

Chapter 6

Parent-Volunteer Association



Overview of County Parent-Volunteer Association/Council

In chapter 3 of **4-H Century III, A Leadership Model for a Thriving 4-H Program**, a county leadership management model is described. All counties are expected to establish and maintain some form of an organization for parents and volunteers.



PVA/Leaders Council is an organized body of parents and volunteers who provide program leadership at the county level. This organization may be called an association, organization or council. The PVA is a good means for assisting local parents and volunteers in getting acquainted, sharing ideas and providing ownership. In cooperation with the County Extension office, the objectives of the organization are to:

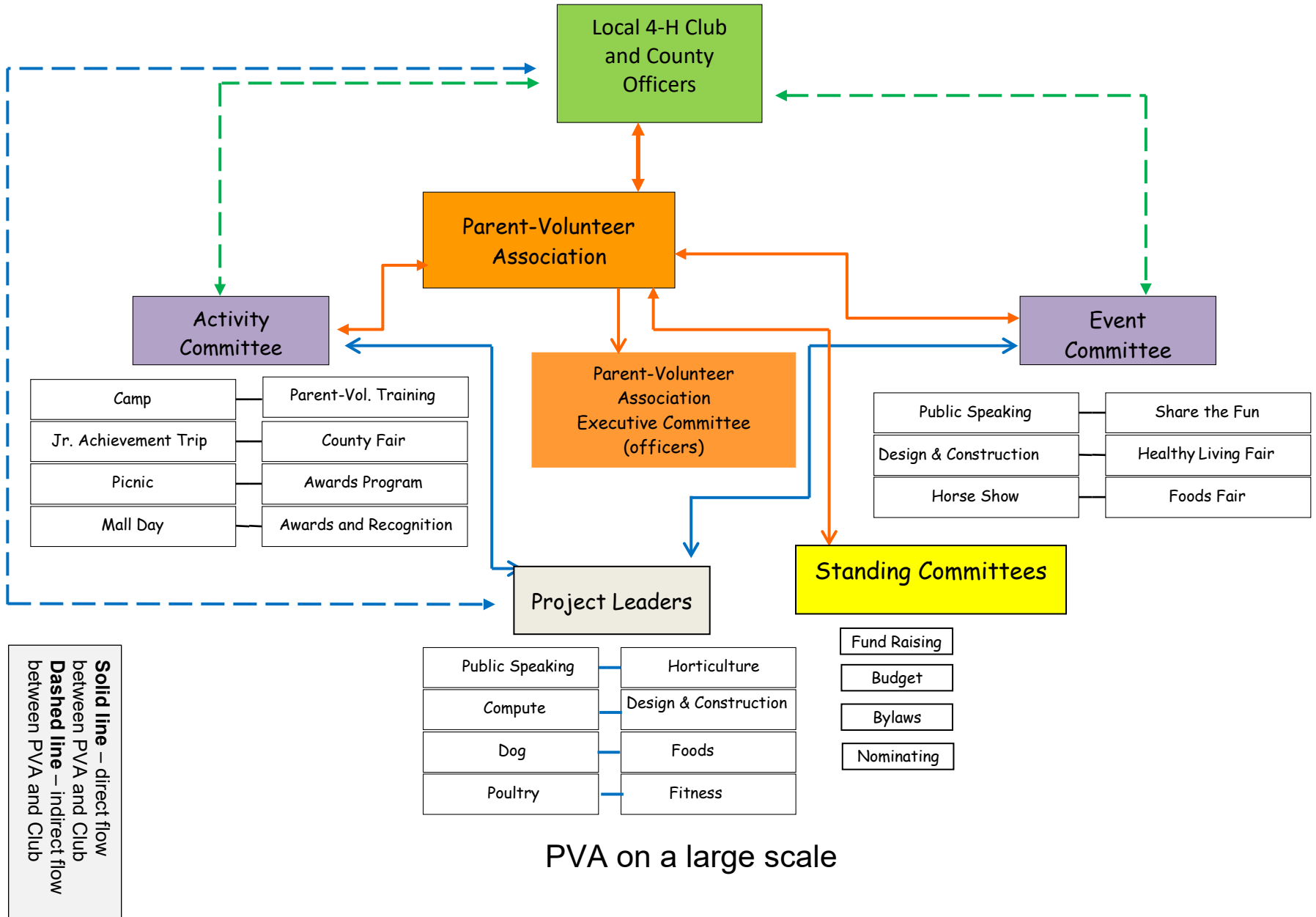


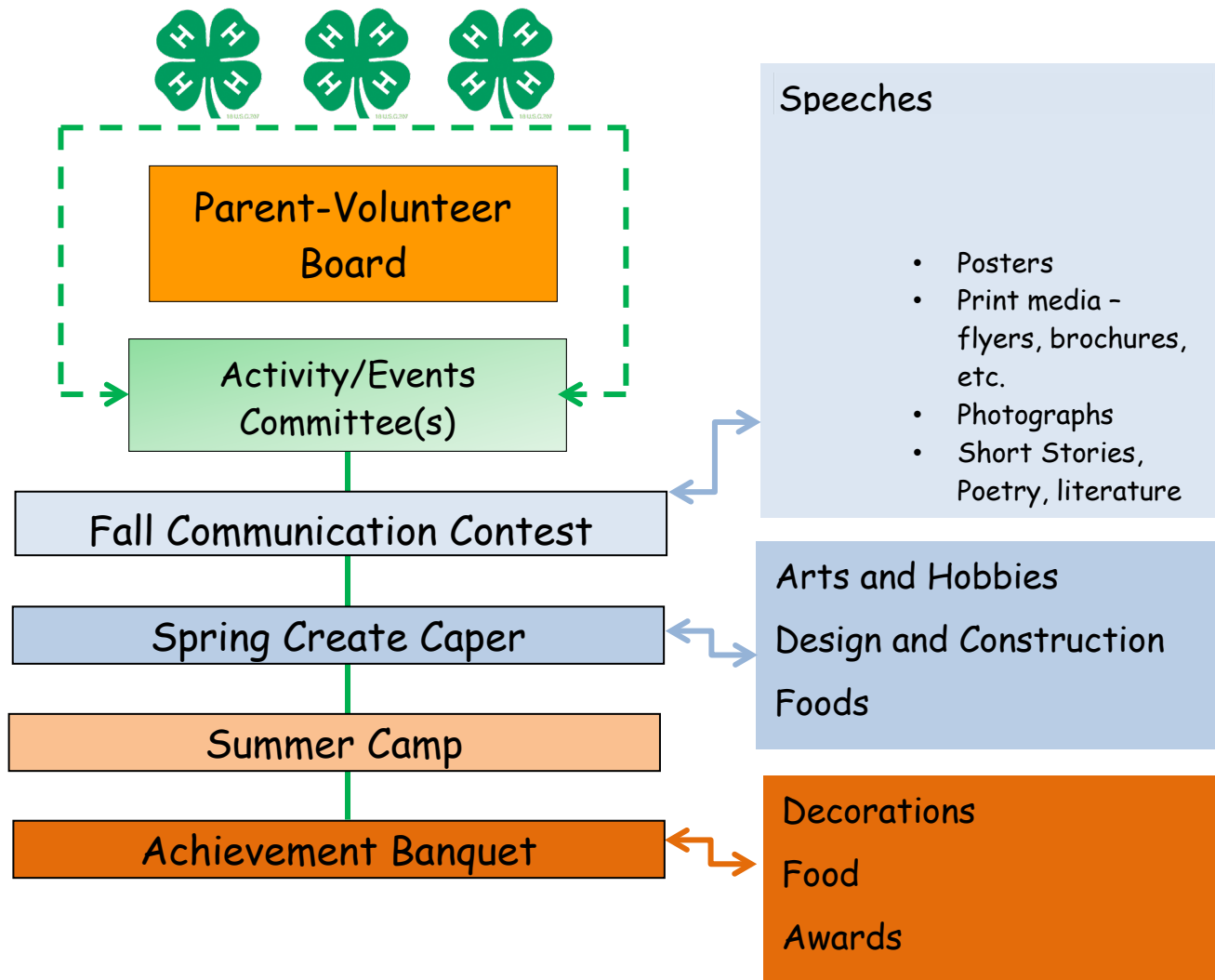
- Support the mission and objectives of the 4-H Youth Development effort.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.
- Aid in the physical, mental and the social development of 4-H members through clubs, programming, activities, and events.
- Encourage and support Youth-Adult Partnerships in the planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the PVA.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit and train volunteers for local and county volunteer responsibilities.

The flowcharts on the next two pages illustrate that the county structure is dependent on a healthy and active 4-H club(s). The solid lines indicate a direct flow and the dashed lines an indirect flow. This is another reason why such great importance is placed on involving parents in many roles in the local club and certifying a greater number of volunteers at the local level.

Establishing and maintaining an effective local club leadership structure translates into a stronger and more effective county leadership structure. Thus, reinforcing the need for investing quality time and resources in training and counseling new clubs, families, parents, volunteers, and leadership teams at the local club level.

As an “educator” and “manager” you will spend the largest percentage of your time educating/training and advising teams of volunteers who have assumed responsibility and ownership in *their* 4-H program. It will be your responsibility as an advisor, to see that their decisions follow the philosophies and guiding principles of the 4-H program as they plan, implement and evaluate *educational* programs/activities/events. When their plans stray from the 4-H Youth Development mission and philosophies or established rules/protocol then you will be responsible for re-focusing them and possibly re-introducing information which will keep their programming efforts focused on our purpose.





In the off semester the project leaders help youth prepare projects for the event the following semester.

PVA on a smaller scale

The PVA organization should have a set of by-laws (Appendix 4) which will state a standard meeting time/day/schedule, location and the number of meetings each year. The location may vary if the association chooses to hold meetings in several locations around the county to help accommodate volunteer schedules and travel. With technology some meetings could even be conducted through webinars, conference calls and other electronic methods. Interpersonal contact is essential to building relationships, value should be placed on having face-to-face meetings. Meetings need to accommodate and encourage participation of working families and volunteers. The PVA could meet 4-12 times each year as a decision of the body. The meeting purposes are to:

- Provide updates to club leaders, parents, and volunteers.
- Conduct county business, and present committee work.
- Provide an opportunity for parents and volunteers to share successes and concerns with the staff,

This organization should mirror and exemplify the expectation of a model 4-H club. The group should be led by a set of officer/leadership team and practice appropriate parliamentary procedure. The county educator will function as an advisor – working in cooperation with the executive body (officers/leadership team) to prepare the agenda, coordinate committees and insure that the organization functions within the guiding principles of positive youth development, reflects the understanding and use of 4-H models (life skills, experiential learning, 8-essential elements, recognition, etc.) and any rules set forth by OSU/OCES/4-H.

Tips for Effective Meetings

Consider the following practices for more effective meetings and instilling ownership.

1. Executive Board (officers) meets two weeks in advance with the Extension educator to discuss and prepare the agenda.
2. The Vice President should follow-up with any committee chairs prior to the executive meeting to see if there is anything to report. If there is action to report, the committee is added to the agenda. Remind the chair someone needs to be at the business meeting to report on behalf of the committee.

If there is nothing to report, the committee is not placed on the agenda. Only those committees ready to report are called on at the meeting.

Vice President should ask committee chairs to have 2 copies of their committee report prepared or send electronic copy. One copy is presented to the secretary and the second to the Extension educator.

3. Establish and approve standing rules. Standing rules/House rules make for more efficient meetings and curb the controversy that sometimes occurs without them.

The standing rules can include:

- a. The preparation and use of the agenda.
- b. Have a deadline for committee reports and for volunteers, club leaders and/or parents to submit items for consideration on the agenda. The standing rules need to be on the agenda at every meeting.
- c. Only items on the agenda can be discussed, all other items brought up at the meeting will be taken under advisement for the next meeting.
4. Make the agenda public record and accessible to families, parents, volunteers, and leaders. This allows people to know when something of interest will be discussed or presented.
5. Follow a standard agenda as noted on the next page. Stick to the agenda and do not deviate. (Keep committee reports under committee reports and not under new business.)

To expedite the presentation of reports, chairpersons should sit in the front so that

they don't waste time moving to the front to share the reports. Use parliamentary rules of order for presenting and accepting minutes of committee meeting (i.e., the individual making the committee report moves that it be accepted. No second is needed from the body.)

If you have a committee that is researching a project and that committee is supposed to give a recommendation to the membership in its report, phrase the recommendation as a "motion", not a recommendation. The motion should come at the end of the report, and the reporting member of the committee (usually the chairman), states: "By direction of the committee, I move that" A motion coming from a committee does not need a second because at least one other committee member has agreed that it should be discussed. This cuts out a step. If a committee makes a recommendation, someone still must make a motion to accept the committee's recommendation under unfinished business.

New and unfinished business should be items presented in the form of a motion that need to be discussed and voted on by the group. This is not a time to do committee work or make announcements.

Print announcements on the agenda. Ask if there are any questions or clarifications needed. Don't waste time readying the announcements.

6. Follow parliamentary procedure in making a motion – make the motion and gain a second. The motion allows the body to discuss the item prior to a vote. See "Making a Motion" in Appendix 5.

No discussion occurs prior to the motion. If a motion isn't seconded, it isn't discussed.

A motion does not mean a person agrees or disagrees with the statement; it only means that it is OK to discuss it. A "second" means another person is in favor of discussing the idea.

Presidents who know the rules know how to keep discussion moving and when to take a vote without someone having to "call for the question".

7. A time waster is ill-conceived motions. Officers and members should be provided with paper and pencil to write out a clearly thought out motion. This saves time because the motion doesn't have to be amended to make it clear; or it doesn't have to be withdrawn and then start again.

A well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. Then the discussion begins.

Sample Agenda

1. Call to Order
2. Minutes and Correspondence
3. Treasurers' Report/Foundation Update
4. Committee Reports
5. Unfinished Business
6. New Business
7. Sharing Time – Club successes
8. Announcements
9. Adjournment of Business Meeting

Appendix 1

4-H Club Management

The latest versions of “**On TRAC**” Forms, PPT and lesson guide are on line at <https://4h.okstate.edu/educators/club-management/>.

4-H Name and Emblem

- 4-H Name and Emblem User Guide 2014.pdf
- 4-H Name and Emblem Policy Guide 4-H Professionals 2014.pdf
- 4-H Charter Factsheet.pdf

USDA National 4-H Headquarters Resources

4-H and Positive Youth Development - <https://nifa.usda.gov/program/4-h-positive-youth-development>.

4-H National Headquarters - <https://www.nifa.usda.gov/grants/programs/4-h-positive-youth-development/4-h-national-headquarters>.

Down load and insert the 4-H Club Financial Guide and Treasurer's Records Lit No. 4H.CLUB.303 in this appendix
<https://4h.okstate.edu/volunteers/leadership/>.

Example

20 - Yearly Local Club Programming Guide County 4-H

Month	County Activity/Event	Suggested Programs or Activities
August	* New Club Leader Training Pork Quality Assurance Training	<i>Local Club Lesson Plan:</i> How to Plan a 4-H Live Action Booth for Fun Fest, County Fair and Healthy Living Fair Fun Fest Preparation <i>Local Club Lesson Plan:</i> What is Share the Fun & How to Prepare
September	County and State Fairs	New 4-H Family Orientation (video "So You're a 4-H Parent") Enrollment
October	Fun Fest * Keeping Records of Project Work – 101 Workshop * Parent-Volunteer Continuing Education	<i>Local Club Lesson Plan:</i> Planning Your 4-H Project Work – "Getting the Most from 4-H" Basic Record Keeping Guest Speaker in preparation for December Service Projects.
November	Share the Fun Parent-Volunteer Association * New Volunteer Orientation and Enrollment	<i>Local Club Lesson Plan:</i> What is the Healthy Living Fair and How to Prepare <i>Local Club Lesson Plans:</i> Meal Planning (Party Planning), Newsletter, Production Team (producing a video, slide show, power point)
December		<i>Local Club Lesson Plan:</i> What is the Communication Event and How to Prepare <i>Local Club Lesson Plan:</i> Preparing My 4-H Presentation Ronald McDonald House – <i>How 4-H is Making a Difference (video "Kids Helping Kids Campaign")</i>
January	Healthy Living Fair Pork Quality Assurance Training * Parent-Volunteer Continuing Education	<i>Local Club Lesson Plan:</i> What is Design and Construction and How to Prepare Practice 4-H Talks and Demonstrations for Communications Event

February	Communication Event Parent-Volunteer Association * New Volunteer Orientation and Enrollment	How to fill out the 4-H Medal Form
March	County and State Spring Livestock Shows	
April	Design and Construction Event Jr. Record Books Due On Trac Planning Session Jr. Achievement CB Celebration Sr. Record Books Due * Parent-Volunteer Continuing Education	Record Keeping Update
May	Medal Forms Due	Work on Club Scrapbook and end of the year report.
June	Camp Registration Due Parent-Volunteer Association * Parent-Volunteer Continuing Education	Preparing for the County Fair
July	Camp	
August	Awards and Recognition Program County Fair Horse Show Parent-Volunteer Association * New Organizational Leader Continuing Education	

Monthly 4-H Meeting Planning Guide

Club Name

Month

Meeting Date and Time:

Meeting Place

Recreation:

Refreshments – Family(s) Responsible:

Educational Program or Activity:

Program Objectives (what members will learn):

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Teaching Method (video, lecture, field trip, hands-on, props, etc.):

Program Presenter:

Person Responsible for Program Contact:

County Event Preparation/Lesson:

(Could include Activity/Event preparation at the local, county, district or state levels.)

Program Presenter:

Club Community Service Project:

Committee Coordinator:

4-H Presentation(s) by 4-H members (talk, demonstration, display, etc.)

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Scrapbook Page(s)/Monthly Report/Activity Report

Person(s) responsible for completing:

Other Activities (fun activities, etc.):

Person(s) responsible for completing

Respectfully Submitted:

(Signatures of Planning Team)

A copy of these by-laws can be downloaded at <https://4h.okstate.edu/educators/club-management/>.

**Oklahoma Cooperative Extension Service
4-H Youth Development Program**

County

CLUB BY-LAWS

ARTICLE 1 - NAME

The name of this 4-H club is " Club."

ARTICLE 2 - CLUB OBJECTIVE

(What is the reason for the group's existence? The statement should be general in its application since it sets boundaries within which business can be introduced at meetings. State it in a single sentence. If the sentence is long, set each thought off with semicolons or as bullets.)

Example Objective for a Community Club:

The purpose of this club will be to provide a safe and healthy cooperative hands-on educational environment which encourages responsibility for the equal training of the Head, Heart, Hands and Health of our membership and their families.

Example Objective for a Project Club:

The purpose of this project club will be to provide our membership with a safe and healthy well-rounded 4-H experience with cooperative hands-on educational experiences related to the study and training of Dogs.

ARTICLE III - CLUB CHARTER

Section 1. Maintaining Charter

To maintain our "Chartered" status as a 4-H club we will work to:

1. Submit annual set of *monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions. Complete 2/3rds of plans submitted.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete and file the **Annual Club End-of-Year Evaluation** and any other county requirement (E-scrapbook/Scrapbook/Officer books/etc.) illustrating club activities with county Extension office.
4. At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team. A copy of the minutes is to be filed with county office and place in the club file.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained.
6. Have a team of local parent(s)/volunteer(s) attending **all** Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at **all** county Parent-Volunteer Association meetings by parent(s)/volunteer(s).

ARTICLE IV - MEMBERSHIP

Section 1: 4-H Membership

Membership shall include youth 8 -19 years old irrespective of race, color, national origin, gender identity/expression, religion, ethnicity, age or disability who have completed their annual enrollment in County 4-H.

Section 2: Dues

There will be no annual dues, but the club does expect members to make a reasonable effort to participate in fund raising activities which will benefit the club and its membership.

Section 3: Active Membership

- A. Annually members are expected to participate in 2/3rds of the regularly scheduled club meetings and at least one club service project.
- B. Members will participate in committee work, project meetings and club activities.
- C. Members follow through with a minimum of one 4-H Project area each year.
- D. Members participate in county activities and events.

ARTICLE V - OFFICERS

Section 1: Offices

Elected officers shall consist of President, Vice-President, Secretary, Treasurer, Recreation Leader and Reporter.

Section 2: Qualifications

- A. Must be enrolled as an active member.
- B. Must have been an active club member for a minimum of one year.
- C. Must be able to attend County Officer Training.

Section 3: Officer Duties

- A. Officers are expected to serve as positive role models for their peers. As such, adhering to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities. Officers will automatically forfeit their office if found in violation, following a review process.
- B. Officers must agree to attend officer meetings, regular business and committee meetings, follow through with projects, participate in club and county events as determined by the officer team, and to perform responsibilities as outlined for their office.
- C. Officers who miss more than two meetings or one required event, without notifying the club leader and president at least one week in advance with legitimate cause; or who fail to fulfill their commitments, agrees to set in review before the Executive Committee and Club Leader(s) to determine if they should continue in their office.

Duties include but are not limited to...

President:

- A. Coordinate club efforts necessary to maintain Charter 4-H Club status.
- B. Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
- C. Coordinate club efforts to plan, prepare and submit On TRAC Annual Monthly 4-H Meeting Planning Guides in cooperation with the club leader.
- D. Preside at all club and executive committee meetings, this includes the preparation of an agenda.
- E. Appoint committees.

- F. Attend to such duties as are necessary for the club.
- G. Annually make sure the completed Secretary's Book is turned into the county office.

Vice-President:

- A. Coordinate club committees and written progress reports of the committees.
- B. Perform all duties delegated by the president.
- C. Assist president on questions of Parliamentary Procedures.
- D. Serve in the absence of the president.
- E. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.

Secretary:

- A. Annually turn in a completed Secretary's Book to the county office.
- B. Record minutes of business and executive committee meetings.
- C. Distribute minutes to officers, members, and club leader(s) within two weeks of a meeting.
- D. Collect and maintain written committee reports for the club.
- E. Conduct official correspondence for the club.
- F. Perform duties delegated by the president.
- G. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.

Treasurer:

- A. Keep club informed of account balance and activity.
- B. Keep all financial records in accordance with OCES guidelines and procedures.
- C. Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. Chair the Club's Budget Committee.
- E. Submit receipts so bills are paid in a timely manner.
- F. Serve as a member of the Fund-Raising Committee.
- G. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.

Recreation Leader:

- A. Plan and conduct group recreation and/or singing at club meetings and activities.
- B. Coordinated refreshments for club meetings and activities.
- C. Promote 4-H enthusiasm.
- D. Chair the club's Annual Picnic committee.
- E. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.

Reporter:

- A. Work closely with media outlets within the community.
- B. Provide articles and information for the county newsletter, county 4-H web site, club social media page, and any other respected outlets.
- C. Maintain an electronic history (pictures, description and articles) of the club's accomplishments and activities.
- D. Work actively with 4-H reporters in the district and state to communicate the 4-H story.
- E. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.

Section 4: Nominations and Elections

- a. Applying for Office - Potential Candidates for office will complete and submit an application if they want to be considered for office. A Nominating Committee will review the applications and make sure the individuals meet the qualifications to serve as an officer.
- b. Nominations – All candidates who meet the qualifications will be placed in nomination for the office of their choice.
- c. Campaigning – Candidates may present a campaign speech no longer than one minute in length at the business meeting where elections are being conducted. Candidates must be present the day of the election.
- d. Balloting – Each member present may cast a ballot for the candidate of their choice. The candidate with a simple majority of votes will be declared the winner.
- e. Term of Office - An officer's term will be one year or until their successor is elected. An individual cannot succeed themselves in the same office.
- f. Vacancy of Office – In the event an officer resigns, or their position is forfeited due to a violation of rules or not doing their duties, the Executive Committee will appoint a replacement to fulfill the term of office. In the event the position of President is vacated the Vice President will assume the office of President.

ARTICLE VI - MEETINGS

Section 1. Meeting

- A. The 4-H Club will meet the fourth Thursday each month at 7 pm for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

Section 2. Quorum

Those members present at the scheduled time of the meeting shall constitute a quorum.

Section 3. Order of Business

- A. The order of business shall be as follows: call to order and 4-H Ritual; attendance, reading and approval of minutes, treasurer's report, report of executive committee, standing committees, special committees, unfinished business, new business, and announcements. An educational program and recreation will follow the business meeting.
- B. Robert's Rules of Order will be used to conduct business.
- C. The agenda will be available 1 week prior to the club meeting.
- D. Elected Officers are to conduct the business meetings. The club leader(s) is to function only as an advisor to the officer team.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees

Standing Committees shall consist of Membership, Budget, Oklahoma 4-H Week, Fund Raising, Recognition, Picnic, Community Service, Share the Fun, and County Fair.

Section 2. Executive Committees

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the Executive Committee.

Section 3. Committee Membership

Committees will be composed of youth and adult volunteers who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

Section 4. Committee Duties

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the club.
- B. Committees will work within the designated budget and defined parameter of their assignment.
- C. Committee meetings/work shall be done outside the designated time of monthly Business meeting.
- D. The committee chair shall file a written report of all meetings with the club Vice-President, Secretary and Leader.
- E. The committee will keep the executive committee informed and report to the Club.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1. Membership

- A. The Executive Committee shall consist of the club officers and club leader(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

Section 2. Duties

- A. Between regular business meetings the Executive Committee will address club business and needs and follow-up on committee work.
- B. They shall meet and plan the agenda for regularly scheduled club meetings and make the agenda available to membership 1 week prior to the meeting.
- C. The Executive Committee can call a special meeting of the membership in the event the club must take some form of action.

Section 3. Quorum

Half of the elected officers and the club leader constitute a quorum.

Section 4. Public Records

The secretary must keep a written record of all meetings and actions taken. The report will be shared with the club.

Section 5. Spending

The Executive Committee cannot spend money without the approval of the club membership.

ARTICLE IX - CLUB FUNDS

Section 1. Purpose

All club funds are for the purpose of providing educational opportunities for club membership and volunteers.

Section 2. Account

Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.

- A. Keep a set of records which can be compared to agency records/ledger.
- B. Request a copy of the ledger account prior to each meeting and report transactions to the body.

Section 3. Budget

- A. Annually a formal budget will be presented to and voted upon by the club membership.
- B. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H club.

Section 4. Fund Raising

A Fund-Raising committee will be responsible for developing opportunities and programs which will generate the revenue necessary to meet the club's needs. The recommendation(s) of the committee must be presented to and voted upon by the club membership.

Section 5. Dissolution of the Organization

In the event the club is disbanded or loses its Charter, all funds held in the club's name will become the property of the _____ County 4-H Program managed by the Oklahoma Cooperative Extension Service.

ARTICLE X - AMENDMENTS

Section 1. These By-laws may be amended or revised at any regular meeting of the club by a two-thirds (2/3) vote of those members present, provided that said amendment(s) shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Date Adopted

Revised