

Roles & Responsibilities and Participant Definitions

4-H PEI

Document Created & Circulated August 2019

4-H PEI

4-H is a family-oriented, community-based, youth organization which provides opportunities for leadership and life skill development all while promoting agriculture awareness. Our goal is to help young Canadians “Learn To Do By Doing” in a safe, inclusive and fun environment. We believe in nurturing responsible, caring and contributing leaders who are committed to positively impacting their communities across Canada and around the world.

PEI 4-H Council Participant Definitions

Registered Members

A member of the PEI 4-H Council is defined as a youth or young adult between the ages of 6 and 21 years as of January 1st of the current project year. A project year runs from September 1st to August 31st.

Registered members will have paid their enrolment fees to the PEI 4-H Council Inc. and, where applicable, to their respective Regional Council; are affiliated with a recognized 4-H PEI Club; and are participating in at least one eligible project. Members are also required to sign a code of conduct agreement. Age categories for most non-project programming and competition include the following:

Cloverbuds: 6 to 8 years

Juniors: 9 to 11 years

Intermediates: 12 to 14 years

Seniors: 15 to 21 years

Club

A club is defined as a recognized organization of registered members and leaders, affiliated with their appropriate Regional Council, engaged in the conduct of approved 4-H activities. The minimum standard for a 4-H Club in PEI is comprised of 5 registered members from at least two different families with at least one registered adult volunteer leader who has been screened through the 4-H PEI Volunteer Leader Screening Process

Region

A region is defined as a recognized organization of clubs. 4-H PEI operates with 3 regions: Western, Central and Eastern. While there are no formal boundary lines. Any new clubs will be assigned to their region as decided by the Board of Directors where they will consider geography, distribution of members and leaders and location of current clubs.

The clubs in each region as of August 2019 are:

Western Region

- Elmsdale
- Ellerslie
- Evangeline
- Lot 16
- Kensington
- Freetown-
Harmony
- Albany
Centennial

Central Region

- Pleasant Valley
- Cavendish
- Wheatley River
- North River
- Dunstaffnage –
Marshfield
- Fort Augustus
- Cherrycliffe
- Mill View Vernon
River

Eastern Region

- Summerville
- Brooklyn-
Heatherdale
- Morrell & Area
- Grand River East
- Points East

Registered Adult Volunteers

Registered adults in the 4-H program in PEI are defined as individuals over the age of 18 who interact with members in such a way that completing the screening process under the Leader Screening Process is a requirement of 4-H PEI. Registered adult volunteers are also required to sign a code of conduct agreement. The level of interaction is defined in the following roles:

Overall Club Leader: Adult volunteers who administer a 4-H club; this position may be held by one or more individuals

Project Leader: Adult volunteers who have expertise or particular skill sets and instruct members in their project areas

Key Leader: Adult volunteers who participate in the 4-H program who may or may not be connected to an individual club. They do not lead an individual project but provide assistance as needed at any level.

Please note: Individuals cannot be both a leader and a member at the same time.

Chaperone: Registered adult volunteers who work with 4-H program staff and other volunteers to provide direct supervision and/or accompany members to non-project activities that involve travel to and from the event. Chaperones must be 25 years of age, have 1 year of 4-H experience and have completed the 4-H PEI Screened Leader Process.

Non-registered Adult Volunteers

Non-registered volunteers are adults who are not currently active in the 4-H program in the capacity of a registered volunteer. Instead, they offer their services to undertake specific 4-H activities, events or roles. These individuals are not recognized as having been screened through the Leader Screening Program and as such must always be under the supervision of, and in the presence of, a registered adult volunteer when members are involved. Their roles may include: event coordinator or committee member; event volunteer at competitions, recreational activities, rallies, camps, and educational workshops; assisting chaperones; and Board members on Regional or Provincial Councils.

Member

ALL MEMBERS WILL SIGN AND ABIDE BY THE 4-H CANADA: CODE OF CONDUCT

To successfully complete a 4-H year, members will:

- Complete one **communications activity** a year (public speaking) – this is done at your clubs communications night.
- Complete one **community service activity** a year – this is usually a group activity that their club will decide on, such as road side clean up, gifts for seniors, community garden, etc.
- Complete one **agriculture awareness activity** a year – this is also a group activity such as a tour of a farm, a demonstration by a farmer, etc.
- Complete a minimum of one **skills project** (examples include: foods, sewing, animal, woodworking, etc). Each member can sign up for one or more projects with the understanding that each project requires about 12 hours of work from the member. These projects are completed outside of the regular club meeting times, and are scheduled by the project leader. Projects offered by a club depend on two things > 1. An interest from members in taking the projects, and 2. The availability of a screened leader to facilitate the project.
- As a member of a 4-H club you are entitled to participate in all of your club's events, activities and workshops throughout the year. (*Some events such as your Communications Event, Agricultural Awareness Activity, and Achievement Days are mandatory, but many of our other club activities are optional.*) **It is expected that members will attend 70% of club meetings and activities each year.**
- Your club is a member of the **PEI 4-H Council**, so as a member of your club you are entitled to participate in all provincial 4-H events, activities and workshops throughout the year (*these are all optional to attend*).
- Your club is also a member of a Regional Council (East, Central or West), so as a member of your club you are also entitled to participate in all Regional events, activities and workshops throughout the year (*these are all optional to attend*).
- All 4-H members across PEI are required to participate in the one **Provincial Fundraiser** that is held each year in October. Funds from this campaign go towards provincial 4-H events and programming as well as to your club.

Club

ALL LEADERS & PARENTS WITHIN A CLUB WILL SIGN AND ABIDE BY THE 4-H IN CANADA: CODE OF CONDUCT

The following roles are suggested key components that clubs should have a volunteer assigned to. One volunteer may take on more than one role, but it is strongly encouraged for clubs to have as many volunteers as possible. Many hands make light work! Successful 4-H clubs are a direct result of parent engagement.

Overall Leader/Liaison

- **Attend regular monthly club meetings** to help the club executive run the meetings.
- **Be the overall link and guide** for other leaders in your club.
- **Attend Regional Council Meetings** (usually 6 per year) to be the representative for your club and to collect information for your club.
- **Attend Provincial AGM** in February as a voting delegate (or assign another to take your place).
- **Be the Initial Contact Person** for the club for news coming from the 4-H Offices, and for inquiries from new members.
- **Coordinate Communications and Public Relations** (*this job could also be delegated to another parent or leader*) – responsible for helping the club reporter keep the club up to date on 4-H happenings (club, Region, and provincial), and sharing club news to the public.
- **Complete the checklist** on members activities for the year for the completion of project, provided to Regional staff at Achievement Day

Club Administrator

- **Assist the club treasurer** to manage the club's finances.
- **Coordinate the club's participation in Provincial 4-H Fundraiser** (October)
- **Coordinate** (or delegate) **other club fundraisers** (if any).
- **Collect membership forms and club fees** at the start of the year, and then sending copies of forms to both your Regional 4-H Specialist and your club's project coordinator.

Club Project Leader:

- **Coordinate project leaders** - i.e. recruit leaders, provide information to leaders, get project books and score sheets to leaders, get member contact information to leaders, check in periodically to see how leader is doing, etc.

Club Events Leaders:

A volunteer is responsible to coordinate the following activities with the input and assistance of members, leaders and families.

- **Agriculture Awareness**
- **Community Project**
- **Communications (to be completed by March 31st)**

Regional Staff will act as a resource to assist the Communications Coordinator in the planning process and will attend (where possible). Prior to the event, they will provide the communication leader with blank score sheets. They will brief the other judges before, will act as one of the judges and will assist in facilitating judge's deliberations. They will bring seals and certificates and will provide verbal comments at the end of event to the members.

- **Achievement Day (to be completed by 2nd Last Saturday in July)**

Regional Staff will act as a resource to assist the Achievement Day Coordinator in the planning process and will attend (where possible). Prior to the event, they will provide the Achievement Day Leader with a list of registered members and projects. At Achievement Day, they will review the project work and ensure all requirements for completion have been met. Staff will bring Certificates and will provide verbal comments to the club at the event. Post Achievement Day, staff will provide the overall leader with an updated member completion list highlighting those who may still need to complete.

Other items to note:

- Clubs usually will meet once a month from fall to spring of each year. Each meeting usually will consist of the club executive conducting an official meeting which will be followed by some educational and/or fun activity.
- Clubs should actively recruit new members and leaders from their community
- Clubs will have an Executive made of members that include
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Club Reporter

The roles of the Executive are outlined in the Executive Handbooks distributed at the beginning of the 4-H year.

- Clubs are responsible to provide information and communication from the Region, Province and National Level to their members
- Each club is expected to have a minimum 2 voting participants on Regional Council. This is suggested to be 1 Leader and 1 Senior Member. It's important to note that there is no maximum number for participation, and all leaders and senior members are encouraged to attend regional meetings and participate in regional events.

Regional staff will act as a resource/point of contact to answer questions and assist clubs to be engaged and active.

Region

Regional Councils will:

***Have a Regional Executive that will consist of:**

President – Chairs the Regional meetings which take place approximately 5 times a year (September (AGM), November, January, March, & May) at a local venue. The president will attend the 4-H PEI AGM in February in Charlottetown for which they are responsible for writing a one page report about their Regional news from that year. The President will write a similar report for their Regional's AGM in the fall of each year. The chair will book meeting locations and dates, provide written meeting notifications to provincial staff 1 week before meeting to send out on email system via database (with RSVPs to chair). Will vote only in the event of a tie.

Vice President – Attends their regular Regional meetings and will chair meeting in absence of President

Secretary – Attends their regular Regional meetings. They are responsible for recording any important information discussed at the regular meetings and their Regional's AGM and then sharing those meeting minutes via email with the rest of the Regional council. They are also responsible for sending, receiving, and saving correspondence for the region (sometimes with the help of the 4-H specialist). If provided to provincial staff 5 business days before meeting, staff can photocopy material and bring to meeting

Treasurer – Attends their regular regional meetings. They are responsible for recording income and expenses of the region and submitting this information at the regional meetings. Also responsible for doing the banking for the region and paying bills, invoices, etc. The treasurer also prepares the financial report for the region AGM in the fall with the help of a volunteer auditor. If provided to regional staff 5 business days before meeting, staff can photocopy material and bring to meeting

***Hold 4 meetings/year + AGM**

It is recommended that Regional Meetings be kept to 1-1.5 hours in length. If events need to be planned, this could be done as a sub-committee following the business meeting.

Regional Staff Role at Regional Meetings: Staff will attend Regional meetings (when possible). If attending in person is not possible, they may choose to attend by phone. Staff is in attendance to act in an advisory role and to provide updates and information on provincial happenings. Staff will not be responsible for the execution of the meeting (see executive roles) or planning for food/additional activities associated with regional meetings.

***Act as an intermediary between the club and the province to have a strong flow of information in both directions.**

*** Host a Regional Communications Competition (completed by April 30th)**

Region Responsibilities: Book location, book required judges, provide Emcee (who is responsible to create the script), set up and clean up of facility, and provide refreshments to attendees

Regional Staff Role for Regional Communications: To complete score cards based on information provided from Club Communication Leaders, to prepare the agenda and order of go, to attend (where possible, if not possible a Regional Representative that has been briefed by the staff member may be scheduled to attend), to brief judges on their roles and answer their questions, to provide certificates, seals, prize money and trophies..

***Regions will provide 2 representatives to the Provincial Board of Directors and 2 representatives to each of the standing committees (Home Ec, Agriculture, STEM) (additional information on these roles in Provincial Section)**

***Host additional Social or Networking Opportunities for Members & Leaders**

These additional events are at the discretion of the Region and are to be organized and executed by volunteers within the region. Staff may assist with the administration tasks of registration and collection of funds if needed.

Regions may identify up to 2 events (1 member and 1 leader based) that they would prioritize and request additional regional staff time and assistance to coordinate. This request is to be made to the Administrative Director in writing on or before October 15th and include:

- an outline of the event/activity*
- an outline of the expectations of staff involvement*
- an outline of regional council committee involvement.*

Applications will be reviewed by the AD and a work plan developed to best support the event/activity.

***Regional Exhibition (namely Prince County, L'Exposition agricole et le Festival acadien de la région Évangéline, Crapaud, Dundas, Eastern Kings)**

Regional Council Role: to communicate with the local fair on space, time, scheduling, etc., to arrange for volunteers to clerk each competition, to arrange for judges in each of the divisions, to assist with the set up and take down of life skills project display, to ensure that the code of conduct is followed. Suggested that each region appoint a representative to attend their Fair boards meeting to provide input on the 4-H involvement at the Fair and that a sub-committee be established to be the key lead for their regional exhibition.

Regional Staff Role: to assist in the preparation and execution of each regional fair.

Please note: Regional Staff Role is to provide support and information to the Executive and membership of the Regional Council. They are not expected nor should they be asked to do the work of the Regional Council.

Provincial

The following areas will be managed and executed by PEI 4-H:

- Provincial Communications
- Provincial Exhibition (Old Home Week) & Rural Youth Fair
- Scholarships & Travel
- Provincial AGM
- Project Development
- Leader Development & Recruitment
- Member Development & Recruitment
- Executive Training
- Provincial Wide Projects – Real Skills, Veterinarian, Bio-Futures
- Future Program Development & Strategic plan of Organization

Board of Directors (2 Regional Representatives from each region, 1 YAC (voting), 1 Senior Member(ex officio) and up to 2 Members at Large)

The role of board members is to:

Attend 4-H PEI Board of Director meetings act which are every second month. Board of Director meetings usually alternate between Kensington/Summerside or Charlottetown locations.

- Regional representatives attend their regular regional meetings and act as a liaison between their regional council and the Board.
- Work together to write a brief report for their Region's AGM that outlines any major decisions that were made by the BOD that year.
- To make decisions on policies that affect all 4-H clubs in PEI
- To represent PEI 4-H at official functions as required
- To promote and explain the work of the PEI 4-H Council at every opportunity
- To attend provincial activities wherever possible

Standing Committees

Up to 11 members – 2 representative/region, up to 3 more representatives based on knowledge & expertise needed, Board of Directors Rep (Chair), Staff member (ex-officio)

Agriculture

Attends their regular regional meetings. Each year the representative must also attend three to four 4-H PEI Agriculture Committee meetings in Charlottetown. It is the responsibility of Agriculture Committee representative to act as a liaison between their regional council and the Agriculture Committee.

- The Agriculture Committee role is to make recommendations to the Board of Directors on policies, rules, and project changes for all of the 4-H PEI agricultural projects and programs. The chair of the Agriculture Committee will write a brief report for the regional representatives to present at Regional AGM that outlines any major decisions that were made by the committee that year.

Home Economics

Attends their regular regional meetings. Each year the representative must also attend three to four 4-H PEI Home Ec Committee meetings in Charlottetown. It is the responsibility of Home Ec Committee representative to act as a liaison between their regional council and the Home Ec Committee.

- The Home Ec Committee role is to make recommendations to the Board of Directors on policies, rules, and project changes for all of the 4-H PEI home economy projects and programs. The chair of the Home Ec Committee will write a brief report for the regional representatives to present at Regional AGM that outlines any major decisions that were made by the committee that year.

Science Technology Engineering Math (STEM)

- Attends their regular regional meetings. Each year the representative must also attend three to four 4-H PEI STEM Committee meetings in Charlottetown. It is the responsibility of STEM Committee representative to act as a liaison between their regional council and the STEM Committee.
- The STEM Committee role is to make recommendations to the Board of Directors on policies, rules, and project changes for all of the 4-H PEI STEM based projects and programs. The chair of the STEM Committee will write a brief report for the regional representatives to present at Regional AGM that outlines any major decisions that were made by the committee that year.

PEI 4-H Trust

- The Trust was established by the PEI 4-H Council in 1987 with the specific purpose of funding activities for 4-H members outside of the regular Club realm including travel, skill-development and personal- development opportunities.
- Trust is made up of:
 - 2 4-H PEI Voting Delegate Representatives
 - 2 Business Community Representatives
 - 1 Member at Large
 - 1 Board of Directors Representative
 - 1 4-H Staff Representative

Member Advisory Committee (MAC)

- The Member Advisory Committee was established to engage senior members and offer them the opportunity to engage Senior members as leaders in a conversation with membership regarding 4-H PEI projects policies and programs
- MAC is made up of:
 - Three Regional representatives who act as Co-Chairs, appointed to a two-year term.
 - Western
 - Central
 - Eastern
 - One Senior Member representative per 4-H PEI club, elected to a one-year, one-time only renewable term
(Intermediate member permitted to put their name forward if no Senior Member interested or eligible)
 - 4-H PEI's representative on the Youth Advisory Committee (ex-officio)
 - Three Regional Mentor representatives, appointed to a three-year term (ex-officio)
 - 4-H PEI Administrative Director (ex-officio)

Members & Leaders should be respectful of staff when making contact via phone, text or other means that it is completed during work time. It should be noted that staff utilize their personal cell phones and should not have to turn off their devices outside of their typical work hours.

PEI 4-H Council Inc. Staff Roles & Responsibilities

Staff

4-H PEI currently operates with 5 full time equivalent staff.

1 - Administrative Director

1 - Office & Communications Coordinator

3 - Regional Staff

Defined Roles of each position

Administrative Director

This position is responsible for PEI 4-H's consistent achievement of its mission and organizational objectives through leading and managing overall operations. The Administrative Director's major mandate is to ensure that PEI 4-H has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress on its goals. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff and resources. This position will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

The Administrative Director reports to and is accountable to the PEI 4-H Board of Directors. The Administrative Director serves as a resource in the development of Council policy and ensures the implementation of policies. This position is responsible for the PEI 4-H Office management, government and stakeholder relations, and member relations.

Regional Staff

These positions hold Regional and Provincial Responsibilities. Defined as **60% Regional, 40% Provincial** (subject to change at discretion of the AD). Specific roles and responsibilities for club and regional activities are included in those designated sections. Regional staff will work with flexibility understanding that their roles may change dependent on the needs of their regions and clubs.

GENERAL ACCOUNTABILITY

Reporting to the Administrative Director, this position is primarily responsible for working with 4-H clubs (particularly the Overall Leaders) and Regional Councils to provide advice, assistance and information. The 4-H Specialist facilitates the communication of information, resources, core regional activities, concerns and other issues between the Provincial Office, the Regional Councils and Clubs.

SPECIFIC ACCOUNTABILITY

1. Primary Contact for Regions

- a) Establish and maintain a strong working relationship with 4-H clubs and the Regional Council in order to identify needs and to offer and provide resources, support and assistance;
- b) Assist with organization of new clubs and the reorganization of existing local 4-H clubs, familiarizing members and leaders with all aspects of the 4-H program;
- c) Support 4-H club leaders in conducting various aspects of the 4-H program (e.g. Skill projects, Communication projects, Community and Agriculture awareness projects, Achievement Days, etc.);
- d) Facilitate planning and implementation of Regional 4-H Council Programs (i.e. Executive Training, Communications, and training workshops);
- e) Serve as a Judge at 4-H activities, including Club Communication events & Club Achievement Days

2. Members and Volunteers

Assist clubs in the recruitment, retention and training of volunteers and new members:

- a) promote 4-H club membership and participation;
- b) Promote participation in the 4-H program locally through: networking, personal contact, speaker engagements and other means as available;
- c) Support volunteer leaders with the training of adult and youth club leaders;
- d) Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records and preparing reports as directed by Administrative Director;
- e) Monitor engagement of members and assess reasons for non-engagement and attrition;
- f) Jointly identify 4-H media and marketing opportunities (i.e. print, radio, etc.);

3. Communication

Ensure professional and informative communication with members, committees, volunteers and staff:

- a) Serve as the primary 4H office contact for the regions (e.g. members, potential members, volunteers, leaders);
- b) Identify emerging issues at the local level with input from volunteers and members and support volunteers in the identified actions leading to resolution;
- c) Provide regional council and clubs with information about provincial opportunities and issues and encourage regions and clubs to participate or provide input;

- d) Maintain communications with other 4-H staff in order to be current and to keep them informed of district concerns, successes, opportunities and issues;
- e) Write and solicit materials for newsletters, mailings and electronic media including dates, deadlines and upcoming events (vetted through Administrative Director);

4. Programming

Ensure effective and efficient regional, provincial and national programming through involvement in opportunities and assignments:

- a) Assist in creating and exploring educational opportunities to update program and field trip commentary;
- b) Assist in the coordination of curriculum;
- c) Support new partnerships internally and externally to provide enhancements and new educational opportunities;
- d) Monitor and evaluate projects and programs in collaboration with other relevant 4-H committees and staff members;
- e) Implement orientation and program related training for leaders;
- f) Utilize volunteers to initiate and plan youth leadership opportunities;

5. Database and Website

Assist with the development and maintenance of the 4-H database and website:

- a) Receive and solicit data from clubs, capturing relevant membership data for inclusion in the 4-H database;
- b) Respond to queries and requests regarding database information as needed;
- c) Contribute to implementation of social media strategy as needed

Office & Communications Coordinator

This position provides administrative and communications support to the PEI Provincial 4-H Council staff and stakeholders in its pursuit of successful and sustainable 4-H initiatives across the Island. Reports to Administrative Director

Responsibilities:

- Provides excellent customer service addressing in-person, telephone, email, and online inquiries.
- Assists 4-H provincial staff in clerical and administrative aspects of 4-H programming including: requests concerning resource materials, processing registration forms and fees, updating membership database, ordering of merchandise, post-event reporting, etc.
- Oversees all clerical aspects of the Annual Provincial Fundraiser, interacting with club volunteers and suppliers, receiving orders, tracking and placing sales orders, verifying order deliveries, preparing financial summaries, etc.
- Assists 4-H staff in execution of annual reorganization and provincial events held throughout the year.
- Oversees layout and assists in creation of content for provincial website and social media platforms, as directed.

- Designs layout and edits electronic and print newsletter and other communication tools under the direction of the Administrative Director. This includes, but not limited to provincial, regional or club needs for promotional support pieces.
- Completes day-to-day financial transactions (including bank deposits) and interacts with staff, Treasurer, bookkeeping service and auditors to ensure accurate reporting.

Staff will each take a role in various provincial standing committees or provincial activities. These include but are not limited to:

Standing Committees:

- Agriculture
- Home Economics
- STEM
- Member Advisory Committee (MAC)
- Rural Youth Fair
- 4-H Trust

On Standing Committees, staff will participate in meetings as ex-officio and will record and circulate the minutes. It will be the responsibility of the chair to organize meetings and set the agenda.

Events / Activities:

- AGM
- Annual Awards
- Travel & Scholarship
- Old Home Week & Drop In Centre
- Spring projects (Vet, BioFutures, Real Skills)
- Executive Training
- Provincial Fundraiser
- Leader Appreciation
- Easter Beef
- EastGen
- Royal Beef Team
- Royal Dairy Team