

4H•VOL•310
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4-H Parliamentary Procedure - beginners



COMMITTEE WORK

Life Skills we learn in a 4-H meeting.

Cooperation— to work or act together for a common purpose or mutual benefit.

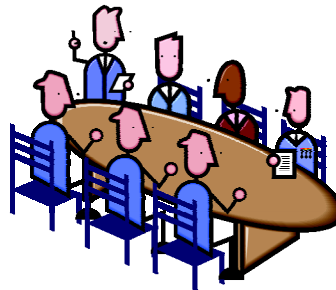
Contributions to Group Efforts— to give or supply along with others for a common purpose.

Managing Feelings — expressing one's feelings appropriately and in proportion to circumstance.

Critical Thinking— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

4-H committees are a training ground for developing potential leaders and getting everyone actively involved in a club.

Through these small teams, members practice and even master "quality" leadership skills while giving meaningful service to the club. These skills and experiences in turn make for better



What is a Committee?

elected leaders.

A committee is a group of people who have been given a responsibility to consider, investigate, take action on, or report on some matter.

This "group" of people "share" in the task. No one or two people do all of the work.

By using committees, members have ownership in the decisions of the club.

Types of Committees

There are several types of committees.

Standing committees are long term or have a job that may last for a full year.

Examples:

- Program Committee—speakers, workshops, etc.
- Finance Committee—budget and fundraising
- Recreation Committee—games, activities and snacks
- Membership Committee—recruit, orient and mentor new members
- Publicity Committee—promote

club activities and events in the community

Special committees are appointed by the president to study and recommend action in the best interest of the club. These committees are short term. An example might be a committee appointed to plan and prepare for:

- Parent-Volunteer Recognition Day
- Club Picnic
- T-shirt



Job of the Committee

Good committees equal well-organized business meetings.

The success of a committee depends on the work of each member. The work begins when the president/ chair appoints the committee and tells them of their duties.

Depending on the job and the length of time given for completion, the first committee meeting may be short to discuss the task and make specific assignments to individual committee members. Such assignments might include: gathering facts about the task, exploring different ways to solving a

problem, determining cost or brainstorming/planning with volunteers and club members.

At the second committee meeting, all facts and ideas will be brought together and discussed.

The committee will choose the best possible choice(s) to present to the club. Each choice will have an explanation/present the facts. The report will be in writing and presented to the secretary for the minutes. The committee may even choose to have a motion prepared to begin discussion by the club.



Effective committees equal efficient business meetings where “minutes” are kept and not lost.

Job of the Committee Member

DUTIES Tasks that a committee member must do for the committee to be successful	AUTHORITY Action the 4-H committee member may take without approval by someone else.	REPORTING Actions taken by the 4-H committee member need to be recorded. This column shows who should be informed.
1. Attend committee meetings.	You agreed to be on the committee.	Use agenda and write down your committee assignments. Transfer due dates to a personal calendar.
2. Participate in decision making process.	Give your opinion during the decision making process. Support committee decision.	Committee decisions should be written down for public record. Keep a copy of the minutes.
3. Complete duties assigned by committee chairperson.	Agree to follow through with assigned duty(s). Ask questions and gain skills so the duty can be completed.	Report committee work to committee chairperson and inform other committee members.
4. Help with the actual project or be at the activity.	Be an active and <i>contributing</i> committee member.	Submit copies of all records/agendas/letters/receipts/etc. for future planning efforts and reference.

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