



## **4-H YOUTH DEVELOPMENT Management Structure Principles and Guidelines**

### **Based on the following PRINCIPLES:**

- ❖ The Power of Youth (celebrating the power of youth)
- ❖ Access, Equity & Opportunity (widening the circle and welcoming others)
- ❖ An Extraordinary Place to Learn (changing lives through experiential learning)
- ❖ Exceptional People, Innovative Practices (helping our people to flourish)
- ❖ Effective Organizational Systems (perfecting the way we work)

Source: "The Power of Youth in a Changing World," The National 4-H Strategic Plan, October, 2001.

### **I. COMMITTEE RESPONSIBILITIES:**

- ❖ Write and annually review a statement of purpose and logic model that direct the committee toward the Principles.
- ❖ Review and implement curriculum and policy. Curriculum includes all print materials, activities, contests, trainings, and digital/electronic materials pertaining to that topic area.
- ❖ Ensure quality in topic area.
- ❖ Integrate the Principles and the Domains of the 4-H Professional Research and Knowledge Base and Competencies (prkc) 2004 in all of the committee efforts.
- ❖ Communicate work of the committee to appropriate stakeholders.
- ❖ Determine a process to evaluate how work contributes to Principles and outcomes.
- ❖ Produce an annual report.

### **II. POLICIES/PROCEDURES:**

- ❖ Committees will use the 4-H Committee Application Process, which will include county approval.
- ❖ All committee members need to receive training in strategies to sustain dynamic, participatory, and representative committee decision processes. Training will be provided yearly at the 4-H State Forum for new and continuing committee members.
- ❖ Each committee will determine funding structure for their work.

### **III. MEMBERSHIP:**

- ❖ All committees will select their members using the following guidelines:
  - All committees must include a diverse membership including a county-based faculty and/or staff member of diverse program area.
  - The membership of the committee needs to represent and include members of the appropriate stakeholders (i.e. volunteers, youth, campus-based faculty, community agency/organization staff)
  - Youth volunteers must be enrolled in their local county program.
  - Adult volunteers must be screened and enrolled in their local county program.
  
- ❖ Committees need to determine a rotation structure for term limits that ensures continuity of work and expansion of thought.
  
- ❖ Committee will determine leadership structure. A WSU Extension faculty or staff person will serve as the chair the first year of any new committee.

### **IV. COMMUNICATIONS:**

- ❖ Internal:
  - Committees will determine the best method of communication (i.e. e-mail, telephone, face-to-face meetings.) It is highly recommended that each committee meet face-to-face a minimum of once a year.
  
  - Decisions of the committee effecting policy and program need to be tested against the Principles.
  
- ❖ External:
  - All committee program and policy decisions need to follow a process to gather input before a final decision is made and shared with the whole.
  
  - All committee program and policy decisions need to be forwarded to the Core Committee for final approval.