

Washington State 4-H Volunteer Development Action Team Committee Description

Purpose:

This committee is a program development and implementation committee responsible for volunteer staff development for the Washington State 4-H Youth Development Program.

Responsibilities:

- Annually determine volunteer staff needs based on the ISOTURE model (Identify, Select, Orient, Train, Utilize, Recognize, Evaluate)
- Review, develop and update 4-H volunteer materials
- Provide training on Volunteer Training Modules for 4-H Educators and Program Assistants
- Make policy recommendations to Core Committee/State 4-H Staff on various aspects of volunteer staff development
- Prepare an annual committee report for the Core Committee and State 4-H Program Director

Membership:

- The Volunteer Development Action Team (VDAT) will consist of 10-12 members.
- A 3-year service term is recommended.
- State 4-H Program Director and Extension 4-H Youth Development Specialist with volunteer staff development responsibilities, are ex officio.
- Open to all faculty, staff, and volunteers who are interested in advancing volunteer staff development in the state. See selection process below.

Demographics: Representation from all 4 Extension Districts, large/small counties, rural/suburban/urban locations, variety of experience levels

Programs: Representation from a variety of delivery modes and audiences

Personal Qualities/Skills: Passion for volunteer staff development, ability to see larger picture, aware of diverse program needs, ability to set and meet deadlines, willingness to communicate and teach others in their district.

Communications:

- Minimum--quarterly conference calls. (September, December, March, June.)
- Ad-hoc committee work
- Listserve, e-mail and other written communications.

Policies and Procedures:

- Chair is the Extension 4-H Youth Development Specialist with volunteer staff development responsibilities
- Major decisions will be made by consensus

Cost to Committee Members:

- Face to face meetings, as needed, will be funded by the State 4-H Office.
- Conference calls will be funded by the committee member's office.

Selection Process:

- Interested faculty and staff will complete the Committee Application found at <http://4h.wsu.edu> and return to the Pullman State 4-H Office by July 1.