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Constitution and Bylaws of the North Carolina 4-H Volunteer Leaders' Association

Article I – Name

Section 1

The name of the Association shall be the North Carolina 4-H Volunteer Leaders' Association.

Article II – Objectives

Section 1

A. To sustain and promote the 4-H Mission in North Carolina as it relates to volunteer identification, recruitment, training, utilization, and support.

B. To provide a forum for communication among North Carolina 4-H volunteer leaders and to serve as a link for existing community, county, district, and multidistrict volunteer organizations.

C. To expand and improve the information, service, and human and economic resources available to volunteers involved in 4-H program development, delivery and support.

Article III – Membership

The membership of the Association shall consist of all volunteer 4-H leaders in the state of North Carolina. Volunteer 4-H leaders include those persons who are non-salaried and involved in 4-H program development, delivery, or support at the community, county, district, or state level. This involvement may include: Programs to 4-H members, services/support of other 4-H volunteers, indirect services, 4-H program advocacy, administration, and policy development.

Article IV – Officers

Section 1

The Executive committee shall be the six officers: President, President-Elect, Vice President, Secretary, Treasurer, and the immediate Past President.

Section 2

The Board of Directors shall be composed of the Executive Committee and two representatives from each Extension District's Volunteer Leaders' Association.

Section 3

The Officers and members of the Board of Directors shall be installed at the annual meeting of the Association. Officers shall be rotated among Extension districts outlined in Bylaw X.

Section 4

Officers and members of the Board of Directors are to carry out their duties to the best of their ability, adhering to the objectives and the mission of the Association. Should an officer or member of the Board

of Directors be found working against the objectives and/or mission of the Association or not carrying out their duties, a meeting may be held by the Executive Committee with the State Advisor to determine an appropriate course of action.

Article V – Meetings

Section 1

The Association will attempt to have one Annual Convention for the purpose of promoting objectives, receiving reports, electing officers, and transacting business.

Section 2

The Board of Directors will meet at least biannually; one meeting will be during the Officers' Seminar, and one will be during North Carolina 4-H Congress. The president may convene the Board of Directors to transact Association business as necessary.

Section 3

The Executive Committee is to meet upon the Call of the President.

Article VI – Powers

Section 1

The Association shall have all the powers usually exercised by volunteer or service organizations; and those powers specifically authorized by the membership.

Section 2

The Association may affiliate with county, district, state, regional, national, and/or other similar volunteer or service organizations.

Section 3

To properly and effectively carry out its purposes, this association may delegate applicable segments of its power to respective committees, as well as to distribute some of its powers to the county, district, state, regional, national, or other similar volunteer or service organizations.

Article VII – Quorums

Section 1

Quorum at the business meetings during Annual Convention shall be the members present, provided verbal or written notice has been communicated to counties and districts, as to the time, place, and date, at least 30 days in advance.

Section 2

Quorum of the Board of Directors shall consist of the Directors present. The state Secretary shall be responsible for communicating a notice of the President's call for a Director's meeting.

Section 3

Quorum of the Executive Committee meetings shall consist of not less than four (4) officers, provided the President has given verbal or written call to all officers.

Article VIII – Ratification and Amendments

Section 1

Ratification of this constitution, bylaws and amendments may be accomplished by a two-thirds affirmative vote of the members present during a General Business Session of the business meeting at an annual convention.

Section 2

Bylaws may be adopted as long as they are not in conflict with the constitution.

Section 3

Constitution and bylaws may be amended by a two-thirds vote of the members at the annual convention business meeting provided the proposed change, in writing, is sent to the counties and districts at least 30 days before the annual convention meeting.

Article IX – Disposition of Funds

Section 1

The Association would contribute all funds to the North Carolina 4-H Development Fund should dissolution occur.

BYLAWS to CONSTITUTION

Bylaw I – Rules of Order

Section 1

The rules contained in Roberts Rules of Order, latest edition, shall govern the business meetings of the association.

Section 2

The Parliamentarian of the Association shall **be appointed by the president prior to business meetings and shall** rule upon any point of order and upon any differences of opinion. A decision by Parliamentarian is not debatable – but, such decision may be overturned, through motion duly carried by no less than three-fourths (3/4) vote of members present.

Bylaw II – Order of Business

The order for business meetings at the Annual Convention shall be:

1. Call to order
2. Reading of the Minutes
3. Roll Call (Optional) (Vice President)
4. Reports: Officers and Committee
5. Announcements
6. Unfinished Business
7. New Business
8. Nomination/Election of Officers
9. Officer Installation
10. Recess/Adjournment

Bylaw III – Dues

The membership of the Association may, by majority vote, elect to levy membership dues.

Bylaw IV – Committees

Section 1

Standing Committees shall be appointed by the President and, whenever possible, be representative of the Extension Districts. The standing committees are:

- A. Finance Committee – 3 or more persons (Treasurer, Chair)
- B. Program Committee – 7 or more persons (President-elect, Chair)
- C. Elections Committee – 7 or more persons (Past President, Chair)
- D. Membership Committee – 5 or more persons (Vice President, Chair)
- E. Constitutional Review Committee – 7 or more persons (Past President, Chair)
- F. Leader Recognition Committee – 7 or more persons (Vice President, Chair)

Bylaw V – Nominations and Elections

Section 1

The immediate Past President shall chair the Elections Committee, which shall consist of one representative from each district as appointed by the President. The President-elect shall be an Ex-Officio member.

Section 2

The Elections Committee shall present the current President-elect as candidate for President and candidate(s) from respective districts for each of the other offices. The Elections Committee slate shall be prepared in writing and available to all members registering for the Annual Convention. The slate shall be officially presented by a committee representative at the first business session of the annual convention.

Section 3

Offices shall be rotated among Extension districts. Officer nominees shall be well qualified and attend designated meetings respective of their responsibilities.

Section 4

Terms of Office: An officer may serve for consecutive years, but no officer may hold the same office for two consecutive years.

Section 5

The officers shall be elected by written secret ballot. A written ballot shall list the offices to be filled.

Section 6

Election shall be by simple majority vote of regular members present during the formal business session of the annual meeting.

Section 7

Officers will be installed at the Annual Conference. The new officers' terms of office begin following installation.

Bylaw VI – Amendment to Bylaws

Bylaws may be amended at Annual Meetings in accordance with Section 3 of Article VIII of the Constitution.

Bylaw VII – Duties of Officers, Board of Directors, and Standing Committees

Section 1

The President shall preside at state meetings of the Association, at Board of Directors meetings, and at meetings of the Executive Committee. The President shall also be responsible for all the administrative functions of the organization during the tenure of office.

Section 2

The President-Elect shall chair the Program Committee and learn the duties of the President.

Section 3

The Vice President shall perform the duties of the President in case of absence and shall assume any other duty that may be assigned by the President. Should the President be unable to fulfill his/her duties, the Vice President shall serve as President for the remainder of the unfinished term. The Vice President shall serve as Chair of Membership and Recognition Committees.

Section 4

The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The Secretary shall also receive and file communications, shall communicate notice of called meetings, and shall correspond as directed by the President. Annual records are to be placed in the historical files of the Association.

Section 5

The Treasurer shall assume those duties normally associated with the office and specifically shall keep the financial records of the Association and shall be responsible for the collection of any dues and for payment of any bills incurred by the Association and be chair of the Finance Committee.

Section 6

Members of the Board of Directors shall attend their respective district meetings. They shall be responsible for district officer orientation and training and for presenting matters from the State Association for information and action of the members in their respective districts. Members of the board will have authority to act on behalf of the total membership on all matters of interest to the association (except Articles III and VIII of the Constitution), including the authority to elect interim officers to positions which become vacant before the annual meeting.

Section 7

The Past President shall support the President in conducting the business of the Association and shall serve in an advisory role for all Executive Committee members. The Past President will also chair the Nominations Committee, insuring that candidates are secured for each of the state offices from the district associations and presenting the ballot for the state election at annual conference.

Section 8

The President shall appoint a Parliamentarian for meetings of the Board of Directors and general membership in order to facilitate the orderly conduct of business. The appointment shall be for the period of the convened sessions and shall conclude at the meeting's adjournment. The Parliamentarian shall guide the business meeting process of the association adhering to the constitution, bylaws, rules and regulations, and Robert's Rules of Order

Section 9

To facilitate the business of the Association, the Board of Directors shall have the power to act on all items of business with the exception of those items covered in Article III and VIII of the Constitution. At the discretion of the Board or upon request of the membership, any item of business may be placed on the agenda of the annual or special meeting for action by the entire membership. Within the guidelines of the

previous statements, the Board will have the authority to act in behalf of the total membership on all matters of interest to the Association.

Section 10

Suggestions for the constitution may be amended by the Board of Directors after suggestions from the floor at annual meeting.

Bylaw VIII – Delegates to National Meetings

Section 1

Delegates to Regional or National meetings shall include, in so far as practical, a cross section of membership in regard to age, sex, race, and program responsibilities. Delegates to receive financial consideration shall be recommended by the Finance Committee or the Association's Board of Directors.

Section 2

All members are encouraged to attend state, regional, or national meetings for improvement of volunteer leadership skills.

Bylaw IX – Audits and Budget

Section 1

A Finance Committee of the Association shall audit/review the financial records of the Treasurer each year.

Section 2

If a motion is to be brought to the floor that includes expenditures of more than \$50, an assessment of the financial impact upon the organization must be presented by the President and Treasurer before this motion can be called.

Section 3

The Association would contribute all funds to the North Carolina 4-H Development Fund should dissolution occur.

Section 4

An attempt will be made to maintain the Association's account(s) in a statewide banking institution. Should the current treasurer request that the account(s) be moved to another banking institution for convenience, the executive committee will evaluate the impact on the association finances and make the final decision.

Bylaw X – Officer Rotation

Rotation of Officers

	Pres.	Pres. Elect	Vice Pres.	Sec.	Treas.	Past Pres.
2014-2015	1	2	3	4	5	5
2015-2016	2	3	4	5	1	1
2016-2017	3	4	5	1	2	2
2017-2018	4	5	1	2	3	3
2018-2019	5	1	2	3	4	4
2019-2020	1	2	3	4	5	5
2020-2021	2	3	4	5	1	1
2021-2022	3	4	5	1	2	2
2022-2023	4	5	1	2	3	3
2023-2024	5	1	2	3	4	4
2024-2025	1	2	3	4	5	5

- 1) South Central
- 2) North Central
- 3) West
- 4) Northeast
- 5) Southeast

North Carolina 4-H Volunteer Leaders' Association Handbook

Mission Statement

The mission of the North Carolina 4-H Volunteer Leaders' Association is to provide opportunities to inform, educate, and support each other to better serve the youth of North Carolina.

Organization

The North Carolina 4-H Volunteer Leaders' Association represents volunteers involved in the 4-H program. The organizational structure provides for leader participation in county, district, and state activities. Programs and functions are determined by volunteers serving in officer roles with 4-H Extension staff members serving in support roles.

Membership

Membership in the Association is open to every 4-H volunteer leader who works directly or indirectly with youth. The educational philosophy is to promote leaders teaming with leaders and growing in leadership through utilization of leadership skills in practical program planning, implementation and evaluation.

Vision

North Carolina 4-H Volunteer Leaders will:

- Represent the interests of volunteers, parents, and 4-H'ers from culturally diverse backgrounds and various levels of commitment.
- Serve as advocates for youth and volunteers to foster cultural understanding and international goodwill in communities, the state, and the nation.
- Be committed to helping youth develop positive understanding of self and reach their full potential.
- Be positive roles models that develop through continuous learning and doing.
- Facilitate leaders' participation in quality educational programs.
- Offer opportunities for voluntary involvement in officer roles in the organization.
- Be committed to effective communication and interaction among all levels of the association and the Extension staff.
- Initiate and participate in cooperative efforts with other Extension programs and agencies.
- Be knowledgeable of the North Carolina 4-H Volunteer Leaders' Association to justify increased support from communities at large.
- Be committed to excellence.

JOB DESCRIPTIONS

Agent Advisor to District or State Officer

TITLE: County Agent with District or State Officer

GENERAL DESCRIPTION: Provides technical support and facilitates communications to counties using Extension electronic mail system.

SPECIFIC DUTIES:

1. Meets with officers after the first officer seminar or executive committee meeting to outline plans and assistance needed.
2. Advises officers on timetable and procedures for obtaining technical assistance to support specific role.
3. Communicates as needed with State 4-H Specialist or other Agent Advisors.
4. Communicates with agents in district as needed.

RESOURCES:

1. District Agent Advisors
2. State Advisor
3. Extension Electronic Mail System
4. *NC4-HVLA Officers' Handbook*

State Advisor

TITLE: State Advisor

GENERAL DESCRIPTION: Provides leadership and guidance for the North Carolina 4-H Volunteer Leaders' Association; facilitates implementation of programs and projects.

SPECIFIC RESPONSIBILITIES:

1. Meets with State Officers to plan yearly calendar.
2. Makes physical arrangements for all meetings.
3. Provides technical assistance for operating committees.
4. Facilitates communications between officers and Agent Advisors and the Extension system.
5. Advises officers about policies, norms within Extension, communication channels, and opportunities for impacting policy.
6. Identifies, secures, and manages monetary support for Association activities.

RESOURCES:

1. Agent Advisors
2. State 4-H Leader
3. *NC4-HVLA Officers' Handbook*

District Agent Advisor

TITLE: District Agent Advisor

GENERAL DESCRIPTION: Supports and advises District Officers on matters of policy and Extension procedures; facilitates and provides technical assistance to officers in conducting business of the Association.

SPECIFIC DUTIES:

1. Attends Leader Conference or Officer Seminar and coordinates with other Agent Advisors and State Advisor.
2. Facilitates making arrangements for meetings of District Association and Board of Directors.
3. Advises officers and Board.
4. Offers technical assistance to enhance communication with Extension staff in the district.
5. Communicates with State Advisor regarding special needs of the District Association.

6. Works with the District Director to recommend and secure successive Agent Advisors.
7. Ensures that list of new officers and new agent advisors with addresses, electronic mail addresses (if available), and phone numbers is sent to State Advisor by December 1.
8. Reads and becomes familiar with the Constitution, Bylaws and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
9. Annually review treasurers financial records.

RESOURCES:

1. State Advisor
2. Former District Advisors
3. District Director
4. *NC4-HVLA Officers' Handbook*

President

TITLE: President

GENERAL DESCRIPTION: Provides leadership for the association. Presides at all meetings and appoints appropriate committee chairs.

SPECIFIC DUTIES

1. Summarizes evaluation from conference just completed.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Attends Officer Seminar and provides leadership for planning the calendar.
4. One month before each meeting, checks with all officers and Agent Advisors to formulate an agenda and assures that notices have been sent out and reports prepared.
5. Conducts meetings according to parliamentary procedure. See Appendix I in *Robert's Rules of Order*.
6. Appoints ad hoc committee chairs and serves as ex-officio member of these committees.
7. Coordinates North Carolina 4-H Volunteer Leaders' Association efforts by communicating with State Advisor, State Officers, District Officers, County officers, and other linkages as necessary.
8. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. State Advisor
2. Officers and Advisors
3. *NC4-HVLA Officers' Handbook*

President-Elect

TITLE: President-Elect

GENERAL DESCRIPTION: Chairs the Program Committee and provides leadership for planning, implementing, and evaluating annual conference.

SPECIFIC DUTIES

1. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
2. Attends Officer Seminar.
3. Meets with advisor immediately after election/installation to set an organizational timetable for conference: begins brainstorming of strategies for involving program committee in process.
4. Meets with program committee to establish location theme and workshop ideas.
5. Presents proposal to Executive Board for suggestions.
6. Mobilizes program committee to secure workshop facilitators.
7. Coordinates with advisor to State Advisor to match program needs with physical facility.
8. Publicizes through all available media, e.g., *Ladder* and Extension electronic mail.
9. Follows through implementation of program.

11. Works with State Advisor to secure gift to present to outgoing President.
12. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. Evaluation forms from previous conference
2. State Advisor
3. County Agent
4. Program Committee
5. Board of Directors
6. *NC4-HVLA Officers' Handbook*

Vice President

TITLE: Vice President

GENERAL DESCRIPTION: Fulfills duties of President in his or her absence, provides leadership for Officer Seminar, and helps update *Association Handbook*.

SPECIFIC DUTIES:

1. Provides leadership to help plan and attends Officer Seminar.
2. Reads and becomes familiar with the Constitution, Bylaws and Officer Job Descriptions for the NC 4-H Volunteer Leaders' Association.
3. Provides State Advisor with updated information for *NC4-HVLA Officers' Handbook*.
4. Helps collect and compile District Officer lists from all districts in December.
5. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. District Agent Advisors
2. District Vice Presidents
3. County Agent
4. State Advisor
5. *NC4-HVLA Officers' Handbook*

Secretary

TITLE: Secretary

GENERAL DESCRIPTION: Records minutes and keeps organized records of Association business.

SPECIFIC DUTIES:

1. Attends Officer Seminar, keeps minutes, and distributes copies.
2. Reads and becomes familiar with the constitution, bylaws and officer job descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Prepares minutes for each Board of Directors meeting and sends to all District and state officers and State Advisor.
4. Places copy of Summer Board Meeting minutes in Annual Conference Packet.
5. Keeps Secretary's notebook and files up to date.
6. Serves as liaison for the district executive committee to the State.

RESOURCES:

1. 4-H Agent
2. State Advisor
3. President
4. Secretary's Notebook
5. *NC4-HVLA Officers' Handbook*

Treasurer

TITLE: Treasurer

GENERAL DESCRIPTION: Shall receive and disburse all monies, keep a true and accurate record of all financial details, and provide membership with a written Treasurer's Report at each meeting of the Association.

SPECIFIC DUTIES:

1. Treasurer shall turn over records to successor within a month following officer installation.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Attends Officer Seminar.
4. Handles all financial disbursements in a timely fashion.
5. Prepares financial statement for each meeting.
6. A proposed budget will be drafted by the Treasurer and the Finance Committee to be presented at the first Board Meeting and adopted for the new year.
7. Prepares financial records for auditing by end of year.
8. Prepares financial summary report for registration packet for Annual Leaders Conference.
9. Obtains transfer documents from State Advisor to present at bank and acquire proper signature.
10. Serves as liaison for the district executive committee to the State.
11. In the year following holding the office of Treasurer, shall retain co-signature authority on the Association bank accounts, act as an advisor and serve as a member of the finance committee.
12. Financial committee will review records of the Treasurer each year.

RESOURCES:

1. 4-H Agent
2. State Advisor
3. Former Treasurer and financial records
4. Auditor
5. *NC4-HVLA Officers' Handbook*

Past President

TITLE: Past President

GENERAL DESCRIPTION: Chairs the Election Committee and serves as an advisor for the Board of Directors.

SPECIFIC DESCRIPTION:

1. Attends Officer Seminar.
2. Reads and becomes familiar with the constitution, bylaws and officer job descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Chairs Election Committee consisting of one representative from each district and the President-Elect serving as an ex-officio member.
4. Obtains nomination and short biography of nominees from each district by December 1 and places a copy in conference registration packet.
5. Prepares and presents slate to advisor one month before the conference.
6. Presents recommended slate of officers at the annual conference.
7. Facilitates the election process for the conference. Allows up to two minutes per candidate when announcing candidacy.
8. Assists with installation of new State and District officers during annual conference.
9. Serves as an advisor for the Board of Directors.

RESOURCES:

1. State Advisor
2. Other Past Presidents

3. *NC4-HVLA Officers' Handbook*

Board of Directors

TITLE: Board of Directors

GENERAL DESCRIPTION: Members of the Board of Directors shall attend meetings and be responsible for presenting and acting on matters referred by the Association for information and action by the members.

SPECIFIC OBJECTIVES:

1. Attends meetings.
2. Reads and becomes familiar with the Constitution, Bylaws, and Officer Job Descriptions for the North Carolina 4-H Volunteer Leaders' Association.
3. Presents and acts on pertinent matters.
4. Reports to the members information/actions taken.
5. Elects interim officers to positions that become vacant before annual conference.

RESOURCES:

1. State Advisor
2. Past President
3. *NC4-HVLA Officers' Handbook*

COMMITTEE DESCRIPTIONS AND OBJECTIVES

Program Committee

GENERAL DESCRIPTION: Plans, implements, and evaluates an educational program for the annual meeting.

SPECIFIC OBJECTIVES:

1. Establishes theme, program cover design, schedule, and workshop possibilities.
2. Presents package of ideas to the Board of Directors for suggestions.
3. Assists in securing workshop facilitators.
4. Monitors conference program while it occurs.
5. Plans and conducts an evaluation of the content and procedures of the conference.
6. Prepares a written report, in cooperation with state advisor, of suggestions and recommendations for consideration by the next committee for March Officer Seminar.

REPORTING DATES: July Board Meeting, February Conference, and March Officer Seminar

RESOURCES:

1. State Advisor
2. President
3. Secretary to the State Advisor

Leader Recognition Committee

GENERAL DESCRIPTION: Maintains current set of recognitions, reviews nominations, and selects recipients for each category/award.

SPECIFIC OBJECTIVES:

1. Reviews and edits previous year's recognition process and records recommendations for next year's Recognition Committee.
2. Monitors placement of corrected recognition information in the *Association Handbook*.
3. Organizes a judging process including recruitment of volunteers to judge nominations.
4. Presents award winners during the Recognition Luncheon.

REPORTING DATES: Awards List to State 4-H Office by established deadline and Committee Report at February Conference.

RESOURCES:

1. State Advisor
2. President

Finance Committee

GENERAL DESCRIPTION: Reviews and makes suggestions for Association expenditures.

SPECIFIC OBJECTIVES:

1. Monitors receipts and expenditures throughout the year.
2. Ensures that an organizational review of the Association financial records is completed annually.

REPORTING DATE: February Conference

RESOURCES:

1. Former Treasurer
2. Final statement of previous year
3. Previous year's financial records
4. Auditor

Elections Committee

GENERAL DESCRIPTION: Coordinates nomination and election of officers for State 4-H Volunteer Leaders' Association.

SPECIFIC OBJECTIVES:

1. Ensures that districts are notified of state election rotation and the following criteria.
 - a. Nominees are encouraged to have unfaltering commitment to serve the Association and to have previously served as a county or district officer.
 - b. If elected, an officer who has a change in circumstances that prevents attendance at training, business, or other meetings should notify the District Advisor (verbal/written), as well as the State President.
 - c. If circumstances require withdrawal from office, written notification to State 4-H Office and State President is required to allow appointment to fill the office.
2. Collects and prints biographical information on all candidates.
3. Prepares a slate of officer nominees for distribution in registration packets at annual conference.
4. Handles balloting and counting of ballots for all officers.
5. Reports to membership election results.

REPORTING DATE: February Conference

RESOURCES:

1. Past Presidents
2. State Advisor
3. District Agent Advisors

CONFERENCE PLANNING INFORMATION

Calendar for Conference Planning

March

Officer Seminar — Discussion of conference evaluation.

President-Elect meets with leader groups to get workshops/program ideas.

April

President Elect meets with State Advisor to review evaluation and brainstorm ideas.

June/July

Board meeting — Presentation to Board of Directors recommending theme, workshops, special events, registration cost, committee assignments, etc.

August

Finalize marketing packet information and provide copy for publication.

September

Agents marketing packet distribution begins.

Follow through with written communication to workshop facilitators, finalizing details.

Contact district committees regarding responsibilities.

November

Design and plan administration of evaluation.

Confirm program resources.

December

Recognition committee selects award recipients.

Recognition recipients announced to agents.

Conference call with Executive Committee and/or Committee Chairs.

New District and State Officers lists to State Advisor.

Final program to State Advisor by December 1.

February

Meet with Executive Committee the night before conference to finalize plans and anticipate opportunities.

During conference — troubleshoot.

Conference Committees

Begin by asking the district assigned to your committee from the previous year for helpful pointers. This will provide basic information as you organize and make preparations to complete your committee tasks. These descriptions provide a list of specific tasks as well as hints from “experienced” committee members.

Table Decorations

1. Centerpiece for Head Table (usually one large arrangement — check with State Advisor for specifics). District makes decision as to whether this is live flowers or similar to banquet table decorations and works with state advisor to confirm details.
2. Decorations for each table at awards banquet (mirrors and votive candles are available from convention facility at no additional fee).
3. Committee members are responsible for placing and removing decorations as described above. Decorations may be saved for use at State 4-H Congress or may be sold in the auction or may be taken back to the counties.
4. Work with state staff to ensure reservation of appropriate number of tables for award recipients and their guests.
5. Table decorations should, if possible, reflect the conference theme in regard to colors and designs. Work with state advisor’s secretary for specifics. Note that balloons are discouraged because of the use of AV equipment and visibility issues, and also note that the facility does not allow use of glitter.
6. Costs incurred will be covered by district responsible for decorations.

Operations/Program

1. Post signs to indicate locations of workshops during conference.
2. Coordinate with state staff to develop posters/directional guides for hard-to- find or special rooms. Suggest including a facility’s map in program.
3. Check room with workshop presenter to see that all needed equipment is in place. Make sure equipment functions properly once delivered to rooms.
4. Assist with loading and unloading materials/equipment as needed.
5. Provide a host/hostess for each workshop to provide assistance for instructors as requested.
6. Host/hostess should work with presenter to make sure the workshop starts and stops on time, to collect evaluations, etc. No sign up sheets allowed. Workshops are first come, first served system. Host/hostess should assist in controlling number participating according to instructor’s direction.
7. Administer workshop and conference evaluation with assistance from state advisor.
8. Secure and present gifts for workshop facilitators. Coordinate with state staff regarding numbers of presenters and appropriate times for presentation. Check program to confirm number of gifts for each workshop and then reconfirm with presenter.
9. Assist with placement and posting of banners and other large signs as requested through the state staff.

Registration

1. Gather and assemble favors, inserts, etc., for conference tote bags to be given out during registration. State staff will provide printed materials (ballots, budgets, minutes, etc.).
2. Check with State Advisor concerning size of tote bags ordered for the upcoming conference. State advisor will handle the ordering and delivery of the totes, portfolios, etc., in cooperation with the registration committee.
3. Plan to arrive early on Friday afternoon of the conference to assemble registration bags and organize registration area. (Usually begin about 3 p.m.; you will need about 10 volunteers from

- the district to complete task.) Insure that all materials are ready at the agreed upon time for bag preparation. Is helpful to bring extra boxes to hold stuffed bags for transport to registration area.
4. Provide hosts/hostesses for registration desk Friday evening and Saturday morning. State staff will be responsible for providing nametags, registration lists, receipts, etc.
 5. It is essential that the district committee set up a specific schedule for hosting the registration area, preferably keeping a minimum of 8 volunteers on Friday evening, 4-6 on Saturday morning until 10:00, then 2 on site through 5:00 on Saturday afternoon to assist conference attendees with questions, information, messages, etc. District is also responsible for assigning at least one volunteer to man the registration area for the 45 minutes prior to the evening awards banquet to provide onsite assistance to those attending the evening program only. Schedule should include individual names and their specific job assignments. Assign schedule based on workshop time to allow individuals to participate in sessions.
 6. Registration table should be open Saturday evening to provide a welcome and distribute nametags for those arriving for the awards banquet.
 7. Work with State Advisor to place a larger, laminated floor plan to remain at the registration desk.

Raffle and Exhibits

1. Secure items for raffle.
2. Look for raffle items, which are unusual. For example, could be themed basket, or a single item representative of county industry, such as furniture, wheelbarrow, hammock, etc. Consider approaching a travel agency for a promotional tour or locating an item of regional significance.
3. Purchase a roll of double tickets or print tickets and distribute to district officers for distribution to counties.
4. Set up sales exhibit at Conference.
5. Collect funds and present to Treasurer on final day of Conference and provide a receipt for accountability.
6. Draw winning tickets and award raffle items to winners at appropriately announced time during the conference.
7. District is responsible for providing start up funds (to make change).

Exhibits

1. Recruit volunteers, agents, specialists, and others to set up exhibits Saturday morning during the conference, understanding that they must be kept up through dinner and taken down Saturday evening.
2. Work with state staff to make arrangements for tables at convention center.
3. Assist with setting up and taking down exhibits as needed.
4. Host exhibit areas as needed. Assign 2 volunteers to be available early (7:00 – 9:00 a.m.) staying to assist exhibitors in locating their table.
5. Send out requests for exhibits early in the planning process.
6. Usually a good idea to prepare signs for each table to assist exhibitors in identifying their assigned tables with minimal confusion.

Country Store/Auction

1. Contact district agent advisor in early December to get assistance in reminding leaders attending conference to bring appropriate items for the sale and to get reminders sent out immediately prior to the conference.
2. Secure an auctioneer as early as possible.
3. Designate volunteers to handle auction and to assist with collections. Country store must be manned during breaks throughout the day on Saturday. You are encouraged to “close” the store during workshops as much as possible to encourage attendees to be involved in the learning experiences. Have someone monitor the area at all times.
4. Work with state staff to secure an area for storage on Friday evening/ overnight for auction/country store items. Committee members are responsible for “checking in” and inventorying items.
5. The country store may be opened as early as 7:00 a.m. on Saturday to make it available for those who stayed overnight or for those who arrive early for registration.
6. Persons donating items for sale should be prepared to suggest reasonable prices for items to help committee in appropriately pricing merchandise. Committee members will then adjust prices as necessary to conduct the sale of items. May need to lower prices on item as day progresses to encourage sale of merchandise.
7. Organize auction items for display — generally close to though not “mixed with” country store items.
8. Move items into auction area at appropriate time.
9. Canned items for sale must be labeled, i.e., Apple Butter, Chow-Chow. No individually packaged , “bake sale” item may be included to adhere to hotel contract policy.
10. District must provide price tags or labels, marking pens, calculator, roster for auction, money box, change, and boxes for storage or movement of merchandise from one area to another. State staff has a set of bid paddles in storage. District must provide a recorder and cashier at the auction.

Hospitality

1. Coordinate with state staff hours of operation for the hospitality room.
2. Bring all items needed for serving and storing refreshments (trays, platters, utensils, cups, napkins, plates, coolers with ice for storing food items, etc.).
3. Plan to arrive early enough on Friday to prepare for early arrivals to visit the hospitality area on Friday evening (hours to be determined with state staff input).
4. Convention center provides tables with cloths and chairs and also removes trash. Convention services will also provide (and refill free of charge) a large cambro for ice. Committee members are responsible for all other tasks.
5. Work out a written schedule for covering the Hospitality Room during announced “open” times on Friday evening and Saturday. A minimum of 5 volunteers will be needed to replenish supplies, straighten tables, etc., during all announced hours of operation.
6. Note that attendance is typically 350 to 400 volunteers and that each volunteer will visit the Hospitality Room several times. Plan your refreshments accordingly.
7. Committee members will need to provide the coffee pot(s), extension cord(s) and pitchers (if needed). Convention center will charge additional fees for these items, which will be passed on to the district.

ROTATION OF CONFERENCE RESPONSIBILITIES

	North Central	North East	West	South East	South Central
Operations	2014	2015	2016	2017	2018
Country Store/Auction	2018	2014	2015	2016	2017
Raffle/Exhibits	2017	2018	2014	2015	2016
Registration/Table Decorations	2016	2017	2018	2014	2015
Hospitality	2015	2016	2017	2018	2014