**Adams County 4-H Leaders Association, Inc**

**Standing Committee Policies**

1. Membership on a committee is strongly encouraged throughout the County.
2. Participation to be on a committee shall be open to any adult 4-H Leader who is an enrolled leader & completed Youth Protection Process. Participation is also open to any youth enrolled in youth leadership project, 6th grade & above. Eligibility to **VOTE** will be affirmed by October 1st enrollment deadline; as per the Leaders Association By-Laws Chapter 1 (a).
3. Sign up for committees will be available from September 1st to the January Leaders Association meeting.
4. At the January Leaders Association meeting **ALL** committees shall appoint their Chairperson & recording secretary, exception will be ad-hoc committees.
5. Leaders/youth are encouraged & welcome to attend any & all committee meetings.
6. The Standing Committees, per the Leaders Association By-Laws are:
7. Educational Programming
8. Awards & Recognition
9. Financial Support
10. Promotion & Recruitment
11. Each committee shall have the responsibility of planning and carrying out the Leaders Association functions as related to their area of responsibility. This shall include:
12. Yearly Plans/Goals
13. Budget Requests
14. Policies & Procedures
15. Time Frame of Events
16. Final financial report
17. Recording Secretary is responsible for making sure committee progress & advisory decisions are documented in minutes. A copy of the minutes is to be distributed to committee members and the Vice President/Extension Office.
18. Committee chairs are responsible to report status of committee activities to the Leaders Association. If a representative from the committee will not be present the Vice President shall report out from minutes.
19. **ALL** committee expenditures shall be pre-approved by their committee before submitting to the Executive Board/Treasurer for payment per the Leaders Association Reimbursement Policy.

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