

# 4-H Unit Committee Form

Committee

\_\_\_\_\_  
Name of Committee

**Description of the work, event or goal of the Committee:**

**Committee Chairperson** \_\_\_\_\_

The Committee Chairperson is responsible for organizing and coordinating the tasks needed to complete the committee work. The Chairperson must report the progress at each Unit meeting and return this form to the Club Secretary to ensure credit for members and Chairperson Duties.

**Committee Adult Advisor** \_\_\_\_\_

The Committee Adult Advisor will supervise and offer advice at meetings, events and work performed by the committee. The Advisor is to guide only, members need the opportunity to lead.

**Committee Members:** list name & phone number please. You will be notified of all meetings of the committee.

Name	Phone #	

Please use the backside for Notes on Committee Meetings, tasks completed, items used, expenses, budgeted items, etc.. Please Return this form to the Unit Secretary. Use the box on the Right to indicate all members who will receive credit for committee work.