

Grant-Adams Area 4-H Equine Council Leadership Team Application
 To be completed by all *potential* Equine leadership team volunteers

Name: _____

Mailing Address: _____
 (Street / City / Zip)

Phone: Day: () _____ Best time to call: _____
 Eve: () _____ Best time to call: _____

Email: _____

Which of the 4-H Equine Leadership team positions are of interest to you? Check all that apply.

Chairman____; V. Chairman____; Secretary____; Treasurer____; WG Project Coordinator____;
 Performance Coordinator____; Teen Representative____; Other sub-committee work: _____

Please check all of the WSU Extension programs you're interested in:

4-H Youth Development Program

- Club Leader
- Project Leader
- After School Programs
- Challenge
- School Enrichment
- Horse Council Leadership
- County Council Leadership
- Camp Committee
- Large Livestock Committee
- Small Livestock Committee
- Other (please specify)

4-H Project Areas of Interest

- Clothing & Textiles
- Environment
- Equine
- Expressive Arts
- Foods & Nutrition
- Large Animals
- Mechanical Sciences
- Plant Sciences
- Small Animals
- Social Sciences
- Technology
- Other (please specify)

Agricultural & Natural Resources Programs

- Master Gardeners
- Beach Watchers
- Livestock Advisors
- Other

Family & Community Development Programs

- Food \$ense
- Clothing & Textile Advisors
- Food Safety Advisors
- Other (please specify)

Age level(s) you prefer working with: 5-8 9-12 13-19 Adult

Specific skills and talents are sometimes needed to enhance the quality of our programs. Please check any skills you would be willing to contribute.

- | | | |
|---|--|---|
| <input type="checkbox"/> Audiovisual operations | <input type="checkbox"/> Web page design | <input type="checkbox"/> Nursing/First Aid |
| <input type="checkbox"/> Photography/videography | <input type="checkbox"/> Carpentry/woodworking | <input type="checkbox"/> Research, data collection, experimentation |
| <input type="checkbox"/> Graphic arts | <input type="checkbox"/> Clerical/office skills | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Grant writing/fundraising | <input type="checkbox"/> Food service | <input type="checkbox"/> Computer skills (list software) |
| <input type="checkbox"/> Public speaking, teaching | <input type="checkbox"/> Accounting, bookkeeping | |
| <input type="checkbox"/> Writing, editing newsletters | <input type="checkbox"/> Leadership/management | |
| <input type="checkbox"/> Public relations, marketing | <input type="checkbox"/> Facilitation | |

Other skills:

If you are able to communicate in a language other than English, please list:

What is your interest in serving on the 4-H Equine Leadership Team?

What specific skills will you bring to this position?

Briefly describe your definition of youth development.

How have your previous volunteer experiences prepared you for this leadership role?

Media Release

I understand that photos and video/audio recordings of me may be made during 4-H meetings, events and activities that maybe used in whole or in part by WSU Cooperative Extension to promote the 4-H Youth Development Program

Evaluations

I understand that youth and adult participants at 4-H meetings, events and activities may be asked to complete an evaluation. Completion of the evaluations is always optional.

Training

If accepted as a WSU Volunteer in the 4-H Youth Development Program, I agree to complete the basic orientation and training program required of all WSU Cooperative Extension 4-H Volunteers. In addition, I understand that additional training requirements may vary in each county and with specific volunteer positions.

Persons with a disability requiring special accommodation while participating in 4-H may call your local WSU Cooperative Extension office. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.

Cooperative Extension programs and policies are consistent with federal and state laws and regulations.

Grant-Adams Area 4-H Committee Job Description

Position Title: Grant-Adams Area 4-H Equine Leader Council President

Directly Responsible to: WSU Extension Youth Development Faculty

Purpose: To give direction and guidance to the educational phases of 4-H and to give leadership to the organizational functions of the Grant-Adams Area 4-H Equine program.

Benefits of the Position (to the volunteer): The volunteer in this position will gain leadership experience; be a partner with the WSU Extension personnel, and be viewed as a valuable community leader.

Major duties: Will include but not be limited to the following:

- Preside at 4-H Equine Council and executive board meetings
- Be an ex-officio member of all standing and appointed committees, except the nominating committee.
- Appoint all necessary committees.
- Preside at all regular of special meetings of the 4-H Equine Council and Executive Board.
- Plan the Equine Council and Executive Committee meetings and agendas in consultation with other officers and the WSU Extension faculty or program staff.
- Appoint ad hoc committees as needed, including, but not limited to bylaws and nominating.
- Assist in recruitment of volunteers to carry out the Equine Council activities and programs.
- Promote youth and adult participation in Equine Council activities.
- Serve as a spokesperson for the Equine Council.
 - Sign fairgrounds/facility contracts
- See that 4-H policies are followed and that long/short range plans are developed by Executive Committee working committees.

Skills needed/Qualifications:

- Willingness to accept beliefs and ways to work of the 4-H program.
- Be enrolled as an adult in the Grant-Adams Area 4-H program.
- Ability to conduct meetings, listen, understand and communicate.
- Ability to delegate, supervise work, and to gain respect and cooperation of others.
- Ability to analyze facts and build realistic plans.
- Ability to arbitrate problems.
- Elected member of Executive committee.
- Ability to follow through with commitments.

Term/time involved: The office of Equine Council President will be for one year from October to September of the current program year. The volunteer may be re-elected to serve for a total of two years. The time involved with this position is anticipated to be 5-10 hours per month. This will vary greatly depending on the monthly activities and individual commitment to the program.

Training: Completion of the Volunteer Leader training as offered to the Grant-Adams Area 4-H program is required. The volunteer in this position will be expected to have already completed the training before taking office. Required volunteer training includes one face-to-face session (3 hrs.) and the correspondence course "Leader Letters" (four letters with 7-12 questions each). Leader training will be offered and tracked through the WSU Extension Office. Additional training will be offered as deemed necessary to carry out the duties of this position. This may include state and national opportunities.

Support/Resources: Maintain close working relationship with the WSU Extension faculty, staff and club leaders. Interaction with club members and parents will be considered one of our greatest resources and sources of support.

Expectations/success criteria: The following items identify the desired outcomes from the efforts of this position:

- An increase in the interest of leaders to participate in the Equine Council; an increase in the number of leaders who attend Equine Council meetings.
- Well-run meetings.
- Goals set at beginning of year; progress evaluated at regularly designated intervals.
- More youth involved in the Equine project and council meetings and activities.
- Follow 4-H policies.
- Promote 4-H Youth Development within the Equine Council discussions and activities as well as in the community.

Grant-Adams Area 4-H Committee Job Description

Position Title: Grant-Adams Area 4-H Equine Leader Council Vice President

Directly Responsible to: WSU Extension Youth Development Faculty

Purpose: To support the president and provide continuity to the 4-H Youth Development Equine program in the Grant-Adams Area.

Benefits of the Position (to the volunteer): The volunteer in this position will gain leadership experience; be a partner with the WSU Extension personnel, and be viewed as a valuable community leader.

Major duties: Will include but not be limited to the following:

- In the absence of the president, preside at 4-H Equine Council and/or executive board meetings
- Succeed to the office of President if that office should become vacant between elections.
- Assist in recruitment of volunteers to carry out our 4-H Equine Council activities and programs.
- Assist in planning Horse Council and Executive Board meetings and agendas in consultation with other officers and the WSU Extension faculty and staff.
- Promote Youth and adult participation in Equine Council activities.
- Serve as Chairman of Nominating Committee. Report nominations at the July Equine Council meeting.
- Assume other duties as delegated by the President.
- Serve on Executive Board and October meeting planning board

Skills needed/Qualifications:

- Willingness to work closely with and support the President and to support the 4-H Equine Youth Development program.
- Be enrolled as an adult volunteer in the Grant-Adams Area 4-H program.
- Ability to conduct meetings, listen, understand and communicate.
- Ability to delegate, supervise work, and to gain respect and cooperation of others.
- Ability to analyze facts and build realistic plans.
- Ability to arbitrate problems.

-OVER-

Term/time involved: The office of Equine Council Vice President will be for one year from October to September of the current program year. The volunteer may be re-elected to serve for a total of two years. The time involved with this position is anticipated to be 5-10 hours per month. This will vary greatly depending on the monthly activities and individual commitment to the program.

Training: Completion of the Volunteer Leader training as offered to the Grant-Adams Area 4-H program is required. The volunteer in this position will be expected to have already completed the training before taking office. Required volunteer training includes one face-to-face session (3 hrs.) and the correspondence course "Leader Letters" (four letters with 7-12 questions each). Leader training will be offered and tracked through the WSU Extension Office. Additional training will be offered as deemed necessary to carry out the duties of this position. This may include state and national opportunities.

Support/Resources: Maintain close working relationship with the WSU Extension faculty, staff and club leaders. Interaction with club members and parents will be considered one of our greatest resources and sources of support.

Expectations/success criteria: The following items identify the desired outcomes from the efforts of this position:

- An increase in the interest of leaders to participate in the Equine Council; an increase in the number of leaders who attend Equine Council meetings.
- Well-run meetings.
- Goals set at beginning of year; progress evaluated at regularly designated intervals.
- More youth involved in the Equine project and council meetings and activities.
- Follow 4-H policies.
- Promote 4-H Youth Development within the Equine Council discussions and activities as well as in the community.

Grant-Adams Area 4-H Committee Job Description

Position Title: Grant-Adams Area 4-H Equine Leader Council Secretary

Directly Responsible to: WSU Extension Youth Development Faculty

Purpose: To provide a communication link and continuity to the 4-H Equine Youth Development program in the Grant-Adams Area through maintenance of written records.

Benefits of the Position (to the volunteer): The volunteer in this position will gain leadership experience; improve writing skills; be a partner with the WSU Extension personnel, and be viewed as a valuable community leader.

Major duties: Will include but not be limited to the following:

- Keep minutes of all meetings of the Grant-Adams Area 4-H Equine Leaders Council and Executive Board.
- File copies of incoming letters to the Equine Council and complete correspondence at the request of the President.
- Maintain the Secretary book which contains bylaws, policies, current and past year's agendas, minutes, and correspondence. Make it available at meetings.
- Forward records from previous year to Extension office for archive file.
- Transmit typed copy of minutes of the Equine Leaders Council and Executive Board meetings to the WSU Extension Office. The minutes will be distributed to all leaders through the WSU Extension web site, newsletter notices, and to those attending meetings.
- Assist in planning Equine Council meetings and Executive Board meetings and agendas in consultation with the other officers and WSU Extension faculty and staff. Agenda items must be submitted to the WSU Extension Office 24 hours prior to the meeting. Agenda items received too late for the current meeting will be included in the following month's discussion.
- Serve on Executive Board and October meeting planning board

Skills needed/Qualifications:

- Ability to communicate clearly and concisely.
- Willingness to work closely with and support the President and the 4-H Equine Youth Development program.
- Enrolled as leader in the Grant-Adams Area 4-H Equine program for at least one year prior to election.
- Ability to analyze facts and build realistic plans.

-OVER-

Term/time involved: The office of Equine Council Secretary will be for two years beginning in October of the odd numbered years. The volunteer may be re-elected to serve for a total of four years. The time involved with this position is anticipated to be 5-10 hours per month. This will vary greatly depending on the monthly activities and individual commitment to the program.

Training: Completion of the Volunteer Leader training as offered to the Grant-Adams Area 4-H program is required. The volunteer in this position will be expected to have already completed the training before taking office. Required volunteer training includes one face-to-face session (3 hrs.) and the correspondence course "Leader Letters" (four letters with 7-12 questions each). Leader training will be offered and tracked through the WSU Extension Office. Additional training will be offered as deemed necessary to carry out the duties of this position. This may include state and national opportunities.

Support/Resources: Ability to use office equipment to type minutes, copy and send to the extension office and others as requested. Maintain close working relationship with the WSU Extension faculty, staff and club leaders. Interaction with club members and parents will be considered one of our greatest resources and sources of support.

Expectations/success criteria: The following items identify the desired outcomes from the efforts of this position:

- Accurate minutes distributed in a timely manner to appropriate individuals.
- Good working relationship with other Equine Council officers and WSU Extension faculty and staff.
- Promote 4-H Youth Development within the Equine Council discussions and activities as well as in the community.

Grant-Adams Area 4-H Committee Job Description

Position Title: Grant-Adams Area 4-H Equine Leader Council Treasurer

Directly Responsible to: WSU Extension Youth Development Faculty

Purpose: To provide the 4-H Equine Council with recommendations and continuity regarding the fiscal aspects of the 4-H Equine Youth Development program in the Grant-Adams Area through maintenance of written records.

Benefits of the Position (to the volunteer): The volunteer in this position will gain leadership experience; improve accounting skills; be a partner with the WSU Extension personnel, and be viewed as a valuable community leader.

Major duties: Will include but not be limited to the following:

- Responsible for all Equine Council funds.
- Keep an accurate account of all money, receipts and business transactions of the 4-H Equine Council.
- Deposit monies and disburse funds as directed by the Equine Council President, and maintain a record of these transactions.
- Prepare a budget and financial report to be distributed at each Equine Council and Executive committee meeting. Forward records from previous year to Extension office for archive file.
- Assist in planning Equine Council meetings and Executive Board meetings and agendas in consultation with the other officers and WSU Extension faculty and staff. Agenda items must be submitted to the WSU Extension Office 24 hours prior to the meeting. Agenda items received too late for the current meeting will be included in the following month's discussion.
- Submit all financial records and accounts for annual audit at the end of the program year.

Skills needed/Qualifications:

- Must have background in finance and/or bookkeeping.
- Must be bondable and willing to be bonded.
- Enrolled as leader in the Grant-Adams Area 4-H Equine program for at least one year prior to election.
- Willingness to work closely with the President and support the 4-H Beliefs.
- Be able to analyze facts and build realistic plans.
- Elected member of executive committee.
- Ability to work with others.
- Ability to follow through with commitments.

Term/time involved: The office of Equine Council Treasurer will be for one year beginning in October . The volunteer may be re-elected to serve for a total of two years. The time involved with this position is anticipated to be 5-10 hours per month. This will vary greatly depending on the monthly activities and individual commitment to the program.

Training: Completion of the Volunteer Leader training as offered to the Grant-Adams Area 4-H program is required. The volunteer in this position will be expected to have already completed the training before taking office. Required volunteer training includes one face-to-face session (3 hrs.) and the correspondence course “Leader Letters” (four letters with 7-12 questions each). Leader training will be offered and tracked through the WSU Extension Office. Additional training will be offered as deemed necessary to carry out the duties of this position. This may include state and national opportunities.

Support/Resources: Ability to use office equipment to type minutes, copy and send to the extension office and others as requested. Maintain close working relationship with the WSU Extension faculty, staff and club leaders. Interaction with club members and parents will be considered one of our greatest resources and sources of support.

Expectations/success criteria: The following items identify the desired outcomes from the efforts of this position:

- Accurate fiscal reports distributed in a timely manner to appropriate individuals.
- Good working relationship with other Equine Council officers and WSU Extension faculty and staff.
- Promote 4-H Youth Development within the Equine Council discussions and activities as well as in the community.

Grant-Adams Area 4-H Committee Job Description

Position Title: Grant-Adams Area 4-H Equine Leader Council Teen Representative

Directly Responsible to: WSU Extension Youth Development Faculty

Purpose: To give insights, from a 4-H teen's perspective, on a governing board to guide and direct decisions made for the 4-H program. There is input also on the district and state level from and to the council.

Benefits of the Position (to the volunteer): The teen volunteer in this position will gain leadership experience; provide teen perspective to programming; be a partner with the WSU Extension personnel, and be viewed as a valuable community leader.

Major duties: Will include but not be limited to the following:

- Attend monthly Equine Council meetings (12).
- Support Equine Council activities.
- Keep Equine Council informed on teen activities and suggest ways to support the teens and the 4-H Equine program.
- Assist in finding and training a replacement when the term expires.
- Serve as a resource person for this position.

Skills needed/Qualifications:

- Have an interest in the success of the 4-H Equine program.
- Have a willingness to learn leadership skills.
- Be an enrolled member in the Grant-Adams Area 4-H Equine program for at least one year prior to this position.
- Enjoy working with a wide diversity of ages.
- Be willing to practice and demonstrate clear communication skills

-OVER-

Term/time involved: The office of Equine Council Teen Representative will be for one year beginning in October through September. The teen may be re-elected to serve for a total of two consecutive years. The time involved with this position is anticipated to be 5-8 hours per month. This will vary greatly depending on the monthly activities and individual commitment to the program.

Training: Completion of the Volunteer Leader training correspondence course as offered to the Grant-Adams Area 4-H program is required. The volunteer in this position will be expected to have already completed the training before taking office. Leader training will be offered and tracked through the WSU Extension Office. Additional training will be offered as deemed necessary to carry out the duties of this position. This may include state and national opportunities.

Support/Resources: Maintain close working relationship with the WSU Extension faculty, staff, club members and leaders. Interaction with club members and parents will be considered one of our greatest resources and sources of support.

Expectations/success criteria: The following items identify the desired outcomes from the efforts of this position:

- Serve as an equal partner with the adult volunteers.
- Provide a teen perspective to all aspects of the 4-H Equine Program.
- Good working relationship with other Equine Council officers and WSU Extension faculty and staff.
- Promote 4-H Youth Development within the Equine Council discussions and activities as well as in the community.