

California 4-H Youth Development Program —Template—

County 4-H Incentive and Recognition Committee



This County 4-H Incentives and Recognition Committee is responsible to the County 4-H Leaders' Council and the County 4-H Office. The Committee operates under the authority of and reports to both entities. Committee action and decisions are subject to approval by both entities.

This Committee recognizes that the purpose of recognition in the California 4-H Youth Development Program is to

- 1) to reinforce the motivation of 4-H members and volunteers to participate, create and achieve in 4-H Youth Development; and
- 2) to underscore a sense of belonging and being valued in the 4-H community.

The Committee intends to operate by the principles of positive youth development, relevant 4-H policies, and statewide 4-H Incentives and Recognition procedures.

Committee Charge

This Committee is charged with the following responsibilities:

- Identifying new methods of recognizing 4-H members and volunteer leaders.
- Creating new recognition opportunities. Ensuring new recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.
- Analyzing and evaluating existing competitive and recognition programs to ensure they follow the principles of positive youth development and 4-H policies.
- Conducting trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all 4-H members and volunteer leaders.
- Answering questions related to the committee's scope of work.
- Mediating and solving conflicts and disputes within the committee's scope of work. Creating an appropriate conflict resolution procedure.

Committee Scope

This Committee will fulfill the functions listed above for the following activities and programs:

- 4-H Record Books
- Scholarships
- County awards and recognition
- Achievement pins, medals, and certificates.
- Coordinating the Emerald Star program
- Project proficiencies
- Statewide recognition (4-H Golden Clover Awards, Scholarships, etc.)
- Other recognition and competitive events within the county.

Committee Membership

This Committee is composed of a representative group of 4-H members (age 12 to 19), volunteer leaders, 4-H staff, and related community members. The Committee has between five and fifteen representatives, with at least half of the membership being youth 4-H members.

Committee members are appointed by the County 4-H Leaders' Council President, in consultation with the Committee Chair and County 4-H Office. Appointment should be based on interest, experience, available time, and ability to assist the Committee in fulfilling its charge.

Committee Chair

The Committee Chair is appointed by the County 4-H Leaders' Council President in consultation with the County 4-H Office. The Chair is responsible for convening and facilitating meetings, ensuring the Committee is fulfilling its charge, and reporting on progress to the County 4-H Leaders' Council.

Meetings

The Committee meets as often as necessary to complete its charge. Meetings are called by the Committee Chair. Notices of meetings must be sent to all committee members, the County 4-H Office and County 4-H Leaders' Council at least seven days in advance.

Decision-Making

Committee decisions should be made using a model of consensus decision making. All members of the committee should have an opportunity to voice their opinion. This process allows for the discussion of many ideas and leads to the adoption of the best option that all can support.

Reporting

The Committee Chair, or his/her designee, is expected to report on all actions of the Incentives and Recognition Advisory Committee at each of the County 4-H Leaders' Council meetings.

Obtaining Input and Publicizing Programs & Decisions

The Committee should strive to provide mechanisms for 4-H members and volunteers to provide input and feedback into various programs operated by the Committee. Once decisions are made, the Committee should publicize recognition opportunities to all 4-H members and volunteers in the county.

Finances

The County 4-H Leaders' Council is the fiscal agency responsible for any Incentives and Recognition Committee awards, or other funding.