

APPENDIX B
Standing Committees
Kitsap County 4-H Council Committees

Committee Structure

Much of the work to be accomplished by a club can best be done by committees. This gives more club members the opportunity to participate and to assume responsibility. Committees can make business meetings go more smoothly because much of the detailed planning can be done outside the meeting. In addition, it is good training in group leadership to have a few members devote their full attention to a particular subject, then share their results at the full club meeting. To involve adults (and engage the youth adult partnership model), appoint a parent or leader to each committee as an advisor.

Each committee shall have a communication plan- who is the point of contact and how are they accountable to the council general membership.

There are two general types of committees:

Standing Committees are active throughout the entire year. These committees focus on topics that relate to every meeting or are part of a long-term club effort or goal.

Special Committees are appointed and serve for a single event.

Committees should:

- Know the specific assignment
- Give serious thought and study to the issue
- Seek opinions and suggestions from outside the committee membership, if needed
- Encourage cooperation among its members in working out details
- Prepare recommendations for club action

Each committee shall have a chair. The committee chair shall:

- Call the committee together and preside at the meeting
- Know the assignment given to the committee and explain it clearly at the first committee meeting
- Seek ideas from committee members before expressing their own ideas
- Assign specific duties to committee members, if necessary
- Report the findings of the committee to the club.
- Inform the vice president/president before the club meeting starts that the committee report is ready to be presented. Reach out to office staff to ensure all paperwork and WSU contracts (if any) are in order.

When a committee is formed, refer to the by-laws for guidance, make sure that the new committee chair and membership understands the task of deciding:

1. Specific purpose of this committee:
2. how is this committee accountable to the general membership of this council, and how does this committee communicate with the board? The staff? With other members of this committee?
3. Who can be a member of this committee?
4. Define officer leadership roles and adviser roles for this committee: ex: What needs to be discussed with staff? What needs to be voted on by council?

5. How are decisions made?
6. How is money accountable and tracked?
7. Once a committee is formed, it is the committees responsibility to touch base with office staff before moving forward with any marketing, to make sure all contracts and WSU required paperwork are understood.

Committee Descriptions

EXECUTIVE COMMITTEE

The executive committee is composed of all the elected officers and usually the immediate past president, with the county Extension agent serving as an ex-officio member. The executive committee has the following functions to:

- perform the essential council activities that must be acted upon between meetings of the full 4-H council
- formulate and recommend programs and activities to the members of the council for their consideration and approval
- identify and help formulate other committees necessary to further the purposes and functions of the council
- carry on such other business as may be delegated to it by the council membership
- formulate the agenda and have it printed for the meetings
- serve as liaison with other groups and to the total Extension program
- serve as the planning group for the 4-H council.

BUDGET COMMITTEE

The budget is a statement of the financial condition of the coming year based on information gathered from all other committees. It provides guidelines for the short-term future. The budget committee develops the budget in keeping with the purposes, philosophy and long-term goals of the organization, sets appropriate objectives and identifies steps to achieve them. Since the budget establishes future expectations largely on past performance and present resources, it is provisional in nature. Unexpected circumstance such as changes in donors or expenses may affect the budget. This means that the budget must be flexible enough to reflect change without losing effectiveness in dealing with controllable events. Specific functions of a budget committee on the county level are to:

- report the financial condition and results of the operations of the county 4-H council
- prepare a balance sheet

- prepare a regular statement of financial activities
- prepare a statement of changes in fund balances of the 4-H council
- follow procedures outlined in the Treasurer's book for annual financial reviews.

ACTIVITY COMMITTEES

Activity committees can have many functions. Such committees are formed specifically to plan and execute an event such as:

These committees are generally responsible for all details of the event—from obtaining judges and awards to writing thank-you letters and evaluating the event. These committees work closely with the county Extension staff and often share some of the responsibilities with the staff. However, the primary responsibility for the particular event rests with the committee. Communication and marketing are the responsibility of the committee. Proposing a budget to council for the event is the responsibility of the committee.

ANIMAL APPEAL BOARD

As reflected in the Kitsap County Exhibitor's Guide. Board members shall be familiar with exhibitor's guide rules. This board meets as needed for appeals.

4-H ANIMAL OWNERSHIP APPEAL BOARD

PURPOSE: To arbitrate animal ownership issues as a result of death or severe injury due to emergency, after ownership deadline, and to establish replacement animal's participation in the Kitsap County Fair & Stampede.

OBJECTIVE: Be fair, honest and consider each individual situation as a separate situation.

PROCEDURES:

1. The severe injury, death or broken lease agreement must have occurred no later than July 31 of current year.
2. Written statement of situation must be received in the Extension Office by August 1. Statement shall include:
 - a. Member name and phone number
 - b. Parent name and phone number
 - c. Leader name and phone number
 - d. Description of situation
 - e. Leader or veterinarian certification if death or letter of details if injured
3. If a horse or dairy animal is involved, the past certificate and certificate of new animal shall be presented.

4. It is understood that the substituted animal will not be eligible for State 4-H Fair and the animal/member will not be eligible to receive champion or reserve champion awards in any class.
5. In Animal Division in which high point awards exist, substituted animals are not eligible for those awards.
6. Any substituted animal must meet all Fair health requirements.
7. The member shall appear before the Appeal Board and present the fact about the situation, if necessary.
8. If the member has an additional project animal available, the appeal board process is not an option.
9. Ruling of the Appeal Board is final.
10. Animal Appeal Board reserves the right to listen to emergency appeals after August 1.

BY-LAWS COMMITTEE In place to review the by-laws as directed in the by-laws.

FUNDRAISING

The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget and to work cooperatively with the council executive board and treasurer in accounting for receipts and disbursements for the activity. All fundraising events shall be approved at executive board meeting with a WSU staff person present prior to monthly meeting vote. The committee may also plan specific fundraising events and activities. Check with finance rules and staff to be sure the activity is allowed before presentation at monthly meeting.

PUBLIC PRESENTATIONS

Concerned with the selection of dates, building and room scheduling; concerned with selection of judge; helps prepare time assignments; in charge of junior leaders and helpers who announce numbers and keep door closed; set up rooms; in charge of specific rooms; announce placings; assemble club packets of ribbons and comment sheets; bring judges refreshments.

4-H SUMMER CAMP

(**not complete)

4-H ACADEMY

Concerned with ensuring the \$400 budget is written into the yearly budget of council, and any extra funds made at event are moved to 'educational programs' line item. Locate and secure a location for the event. Secure a date. Market the event. Find instructors for classes and serve as the point of contact for volunteers. Organize and manage volunteers and marketing for this

event. Make a sign up for members to attend this event. Be responsible for the event day of including food, clean up and volunteers. Communicate plan with office staff and council point of contact. Anyone can be a member of this committee, including youth.

YEAR END AWARDS

Select the date; is responsible for organization of the program; makes assignments of teen leaders to help with the program and assist them.

AWARD COMMITTEE DUTIES.

- Meets several times throughout the year to plan the event
- Takes care of correcting/updating award forms and submitting them to the 4-H Office to hang on the website
- Collects all the award forms and record books to be judged
- Prints all the judging forms
- Finds a place to judge awards
- Judges all the awards (usually a Friday and Saturday)
- Lines up an inspirational speaker
- Lines up emcees
- Lines up a photographer for the event
- Orders trophies
- Types award certificates
- Obtains checks and/or gift cards for various awards
- Creates and prints invitations
- Sends invitations to kids
- Locates a venue for the event
- Coordinates with the 4-H Office to sign any contract for the event
- Asks the 4-H Office to put the event on the county calendar
- Writes the award program (outline for the emcees)
- Plans food for the event
- Gathers raffle items
- Creates silent auction sheets for any silent auction items
- Puts up decoration
- Sets up the event
- Arranges all the trophies and certificates near the emcees
- Sets up a photo station
- Cleans up.

Standing Dates

- 2nd Tuesday in October. Award nominations and applications are due in the 4-H Office.
- Three days later on the Friday and Saturday of the week the awards are due. All awards are judged.
- 2nd Friday in November. Awards Recognition Night is usually the 2nd Friday in November.

4-H OFFICE DUTIES FOR RECOGNITION NIGHT

- The 4-H Office takes care of any contract/paperwork for the venue where the awards event takes place.
- The 4-H Office suggests a business to honor and provides contact information so an

invitation can be sent to the representative of that business. – recommendation from president that the committee does this 3/19

- Collects record books with the award forms in the left, front cover by the 2nd Tuesday in October.
- Someone in the 4-H Office has access to the Kitsap County 4-H calendar and posts the event there.

4-H COUNCIL DUTIES

The 4-H Council treasurer writes checks to reimburse people who have to pay out of pocket to order trophies and other costs for the evening and writes checks to recipients who receive an award in the form of a check. Pays the checks for venue and expenses.

Poultry Leaders Committee:

At our February 4-H council meeting 2019, Kitsap Poultry Growers Coop made a donation of \$1,305.95 to be used for poultry project program. Leaders involved in the project were asked who would like to be a committee member to set up a plan and a process for use of the funds with the goal of how to best serve the poultry project.

Kitsap County 4-H Equine Committee: In 2018 the Horse Leader's Council's funds were moved to the 4-H council as there were no longer five clubs involved in the project per WSU rules. The funds were fundraised by this group, for this group and are held in a line item by council. This group submits a yearly budget in October with their yearly plan. The specific purpose of this committee is to oversee and manage the well-being of the equine project in Kitsap County 4-H. This committee holds monthly meetings and has a FB page. A representative from this committee is encouraged to attend council meetings. Any youth, volunteers or parents of youth enrolled in any of the equine projects in Kitsap County are welcomed to join this committee. The 4-H office staff serves as an advisor as in all of council's committees. The council holds the financial amount, with receipts reimburses expenses or directly pays for expenses as requested by this committee or as laid out in their yearly budget. These requests are voted on by a simple majority at their own meetings.

KYG: Know Your Government Coordinator will be a point of contact between the WSU Extension Office and 4-H youth and families interested and involved in participating in the KYG program. The KYG Coordinator will be responsible for providing the curriculum and materials to the youth and parents and marketing the program and event in Kitsap County. The KYG Coordinator will be in close contact with the WSU Extension Office for any updated materials or information. The KYG Coordinator is responsible for making sure that they have emergency and medical information for all youth and adult volunteers traveling with this project. The KYG Coordinator will be responsible for working with KYG youth and volunteers on fundraiser events to ensure that all funds are raised at least 3 weeks prior to the event date. The WSU Extension Office will be responsible for handling all financial aspects of this program. All funds must be received in the Extension Office at least 3 weeks prior to the event in order for the youth to be eligible to participate in the project unless prior arrangements have been made with the Extension Office.

Teen Travel: (** not complete)

1. Tracy Sue Parker Memorial
 - a. Fund to maintain a \$2000.00 principal balance
 - b. Awards Committee to award, as applied for on a yearly basis, an award (amount TBD) to the club(s) with the best community service for the year.
 - c. Amounts awarded are not to reduce the principal balance below \$2000
 - d. Upon closure of Council funds in this category will be donated to the WSU 4-H Foundation.
2. Keith Berkenfeld Scholarship
 - a. Fund to maintain a \$25,000 principal balance
 - b. Income from the fund is to be used for Teen Scholarships to State Conference, Rally and other 4-H Educational events.
 - c. Monies are available upon request of the Executive Committee
 - d. Amounts awarded are not to reduce the principal balance below \$25,000
 - e. Upon closure of Council funds in this category must be returned to the Berkenfeld Foundation as stated in the Will that provided Council the scholarship.
3. JoAnn Freiboth Memorial
 - a. Current funds in account are available upon request
 - b. Funds were donated to be split between the Equine Program and the Camp Program. Not specified as to the division of funds.
 - c. Once funds are expended this memorial will close
 - d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.
4. Margaret Gibson Memorial
 - a. Current funds in account are available upon request
 - b. Funds were donated to be used for anything but camp.
 - c. Once funds are expended this memorial will close
 - d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.
5. Yvonne Mygat Memorial
 - a. Current funds in account are available upon request
 - b. Funds were donated to be used for Public Presentations
 - c. Once funds are expended this memorial will close
 - d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.
6. Audrey Edmonds; Mary Wagner and Sharon Rappuhn Memorial(s):
 - a. Fund to maintain a \$2000.00 principal balance (per requirements under Edmonds Memorial)
 - b. Funds were donated to be used for camp scholarships
 - c. Amounts awarded are not to reduce the principal balance below \$2000
 - d. Upon closure of Council funds in this category will be donated to the WSU 4-H Foundation.
7. Camp Scholarship Fund
 - a. Current funds in account are available upon request to Camp
 - b. Funds are available for scholarship to Summer Camp

- c. Once funds are expended this fund will close
 - d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation.
8. Peterson Club Grant
- a. \$10,000 was donated for general use, as needed/requested
 - b. Most common use is the "Club Grant" of \$200
 - c. Up to five (5) clubs per year for a total of \$1000 awarded may apply for this grant using the club Grant Request Form
 - d. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation
9. Kitsap Horse Leaders Designated Fund:
- a. Monies were received upon disbandment of Kitsap Horse Leader Committee in 2018 and to be held in trust for the future of the Equine Project and reinstatement of a horse leaders council. Funds will be governed by the Executive Council for a period of three (3) years. Existing, active equine projects may petition council for an extension of their governance after that time.
 - b. As per the WSU Financial Division in 2018 the reinstatement of a horse leaders committee/council will require a minimum of five (5) actively participating equine clubs. *Actively participating* was defined as "meeting the requirements of a 'club' as set by WSU and actively participating in such standard equine events as clinics, shows, County and State Fair, etc."
 - c. Funds are for use by active 4-H Equine Projects and to assist with the reinstatement of a Kitsap Horse Leaders Committee, or a facsimile thereof. Per WSU these funds are to be used for the benefit of the Equine Project as a whole, not for individual clubs.
 - d. An annual budget must be submitted to the Executive Committee for approval by October 1.
 - e. Funds will be distributed by the Executive Council, on an as-need basis, per the approved budget.
 - f. Upon closure of Council funds remaining in this category will be donated to the WSU 4-H Foundation
10. Poultry
- a. At our February 4-H council meeting 2019, Kitsap Poultry Growers Coop made a donation of \$1,305.95 to be used for poultry project program.

Due process for use of funds:

When 4-H members request monies from council, it is council's role to explain what funds are available and brainstorm proper funds to help meet their request if possible, and/or explain fundraising rules and options.

There are two forms that all members should have access to in order to request funds. These forms will be posted on the Kitsap County 4-H web page and provided by office staff.