- Grow 4-H in Alberta.
- Develop plans that align with 4-H Alberta's vision, mission, and [strategic plan](#).

## **Review**

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