

4-H (Ad Hoc) Committee

Terms of Reference (TOR)



Name of Committee:

General Purpose:

To organize/operate _____ (event name)
on behalf of the _____ 4-H Regional Council ("the Council").

Committee Composition:

Membership - list with consideration to the following, plus any additional points specific to this committee:

- How are the committee members elected, appointed, etc., and how often?
- What are the terms of the members?
- Roles and responsibilities of each committee position (briefly outline)
- Size of committee

Voting Privileges

Quorum and Voting

- The officers shall be *Chairman, Vice-Chairman and Recording Secretary*.

Officers' Responsibilities

Committee Chairperson

- Becomes familiar with the Terms of Reference and committee's mandate as outlined by the Council
- Recruits an appropriate number of committee members to carry out the mandate
- Orients members to the committee's mandate and position in the organization
- Calls committee meetings and develops agendas with the input of the members
- Chairs committee meetings
- Encourages members to participate
- Keeps discussion on topic by summarizing issues
- Guides the committee through its meetings to fulfill the committee's purpose
- Recognizes each member's contribution to the committee's work
- Requests assistance for appropriate tasks from individual committee members
- Knows staff members' role on the committees and ensures that they have an opportunity to provide input prior to recommendations sent to the Council
- Plans and evaluates the committee's work with the help of the members
- Ensures meeting minutes and other relevant information are recorded and filed with the Secretary of the Council
- Reports the committee's progress to the Liaison (if the Liaison was unable to attend the meetings)
- Co-presents, with the Liaison, the event budget to the Council

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Liaison

- Provides communication, both directions, between the Council & committee
 - Provides committee progress reports and updates at each Council Meeting
 - If unable to attend the Council meeting, a written report will be provided to the Council
 - If unavailable to attend a committee meeting, Liaison may appoint another director to attend, or will communicate with the committee chair to obtain an update
- Co-presents, with the Committee Chairperson, the event budget to the Council

Other Committee Positions and Responsibilities (list positions and briefly outline responsibilities)

- Secretary, etc.

Remuneration: (be specific)

All persons working on the _____ committee shall be volunteers who will not receive funds for personal expenses for travel and meals to attend meetings, or an honorarium for serving on the committee.

Meetings:

Regular meetings will be held: _____ in person _____ by conference call _____ other

Define method, quantity and approximate times of year.

Program Plan:

Provide a Program Plan annually to the Council

Funding

- Approve event budget prior to presentation to the Council
- Understand where funding comes from for this committee's event
- Ensure funds approved in the budget are available for the event/operation etc.
- Ensure two (2) Signing Authorities from the Council will be available when needed prior or during the event
- Receive and date stamp all bills or invoices applicable to this event within _____ days of original issuance of the invoice, for approval
- Forward approved invoices for payment by the 4-H Regional Council within ___ days of receiving the invoice

Committee Activities (identify those specific to this committee)

- Shows
- Programs
- Development and training opportunities for members and leaders

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Subcommittees (list and briefly outline responsibilities)

- Are any subcommittees required?

Committee Responsibilities:

- Ensures *event, activity, operations reduce risk by completing the appropriate facility assessment, event assessment, etc.*
- Provides recommendations from the committee for event or task preparation
- Reviews the Terms of Reference annually by _____ (date)
- Understands that all members of the committee must be members of the _____ in accordance to the constitution of the _____ 4-H Regional Council.
- Provides membership contact information (*name, address, etc.*) and any applicable dues to the recording secretary. Dues will be forwarded to the Treasurer of the 4-H Regional Council for deposit into the General Revenue bank account of the _____ 4-H Regional Council.
- Uses a provided template to present a budget to the Council by _____ (date) each year
- Understands that any items over the approved budget require Council approval prior to any further action or commitments made
- Reviews and approves each invoice related to the event. Forwards to the Treasurer of the Council for payment within _____ days of receiving the invoice.
- Provides the Council with suggestions for improvements to the _____ (*event's wish list*)
- Provides a written report to the Council _____ days prior the AGM, so that it is included in the AGM document package
- Participates in the Council's annual program and event planning
- Reviews the Committee's monthly financial report from the Council and notifies the Council of any concerns
- Reviews the Terms of Reference annually by _____ (date)

Other Responsibilities: (*additional to those listed above*)

Date Created: _____

Date Reviewed: _____

Amendments to the Terms of Reference: