



Nominating Committee

Volunteer Committee Description

University of Wisconsin-Extension

Brown County

Purpose

Responsible for identifying Brown County 4-H volunteers who are willing to be nominated, and if elected, serve in a leadership position on the Brown County 4-H Leaders Association Executive Board.

Committee Appointment

This committee is appointed by the Brown County 4-H Leaders Association Executive Board prior to the June meeting each year. This committee is chaired by the past president of the Brown County 4-H Leaders Association and consists of three adult members and one youth member.

Length of Commitment

October 1 – September 30.

Time Required

Approximately 8 hours, June – August to fill positions elected in September including 1 hour communicating and meeting with committee, 1 hour familiarizing self with position responsibilities, 2 hours reporting, and 4 hours contacting potential nominees. Additional hours as needed if positions become vacant during the program year.

Responsibilities

- Identify the Brown County 4-H Leaders Association positions whose terms will expire in October.
- Be familiar with the responsibilities and time commitment for each of the positions on the Brown County 4-H Leaders Association that need to be filled.
- Develop a plan for identifying and contacting potential nominees.
- Follow-up with potential nominees who needed more information about the positions or more time to make their decision.
- Present a Nomination Committee Progress Report to the Brown County 4-H Leaders Association at the July and August meetings.
- Prepare a list of nominees for the positions with expired terms and present it to the Brown County 4-H Leaders Association at the September meeting. For positions that become vacant during the year, prepare a nomination list to the Executive Board by the date they specify.
- Keep a detailed record of contacts and 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 Nominating 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.
- Willingness to personally contact people in the 4-H program that they may or may not know.
- 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
- 4-H Club and Volunteer leader contact information from County 4-H Office.

Benefits

- Opportunity to give back to your community by supporting the Brown County 4-H Program and helping to ensure that all positions are filled on the Brown County 4-H Leaders Association Executive Board.
- Opportunity to meet and become better acquainted with 4-H volunteers throughout Brown County.
- Satisfaction in helping and encouraging others to develop their leadership skills through greater involvement in the 4-H program.
- Opportunity to use and develop your communication, leadership, and organizational skills.

Salary

Unsalariated; volunteer.



Developed by Judy Wolniakowski, Brown County 4-H Youth Development Educator,
University of Wisconsin-Extension, January 2009.

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