

Adams County 4-H Leaders Association, Inc
Standing Committee Policies

- 1) Membership on a committee is strongly encouraged throughout the County.
 - a) Participation to be on a committee shall be open to any adult 4-H Leader who is an enrolled leader & completed Volunteer in Preparation (VIP). Participation is also open to any youth enrolled in youth leadership project, 6th grade & above. Per the Leaders Association By-Laws Article III Membership, Sections 1, 2, 3.
 - b) Sign up for committees will be available from September 1st to the January Leaders Association meeting.
 - c) At the January Leaders Association meeting **ALL** committees shall appoint their Chairperson & recording secretary, exception will be ad-hoc committees.
 - d) Leaders/youth are encouraged & welcome to attend any & all committee meetings.
- 2) The Standing Committees, per the Leaders Association By-Laws are:
 - a) Educational Programming
 - b) Awards & Recognition
 - c) Financial Support
 - d) Promotion & Recruitment
- 3) 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:
 - a) Yearly Plans/Goals
 - b) Budget Requests
 - c) Policies & Procedures
 - d) Time Frame of Events
 - e) Final financial report
- 4) 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.
- 5) 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.
- 6) **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.

Approved 7-2017 Leaders Meeting
Amended & Approved 03-18-2019