

STATE 4-H ADVISORY BOARD GUIDELINES

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

1. Develop ideas for expanding, improving, and promoting 4-H youth and leaders educational programs throughout Washington;
2. Advise the 4-H Program Leader 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, leaders, and Extension staff statewide;
5. Act in an advisory capacity to the State Ambassadors program;
6. Enhance the financial base of the State 4-H program.
7. Advocate for the 4-H Youth Development Program.

Membership

The Board consists of 26 members. Three adult 4-H volunteers are selected from each of the four Washington Extension Districts to serve as Board members. They may serve up to two 3-year terms, two teens from each District is selected by peers for a 2-year term. In addition, each of the following groups will select two representatives to serve 3-year terms: Challenge, School Age Care, 4-H Agents/Program Assistants.

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 Friday 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 follows on Saturday and Sunday. 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 Assistant 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.

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 with dinner on Friday evening and adjourn at 3:00 pm on Sunday.

Housing at Meetings: Arrangements for housing are usually made by one of the Board members, living close to the meeting location, in close coordination with the Treasurer. Roommates are usually arranged at the previous meeting. The Treasurer pays the total bill.

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

Breakfast	\$2.50	Dinner	\$7.00
Lunch	\$3.50	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 Agents.
2. Contact the County Agent 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, National).
 - c. Discuss current 4-H program issues.
 - d. Other topics as appropriate.

New Board Member Orientation: The Extension liaison and past Board members will provide new Board members with an orientation on expectations and a notebook of appropriate materials.