

STATE 4-H ADVISORY BOARD GUIDELINES

1/4/2017 Rev

The primary purposes of the State 4-H Advisory Board are to:

1. Develop ideas for expanding, improving, and promoting 4-H youth and leader's educational programs throughout Washington;
2. Advise the Director 4-H Program on matters of program policy and assist in implementation;
3. Work with host counties to plan and conduct the State 4-H Forum;
4. Promote a spirit of friendship and cooperation among 4-H members, certified volunteers, and Extension staff statewide;
5. Act in a fiduciary capacity to the State Ambassadors program;
6. Act in a fiduciary capacity for the State Horse program.
7. Advocate for the 4-H Youth Development Program.
8. Have an active voice on the State 4-H Foundation Board.

Membership

The Board consists of 26 members. Three adult 4-H certified volunteers are selected from each of the four Districts to serve as Board members. They may serve up to two 3- year terms. Two teens are selected from each of the four Districts to serve for a 2-year term. Three 4-H Extension staff are selected by their peers. There is also a Secretary and Treasurer, who are appointed, and the Director of 4-H.

Duties of Board Members

- To advise State 4-H Staff on matters of program policy and assist in implementation;
- To work with host counties to plan and conduct the State 4-H Forum;
- To attend State 4-H Advisory Board meetings;
- To serve as Co-Chairs of the Washington State 4-H Council Committees;
- To solicit ideas and recommendations from respective districts;
- To present reports from State Advisory Board actions and recommendations back to County Agents and County Councils in their respective districts;
- To conduct other Board business as appropriate.

Meetings

Fall Meeting-(October) Washington State 4-H Council; usually the 3rd Sunday in October: Leadership for this meeting is shared with the State 4-H Fair Board. The Council is held in conjunction with the State 4-H Forum, which proceeds the Council meeting. The Council deals with recommendations for the total 4-H program. These recommendations are sorted into 8-10 categories. A committee of the Council discusses each category of recommendations. These committees are co-chaired by a State 4-H Fair Board member and a State Advisory Board member. The committee recommendations are reported back to the Council for acceptance. Two to four voting delegates from each county make up the Council. Recommendations are then directed to the appropriate advisory group (State Fair Board, State Advisory Board, State 4-H Staff) for review. Recommendations from these groups are sent to the Director—4-H/Youth for action. On Sunday following the State 4-H Forum, the new and former State Advisory Board members meet to elect Board Officers and select meeting dates (Newly elected members do not officially take office until after the close of the Forum meeting).

Winter Meeting--(January-February). Committee work, discuss selected recommendations, suggest areas for discussion at local councils, Forum planning.

Spring Meeting--(April-May). Finalize Forum plans, report on County Council visits.

The winter and spring meetings usually begin at 8:00 am Saturday morning and adjourn at 12:00 pm on Sunday.

Housing at Meetings: Arrangements for hotel are usually made by Individual board members. The board members are expected to share a room. The cost of a shared room will be reimbursed

Meals and Travel: Board members will be reimbursed as follows:

Breakfast	\$5.00	Dinner	\$14.00
Lunch	\$7.00	Mileage	\$.15/mile

Telephone Procedures: Telephone expenses will be reimbursed provided they are itemized. Check with your County Extension Office to see if their phones are available for your use. Some county budgets may not permit use of county phones.

Suggestions for County Council Visits

1. Share Board meeting recommendations and decisions first with County Extension Staff.
2. Contact the County Extension Staff with 4-H program responsibilities and the County Council President to schedule visits with County 4-H Councils in your district.
Suggest at least one visit per year.
3. Suggested topics for discussion with County 4-H Councils;
 - a) Explain the recommendation process. Encourage leader input in this process.
 - b) Promote leader forums (State, Western Regional).
 - c) Discuss current 4-H program issues.
 - d) Other topics as appropriate.

New Board Member Orientation: A designated Extension staff and current Board members will provide new Board members with an orientation on expectations and a notebook of appropriate materials at the winter meeting.