

# **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

### **Leadership**

to promote ways to recruit, train and retain volunteers and youth

to work cooperatively with volunteer and 4-H staff leadership to ensure consistency, provide integration and maximize the potential of all 4-H Youth and Adults

to provide leadership training and support for 4-H adult volunteers, junior/teen leaders, 4-H club officers, club leaders, All Stars and other leadership positions (leadership appreciation)

to support attendance at leadership training beyond county 4-H (i.e. Northcoast Youth Summit, State 4-H Leadership Conference, State 4-H Leaders Conference, WRLF, etc.)

to develop, implement and evaluate leadership training events & activities

to assure that all leadership opportunities are open and inviting to all 4-H youth