



Guidelines for Wyoming 4-H State Development Committees

The purpose of 4-H Development Committees is to provide recommendations, guidelines, and learning experiences in 4-H project areas and 4-H programming efforts in Wyoming excluding policy matters.

A 4-H Development Committee can look at a total program area to recommend direction, review curriculum, review events, and suggest leader and/or staff training.

The overall 4-H Development Committee may be long-lived; however, a subcommittee or taskforce may be assigned for specific responsibilities. Once the responsibility is completed the subcommittee or taskforce will end.

4-H Development Committees recognize that:

- The State 4-H Office is the party that acts on areas that involves policy.
- The State 4-H Office reserves the right to determine how and if any recommendations will be implemented and what effect it will have on the Wyoming 4-H program.

4-H Development Committee membership:

- Membership will vary per the needs of the group and the scope of the committee's responsibilities. Each committee will include the following members:
 - One member from the State 4-H Office.
 - 4-H volunteers from throughout the state with an interest in the committee's work.
 - University Extension Educators from throughout the state.
 - 4-H teen-aged youth with an interest in the committee's work.
 - In addition, members from commodity groups, breed associations, or other outside interested parties may be asked to serve as ex-officio members.
- Committee members will be selected by the State 4-H Office with consultation from Extension Educators and other interested parties.
- 4-H Development Committee Membership will be for a commitment of 2 years. Committee membership terms will be staggered.
- To avoid conflict of interest, Extension Educators shall not represent groups other than UW Extension.
- In cases where a member fails to function, the committee shall be empowered to take appropriate steps for replacement.

4-H Development Committee leadership:

- Each development committee will choose a chairperson, vice chairperson, and recording secretary.

4-H Development Committee goals and process:

- Asses current state of proگرامing.
- Determine needs for future programming.
- Establish goals for project area.
- Identify possible fiscal and human resources for program support and implementation.

4-H Development Committee Meetings:

- Committees will meet as needed.
- Committee chairs will work with UW Extension Educators and the State 4-H Office to set up meeting times and locations.
- Committees are encouraged to meet using technology or during other State 4-H events.

4-H Development Committee communication:

- Committee notes/minutes should be shared with the State 4-H Office within two weeks or the meeting date.
- Committee recommendations need to be reflected in the meeting notes/minutes.
- Recommendations will be reviewed by the State 4-H Office.
- Meeting notes/minutes will be shared with entire committee membership.