



Parent-Volunteer Association Board/Officer

Thank you for your time, talents and service.

Purpose

- Elected officers who facilitates Parent-Volunteer Association business meetings and assists in coordinating committees responsible for the planning, implementing and evaluating of county 4-H activities and events.
- PVA assists OCES in maintaining and enhancing the growth and development of the Oklahoma 4-H program.

Primary Responsibilities

- Help ensure the safety and well-being of club members and families.
- Encourage youth, families and volunteers to exemplify the 4-H name through positive behavior and actions.
- Evaluate programing and practice in respect to the Essential Elements of positive youth development – Belonging, Independence, Generosity and Mastery.
- Evaluate programming and practices with regards to three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
- Build relationships with local 4-H club/unit program.
- Assist in the identification, recruitment and training of volunteers: project, activity and teen leaders.
- Encourage and welcome the assistance, ideas, support and attendance of parents and volunteers in the Parent-Volunteer Association (PVA).
- Share decision-making and responsibilities with volunteers and youth through committees.
- Promote education, responsibility and personal growth of members through participation in county activities and events planned and conducted by the PVA.
- Stay current and familiar with present-day 4-H objectives, trends, programmatic changes and educational information available from the Cooperative Extension Service/4-H Youth Development.
- Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group's mood.
- *Have fun.*

Specific Duties

- Leadership
 - Develop an annual plan for the Parent-Volunteer Association.
 - Serve as a role model in executing the democratic process and parliamentary procedure, working cooperatively in groups, representing the interests of others, solving problems, and accepting responsibility.
 - Hold regular business meetings and officer meetings.
 - Organize and facilitate the work of committees.
 - Complete financial review of accounts and other required annual reports to the county office in a timely manner.
 - Maintain positive relationship through clear, frequent and timely communications with families, volunteers, county youth



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Benefits

- leadership team and extension office.
- Assure that all Clubs are represented at all county Parent-Volunteer Association meetings.
- Follow the “Behavioral Guidelines for Extension Educators and Volunteers” serving as a positive role model for youth.
- Immediately address and report any behavior that endangers a child or group of youth or negatively impacts the surroundings.
- In advance of a meeting/activity/event, re-familiarize yourself with policies related to first aid, emergency plans or any other risk management procedures of Oklahoma State University, OK 4-H Youth Development and the county 4-H program.
- Personal satisfaction of enabling youth and volunteers to learn and grow through membership in 4-H. Opportunity for increased responsibility, leadership and personal growth.

Qualifications

- Good organizational and communication skills.
- Ability to delegate tasks and responsibilities.
- Initiative to find and manage resources and materials.
- Ability and desire to work well with people - youth, families, volunteers and Extension Educators.
- Life-long learner
- Certified 4-H Volunteer in good standing, preferred but not required.
- Signed Volunteer Authorizations (“Behavioral Guidelines” for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.
- Dependable transportation, home telephone and Internet access are desired, but not required.

Training/Continuing Education

- Annually complete OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in Parent-Volunteer Training/continuing education opportunities.

Time Required

- Average of 8-12 hours per month, based upon:
 - Elected term in office: 1-2 year commitment.
 - Association meetings: 4-12 times per year; 1-3 hours per meeting
 - Committee meetings: 2-6 per year; 1-3 hours per meeting
 - Executive Board (officer) meeting: 4-12 per year; 1-2 hours per meeting
 - Attend county activities and events sponsored by the PVA.