

# **Clover County 4-H and FFA Goat Project Committee**

## **EXAMPLE Operating Guidelines**

### **Name:**

Clover County 4-H/FFA Goat Project Committee

### **Purpose:**

The purpose of the Goat Project Committee is to provide educational opportunities and support the principles of positive youth development through quality educational programs relating to the goat industry.

### **Accountability:**

The Goat Project Committee will function as a sub-committee of the Clover County 4-H Council.

### **Non Discrimination:**

The Clover County 4-H/FFA Goat Project Committee must comply with all federal and state laws including those regarding non-discrimination. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

### **Membership:**

Membership is open to 4-H and FFA members and leaders enrolled in the goat project.

4-H and FFA Members and leaders must be in compliance with WY 4-H Policies and the Clover County 4-H Council Constitution and the By-Laws. Only FFA members, 4-H members, and certified 4-H leaders will be able to vote as part of this committee.

### **Leadership:**

The committee leadership will consist of a chairperson, a vice chairperson, and a secretary/treasurer.

Only 4-H members, FFA members, and certified 4-H leaders can serve in leadership of this group.

The leadership will also serve as the Executive Board of the Goat Project Committee. The leadership will be elected each year to serve a 1 year term at the first Goat Project Committee meeting each year.

#### **Duties of the Chairperson:**

- Make arrangements for meetings and notifies members of date, time, and place of meeting. It is appropriate that this is done via the 4-H newsletter.
- Prepares agenda for the meetings and run the meetings.
- Communicates with 4-H Educator and 4-H Council when needed.

#### **Duties of the Vice Chairperson:**

- Assumes duties of chairperson when necessary.

#### **Duties of the Secretary / Treasurer:**

- Keeps a record of meetings held. Meeting minutes should be sent to the 4-H Educator to be filed.
- Makes deposits and fills out check requests for the group.

### **How Decisions are Made:**

The group will make consensus decisions. If consensus cannot be reached decisions will be made via a majority vote. If all other circumstances Robert's Rules of Order (latest revised edition) shall serve as the parliamentary authority.

**Finances:**

The office of secretary/treasurer will use the Wyoming 4-H Treasurer Book to keep accurate records of the committee's finances. The Goat Project Committee will create a budget each year that will be approved at their November meeting. All expense listed in the budget do not need prior committee approval. All other expense that are not part of the budget must be approved at monthly committee meetings.

**Dissolution of Committee:**

Upon dissolution of the Goat Project Committee, any assets remaining shall become part of the general operating budged of the Clover County 4-H Council.