

UNIVERSITY OF CALIFORNIA 4-H YOUTH DEVELOPMENT MANAGEMENT BOARD GUIDELINES SANTA BARBARA COUNTY

BOARD MAKEUP

Board membership consists of 10 Adult Director positions and a variable number of 4-H All Star positions. The number of 4-H All Star positions will mirror the number of individuals appointed each year.

All Adult Director positions will be filled by an approved Certified Adult Volunteer.

Adult Directors and 4-H All Stars will be working members with real responsibilities.

BOARD MEMBER RECRUITMENT AND SELECTION AND TERMS

Unfilled positions on the board will be publicized through the monthly 4-H newsletter, local print media, outside organization newsletters, letters to leaders and members, as well as through telephone calls and personal contacts.

Board members will be selected by an interview panel made up of at least three individuals: the Board Director (unless the Director position is being filled), a second board member designated by the Board Director, and the 4-H Youth Development Advisor or his/her designee.

Terms of the board members shall be as follows:

Adult Director shall serve a two year term, with eligibility for reappointment to another two year. The term may then be extended beyond four years, until a replacement is selected, by majority vote of the board.

4-H All Stars will serve during their term as 4-H All Star, beginning in July and through the following June.

The All Star Advisor will serve during his/her term as an All Star Advisor, beginning in July and through the following June.

PURPOSES AND RESPONSIBILITIES OF THE BOARD

The overall purpose of the board is to oversee the management aspects of the Santa Barbara County 4-H Youth Development Program. Oversight includes both policy making and implementation of policy, as well as basic management decisions relating to the program. In addition to basic management responsibilities, the board is responsible for the following specific areas:

- Awards
- Finances
- Fundraising

- Leader Complaints
- Liaison with Fairs
- Liaison with Sectional and State Leaders Councils
- Visibility

STRUCTURE

The board consists of the following positions:

- Board Director

Responsible for calling meetings, setting meeting agendas in conjunction with the 4-H Youth Development Advisor or designee and presiding at all meetings. Appoint board members to serve on recruitment and selection committees to fill board positions. Work closely with the 4-H Youth Development Advisor and 4-H office staff. Serve as the liaison with the 4-H Expansion and Review Committee by attending “E & R” meetings when possible or by reviewing notes of the meetings.

- Assistant Board Director/”Director Elect”

Responsible for the duties of the Board Director in his/her absence. Serve as the initial board member to handle leader complaints, and if needed, organize an Ad-Hoc committee to address the complaint, as well as recruit and coordinate regional council representatives. Serve as the liaison to the 4-H Program Development Board by attending “PDB” meetings when possible or by meeting with the 4-H Youth Development Advisor.

- Past Board Director

Responsible for assisting in fundraising efforts.

- Board Treasurer

Responsible for receiving, depositing, disbursing and keeping a complete and accurate account of all monies received by the 4-H Youth Development Program, for presenting an up-to-date financial report at each meeting of the board, and for preparing and presenting account records for audit at the close of the program year on June 30. Responsible for compliance with all financial regulations of the University of California, Internal Revenue Service, State Franchise Tax Board and the State Compensation Insurance Fund. Responsible for leading training events related to 4-H Club Treasurer responsibilities.

- Fundraising/Gift-Giving Director

Responsible for providing leadership to and managing the fundraising efforts of the board on behalf of the 4-H Youth Development Program. Responsible for coordinating a Fundraising Committee.

- Awards Director

Responsible for providing leadership to and managing the 4-H Youth Development Awards Program. Responsible for leading training events related to record books and awards. Responsible for coordinating an awards committee (Incentives and Recognition) and any related ad-hoc committee.

- Visibility Director

Responsible for providing leadership to and managing the visibility and public relations efforts of the 4-H Youth Development Program. Responsible for coordinating a Visibility Committee.

- Board Secretary

Responsible for taking minutes at each board meeting and for completing written minutes within one month of the meeting. Responsible for providing a short summary of meeting highlights (usually 200 words or less) for publication in the 4-H newsletter, as appropriate. If possible, the summary will be completed within one week of the board meeting to facilitate timely publication of news items.

- South Section 4-H Leaders' Council Delegate

Responsible for representing the county at quarterly South Section 4-H Leaders' Council meetings and for reporting back to the board.

- 4-H All Star Advisor

Serves as a mentor to the 4-H All Stars.

- 4-H All Stars

Serve as 4-H youth representatives on the board.

- Assistants

The board may appoint an individual as an assistant to an existing Director for a definite or indefinite period of time. Assistants are not members of the board, but will work with their respective Directors in order to become familiar with the duties of that director position. An assistant may not be appointed to the Board Director position since the Assistant Board Director/"Director Elect" may move into the Board Director position.

WORKINGS

- Meetings

The board will have at least four regularly scheduled meetings per year, usually in the months of September, November, January and April. Special meetings may be called at any time by the Board Director, in concurrence with the 4-H Youth Development Advisor. The April meeting will be a joint meeting with the 4-H Program Development Board for program planning and budget coordination.

A summary of the minutes of each Management Board Meeting will be published in the 4-H newsletter.

- Quorum and Voting Guidelines

A quorum will be met by 50% of adult board members appointed.

Motions may be passed by a majority vote of board members present.

Non-agenda items resulting in a net cost to the program of \$1000 or more may not be presented for vote at that meeting.

- Management Committees

The following directors will coordinate and serve as chairs of management committees:

—Fundraising/Gift-Giving Director

—Awards Director

—Visibility Director

The various management committees will be responsible for short and long range goal setting, planning, and program implementation in its respective area of responsibility. Committee makeup will be approximately 50% adults and youth. Committee chairs and members will decide on number of meetings per year and other such items related to the infrastructure of the committee.

- Ad-Hoc Committees

The Board Director, with the approval of a majority of the other board members, may establish ad-hoc committees or task forces as s/he deems necessary. The Board Director will name the chairperson of each ad-hoc committee or task force, with the approval of the other board members and 4-H Youth Development Advisor.

- General Information

The members of the board will work together to address all management issues that come before the board; this includes committees (e.g., Incentives and Recognition, Visibility, Fundraising, etc.), as well as management issues of a more general type.

RELATIONSHIPS

The members of the board will work closely with one another and with the 4-H Youth Development Advisor. Board members responsible for a committee will work closely with the committee members and will be responsible for a line of communication between the committee and the board.

Board members will communicate with and coordinate with members of the 4-H Program Development Board whenever such communication and coordination will be of benefit to the 4-H program in Santa Barbara County.

Because the 4-H Management Board provides oversight to the 4-H Program Development Board, concurrent membership on both boards is discouraged. However, a final decision will be made by the board on a case-by-case basis.

The 4-H Expansion and Review Committee will serve as an active advisory committee to the board. The board will solicit assistance and advice of the 4-H Expansion and Review Committee whenever program policy issues are to be explored.

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