

Nomination Form for Washington County 4-H Leaders Association Board of Directors

Each club has been asked by 4-H Leaders Association Board of Directors to nominate one adult and one youth to serve as a club representative to the 4-H Leaders Association. From the nominations submitted, the Nomination Committee will select a slate of board members to be voted on at the fall election held at the Achievement & Recognition Program.

A description of the role of the 4-H Leaders Association Board of Directors is attached to this form.

Please have your club submit their nomination for youth and adult leader by: **September 15th.**

4-H Board of Directors Nomination Form

Adult Nomination:

Name _____ Phone _____

E-mail Address _____

Club _____

Number of years served as leader _____

Previous Adult Leader Experiences _____

Youth Nomination: (recommended for youth in 7th-13th grade)

Name _____ Age _____ Phone _____

E-mail Address _____

Number of years in 4-H _____

Previous Youth Leader Experiences _____

General Leader Signature

4-H Club

Return by **September 15th**

TO: Washington County 4-H Youth Development
333 E. Washington St., Suite 1200
P. O. Box 2003
West Bend, WI 53095

ROLE DESCRIPTION OF A WASHINGTON COUNTY 4-H LEADERS ASSOCIATION BOARD MEMBER

This elected body works closely with the county 4-H Youth Development staff in providing leadership for the activities of the Washington County 4-H Leaders Association. The Board is accountable to the 4-H members and families of Washington County.

The Board Members meet monthly at 6:30 pm on the first Tuesday of each month, except in July and October as there is no board meeting. Board members are expected to participate in additional committee duties and meetings, the annual all-association meeting and elections at the fall Achievement & Recognition Program, and one board retreat each program year.

Leadership roles that the Board provides include:

Conduct Supplemental County Level Programs for Youth

- Establish educational opportunities for youth beyond the club level, such as Lock-In, project activities, and more
- Support volunteer development and education through training, financial support and promotion of opportunities
- Seeks advice from the 4-H Youth Development staff

Coordinate County Level Recognition

- Work with the Achievement & Recognition Committee to develop and support meaningful recognition for young people and volunteers

Represent 4-H Youth Development to the Community

- Work with the Ambassador board to support the Ambassador program

Advocate for 4-H Youth Development

- Maintain personal contact with stakeholders including elected officials for understanding of the benefits of 4-H
- Advocate the value of 4-H Youth Development Programs in the county
- Market and promote 4-H programs

Provide input on new 4-H Youth Development opportunities and youth and volunteer needs

- Explore new 4-H youth development opportunities and challenges
- Provide advice on youth and volunteer needs and issues
- Work to ensure that all youth participating in UW-Extension youth groups have equal access to 4-H Youth Development programs including 4-H community clubs, camp and outreach programs, and others

Organizational Planning

- Ensure understanding of the purpose of the 4-H Leaders Association; has a vision of how their organization should operate and establishes steps to make these visions happen
- Provide leadership for the organization

Policymaking that Relates to the Washington County 4-H Leaders Association

- Review and update as needed the by-laws that give direction to how Washington County 4-H Leaders Association policies are developed and communicated
- Make recommendations on policy issues for discussion and action by the organization's membership

Enforcement of Policies

- Ensure Washington County 4-H Leaders Association compliance with state and national 4-H policies, procedures, and expectations and that decisions comply with federal and state nondiscrimination laws and policies
- Oversee any issues related to Washington County 4-H Leaders Association policies and implements a fair and equitable procedure for addressing those concerns

Legal Responsibilities

- Provide leadership that makes sure the business of the organization is accurately recorded and reported to the membership. Board members should avoid conflict of interest questions by abstaining on votes in which they might personally gain.

Financial Responsibilities

- Provide leadership for Washington County 4-H Leaders Association budget development and oversight
- Complete biannual audits of the Washington County 4-H Leaders Association
- Involve the Washington County 4-H Leader Association membership in fund raising commitments
- Provide leadership and assurance for compliance with federal and state tax reporting requirements
- Seek advice from the 4-H Youth Development staff

Duties of the Board as stated in the Washington County 4-H Leaders Association Bylaws:

*Article VIII Section 5: All Officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- b. Deliver to their successors all official materials not later than thirty (30) days following the election of their successors.
- c. All board members are expected to attend all meetings or notify the President or Extension Office when they are not able to attend. Following the second unexcused absence in a given year, the individual will be given written notice by the board President. Following the third unexcused absence, the matter will be brought up for review before the Board.
- d. Any member of the Association may be discharged or expelled provided:
 1. Written notice signed by the Association's President stating the reason for the proposed vote of expulsion is mailed to the member prior to the date of the meeting that the expulsion or discharge is to be considered.
 2. Either a majority vote of the Executive Board, at any regular meeting of the Board recommends the action; or a majority vote of the members present at a regular Association meeting recommends the action.