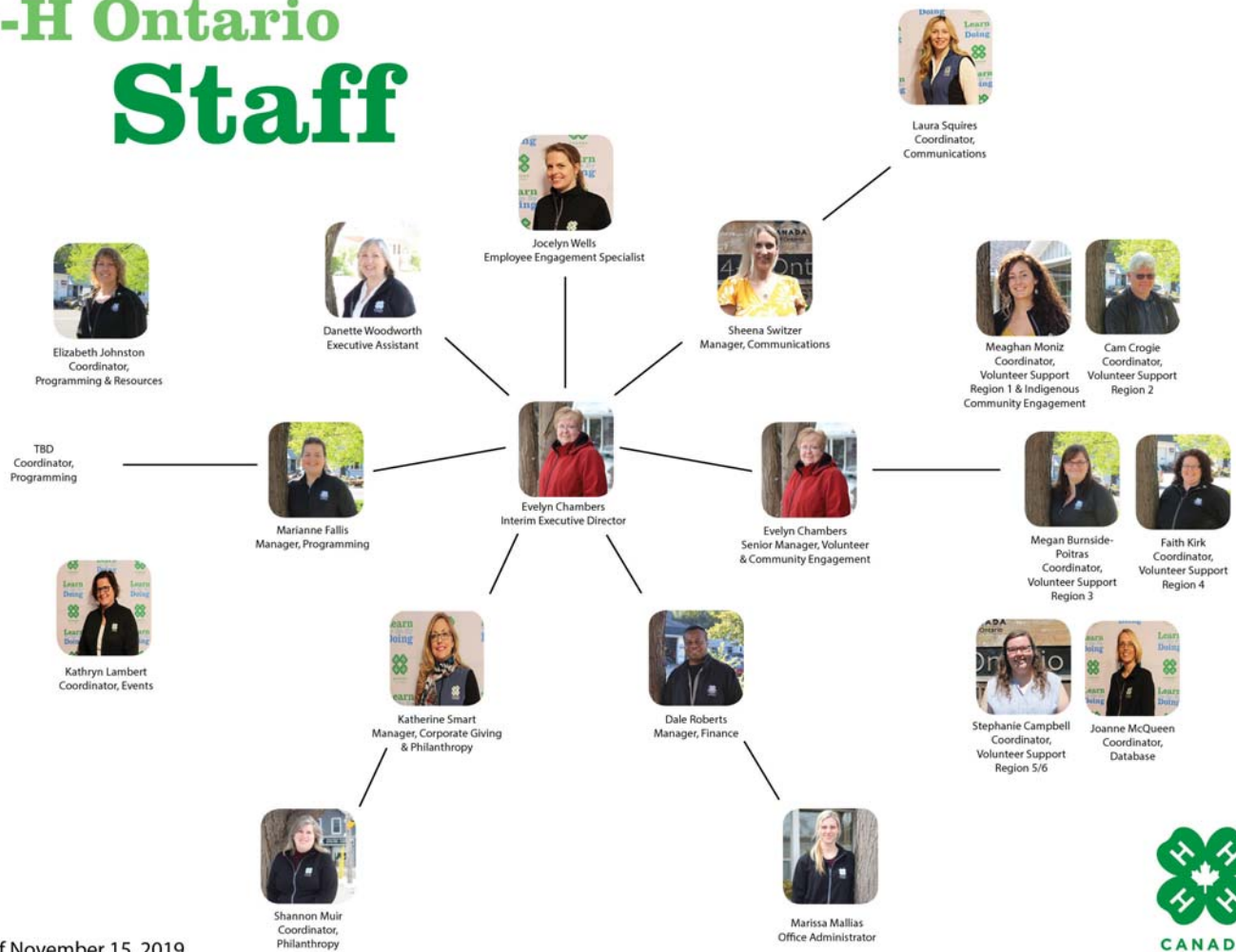


## SECTION 2.1 4-H ONTARIO STAFF INFORMATION

### Organizational Chart – Structure

# 4-H Ontario Staff



As of November 15, 2019



## Staff Responsibility Highlights

To share 'who's who' and 'who does what', the following is a brief introduction on the staff roles at 4-H Ontario. Should you need to get in touch with any staff member please contact the 4-H Ontario office.

### Executive Director

- Leadership and guidance to the staff body
- Direct liaison to the Ontario 4-H Council Board of Directors for operations
- Supports the Ontario 4-H Foundation
- Serves the strategic plan for all volunteers and members
- Primary contact for any risk management issue

### Executive Assistant

- Support Executive Director, Council, Foundation activities including teleconference logistics and meeting packages and minutes
- Office Administrative
- Reference Manual updates regarding policies

### Senior Manager, Programming

- Development of curriculum, content, goals and objectives for provincial member experiences
- Oversees locally submitted project process information and approvals
- Oversees livestock information including policies, Project Animal Identification Forms, and appeal process
- Oversees provincial member related policies and procedures
- Co-Chair, 4-H Ontario Joint Health & Safety Committee

### Coordinator, Programming

- 4-H Ontario program registration/application inquiries, including camps, national opportunities, except Discovery Days
- Contact for 4-H Ambassador bookings
- Lead contact for Sen\$e programs and Livestock policies and processes
- Provincial contact for Project Animal Identification Forms (PAIFs)
- Supports 4-H Ontario provincial programs

### Coordinator, Programming & Resources

- Coordinates and/or completes 4-H project resource and Cloverbud curriculum development including writing, editing, and coordination of pilot projects and distribution
- Contact for submitting Locally Submitted Project (LSP) proposals and obtaining copies of created LSPs
- Supports 4-H Ontario provincial programs

### Coordinator, Events

- Coordination of Discovery Days program logistics and registrations
- Lead on the Go For The Gold program including questions, buzzer requests and evaluation submissions
- Coordination, 4-H Volunteer Conference including inquiries and registrations
- Coordination, events and initiatives
- Supports 4-H Ontario provincial programs



## **Manager, Finance**

- Ontario 4-H Council & Ontario 4-H Foundation financial management
- All financial transactions including Membership Fees
- Association Financial Reports
- Health & Safety Committee

## **Office Administrator**

- Main reception contact and duties
- Works with the Police Screening Officer re: letter distribution and filing
- First line contact for screening questions
- Courier contact for shipping
- Display and banner bookings
- Building maintenance
- Accounts Payable

## **Employee Engagement Specialist**

- Human Resources primary contact
- Payroll and Benefits

## **Manager, Communications**

- Communication development for key messages
- Website and magazine content
- Marketing or program/events/camps/conferences
- Mini store product development

## **Coordinator, Communications**

- Coordinator of E-Newsletter, social media, press releases
- Key contact for Association Web Masters
- Post website updates

## **Manager, Corporate Giving & Philanthropy**

- Sponsorship inquiries and development
- Family Endowment questions
- Association Endowment support
- Council and Foundation donation support

## **Coordinator, Philanthropy**

- Donation inquiries, record keeping and charity tax receipting
- Related database functions support
- Alumni database
- Foundation Golf Tournament registrations
- Coordination, Ontario 4-H Foundation Golf Tournaments
- Coordination, Alumni events

## **Senior Manager, Volunteer & Community Engagement**

- Community level engagement activities to expand and support volunteer and membership growth
- Privacy Officer
- Manager of Volunteer Coordinators



# 4-H Ontario Policy Manual

- Key contact for risk management (Insurance, etc.)
- Arbor Award contact

### **Coordinator, Database**

- Coordination of Membership Web Application (MWA) database
- Support on data management for members and volunteers, including tracking for Awards
- Awards ordering and distribution to Associations
- Web data base password maintenance and database inquiries
- Screening Officer

### **Coordinator, Volunteer Support – Region 1 & Indigenous Community Engagement**

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring
- Indigenous Community Engagement contact

ASSOCIATIONS IN REGION: Algoma, Cochrane, Kenora, Muskoka, Nipissing, Parry Sound, Rainy River, Temiskaming, Thunder Bay, Sudbury

### **Coordinator, Volunteer Support – Region 2**

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Carleton, Dundas, Glengarry, Grenville, Frontenac, Lanark, Leeds, Prescott, Renfrew, Russell, Stormont

### **Coordinator, Volunteer Support – Region 3**

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Durham East, Durham West, Hastings, Kawartha Lakes Haliburton, Lennox & Addington, Northumberland, Peterborough, Prince Edward, York

### **Coordinator, Volunteer Support – Region 4**

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Brant, Dufferin, Haldimand, Halton, Hamilton-Wentworth, Niagara, Norfolk, North Simcoe, Peel, South Simcoe, Waterloo, Wellington

### **Coordinator, Volunteer Support – Regions 5 & 6**

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: **Region 5:** Bruce, Grey, Huron, Perth - **Region 6:** Chatham-Kent, Elgin, Essex, Lambton, Middlesex, Oxford



## Staff Contact Information

| Job Title   | Email Address                                       | Phone Ext:<br>Main: 519 856-0992<br>Toll free: 877-410-6748 |
|---|---|---|
| Executive Director  | ed@4-hontario.ca                                    | 471   |
| Executive Assistant   | ea@4-hontario.ca                                    | 474   |
| Office Administrator  | office@4-hontario.ca                                | 470   |
| Senior Manager, Volunteer & Community Engagement                            | volunteers@4-hontario.ca                            | 464   |
| Coordinator, Database   | database@4-hontario.ca                              | 484   |
| Coordinator, Volunteer Support – Region 1 & Indigenous Community Engagement | region1@4-hontario.ca<br>firstnations@4-hontario.ca | 473   |
| Coordinator, Volunteer Support - Region 2                                   | region2@4-hontario.ca                               | 488   |
| Coordinator, Volunteer Support - Region 3                                   | region3@4-hontario.ca                               | 477   |
| Coordinator, Volunteer Support - Region 4                                   | region4@4-hontario.ca                               | 478   |
| Coordinator, Volunteer Support - Region 5 & 6                               | region5@4-hontario.ca<br>region6@4-hontario.ca      | 487   |
| Employee Engagement Specialist  | hr@4-hontario.ca                                    | 455   |
| Manager, Finance  | finance@4-hontario.ca                               | 467   |
| Manager, Communications   | communications@4-hontario.ca                        | 462   |
| Coordinator, Communications   | website@4-hontario.ca                               | 465   |
| Coordinator, Events   | events@4-hontario.ca                                | 483   |
| Senior Manager, Programming   | programming@4-hontario.ca                           | 472   |
| Coordinator, Programming  | opportunities@4-hontario.ca                         | 468   |
| Coordinator, Programming & Resources  | resources@4-hontario.ca                             | 482   |
| Manager, Corporate Giving & Philanthropy                                    | giving@4-hontario.ca                                | 461   |
| Coordinator, Philanthropy   | records@4-hontario.ca                               | 476   |



# 4-H Ontario Policy Manual

Section 2.1 – 4-H Ontario Staff Information

Revised: November 15, 2019

| Other Inquiries  | Email Address  |
|--|--|
| Ambassadors  | opportunities@4-hontario.ca                            |
| Conference & Annual Meeting                                    | cam@4-hontario.ca                                      |
| Events (IPM, OFS, CAM, Golf tournaments, Discovery Days, etc.) | events@4-hontario.ca                                   |
| Go For The Gold  | gftg@4-hontario.ca                                     |
| Golf Tournaments   | golf@4-hontario.ca                                     |
| Insurance  | insurance@4-hontario.ca                                |
| Provincial Programs (Sen\$e, FLIA, PLC, Livestock, etc.)       | opportunities@4-hontario.ca<br>livestock@4-hontario.ca |
| Membership   | database@4-hontario.ca                                 |
| Privacy Information  | privacy@4-hontario.ca                                  |
| Police Screening   | screening@4-hontario.ca                                |

|   |  |
|---|--|
| <b>Provincial 4-H Ontario Office</b>  | 111 Main Street, P.O. Box 212<br>Rockwood, ON N0B 2K0<br><i>Phone: 519 856-0992 / Toll Free: 1-877-410-6748</i><br><i>Fax: 519 856-0515 / General email: inquiries@4-hontario.ca</i> |
| Ontario 4-H Council Board of Directors and/or the Ontario 4-H Foundation Trustees can be reached by contacting the following individuals directly | Executive Assistant: ea@4-hontario.ca<br>Executive Director: ed@4-hontario.ca<br>Council President: president@4-hontario.ca  |