



Bylaw and Policy Review Committee

Volunteer Committee Description

University of Wisconsin-Extension

Brown County

Purpose

To review the Brown County 4-H Leaders Association Bylaws and Policies for the purpose of making sure they are in compliance with National 4-H and Wisconsin 4-H policies and regulations and that they include any relevant changes that have been approved by the Brown County 4-H Leaders Association during the past year.

Committee Appointment

This committee is appointed by the Brown County 4-H Leaders Association Executive Board at the November meeting each year. This committee should include 3 to 5 adult volunteers and if possible, one youth member. This committee should work closely with the 4-H Youth Development Educator.

Length of Commitment

October 1 – September 30

Time Required

Approximately 8 hours, November – February including 2 hours reviewing documents, 2 hours drafting amendments and changes, 2 hours communicating and meeting with committee members, and 2 hours reporting. For 2009, the time required will be March – June rather than November – February.

Responsibilities

- Review the Brown County 4-H Leaders Association bylaws, policies and minutes from the past year.
- Be familiar with National 4-H and Wisconsin 4-H policies and regulations.
- Identify any items in the Brown County 4-H Leaders Association bylaws and policies that are not consistent with National 4-H and Wisconsin 4-H policies and regulations.
- In writing, draft any proposed amendments to the bylaws or changes to the policies as well as a brief explanation for each amendment or change.
- Present a Bylaw and Policy Review Committee Progress Report to the Brown County 4-H Leaders Association at the December and January meetings.
- Request recommendations from Brown County 4-H program participants on bylaw and policy changes.
- Present and explain the proposed bylaw amendments and policy changes at the February Brown County 4-H Leaders Association meeting.
- Keep a detailed record of committee activities. At the conclusion of the committee assignment, this written record should be turned over to the Brown County 4-H Leaders Association and kept on file in the UW-Extension 4-H Office until a new Bylaw and Policy Review Committee is appointed.

Qualifications

- Must be enrolled as a 4-H leader or member in the Brown County 4-H program.
- Adults must have completed the Wisconsin 4-H Youth Protection process (4-H application form, 4-H enrollment form, background check, Volunteer Orientation).
- Effective communication skills.

- Interest in helping review and write policies that reflect how the Brown County 4-H program is organized and how it operates.
- A sincere interest in working with youth, parents, volunteers, and 4-H Youth Development staff.

Relationships

- Other youth and adult volunteers on committee
- Brown County 4-H Leaders Association
- Brown County 4-H Leaders Association Executive Board
- Brown County 4-H Staff

Resources & Support Available

- Brown County 4-H Leaders Association President
- Brown County 4-H Staff
- Brown County 4-H Leaders Association Bylaws
- Wisconsin 4-H Youth Development Policies
- National 4-H Policies and Regulations

Training Required

- Read county, state, and national Bylaws and Policies

Benefits

- Opportunity to give back to your community by supporting the Brown County 4-H Program and helping to ensure that the Brown County 4-H Leaders Association Bylaws and Policies are consistent with their decisions and the policies and regulations of National 4-H and the Wisconsin 4-H program.
- Opportunity to meet and become better acquainted with 4-H volunteers throughout Brown County.
- Satisfaction in helping others gain a greater understanding of the 4-H program.
- Opportunity to use and develop your communication, leadership, writing, and organizational skills.

Salary

Unsalaries; volunteer.



Developed by Judy Wolniakowski, Brown County 4-H Youth Development Educator,
University of Wisconsin-Extension.

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