

# **Humboldt County 4-H**

## **PROGRAM DEVELOPMENT TEAM**

General chair responsibilities include:

- To strengthen the educational quality of the 4-H YDP
- Attend Program Development Team meetings (3-5) per year and represent your committee or have a committee member attend in your place
- Serve as the link between the Program Development Team and your committee
- To ensure effective communication between your committee, the Program Development and Management Teams, 4-H Staff and the greater 4-H community
- Oversee the operation of the committee: Set meeting dates, reserve the room, set agendas and convene the meetings.
- In coordination with 4-H Staff and the Program Development Team, recruit, select & orient committee members
- Ensure that committee work supports the 4-H YDP goals and direction set by the Program Development and Management Teams
- Ensure that work serves the needs across all program delivery modes to all youth

Develop, submit & oversee an annual budget to cover needs of committee functions

### **Healthy Living and Home Economics**

to develop and deliver projects in healthy living and home economics areas

to identify needs and develop and deliver training for committee project areas

to promote the Healthy Living Officer position in all clubs and venues

to oversee and develop Health and Safety curriculum, activities, events and awards

to ensure that all clubs, projects and events follow health and safety procedures

to promote events (such as Fashion Revue, Project Field Day, Health Fair, and others related to this committee)

to promote safe food handling, Clover Safe notes and other resources for health and safety

to assist the chair (s) of events and activities with their event and to comply with 4-H policy