



# 4-H Ontario Policy Manual

## 4.1.2 BOARD OPERATIONS

Revised: November 15, 2019

### Section 4.1 – Ontario 4-H Council Board Policies

#### 4.1.2 BOARD OPERATIONS

POLICY	DATE PASSED, AMENDED OR REVIEWED
<p><b>B-BO-01 – Quality Board</b>  <i>(Amended: June 16, 2018)</i></p> <p>4-H Ontario’s governing board will be composed of members who are qualified to do an excellent job and perform to their potential for the organization. The Board will actively encourage organization Association Representatives (ARs) to run for Director Board positions. To become a Director:</p> <ol style="list-style-type: none"> <li>1. ARs shall not have immediate family (i.e., spouse, partner, siblings, parents or children) employed by 4-H Ontario</li> <li>2. ARs shall not have been dismissed from the role of Director by the Ontario 4-H Council Board of Directors in the past 5 years</li> <li>3. ARs cannot stand for re-election if a Director resigns regardless of reason until completion of term duration plus one year</li> </ol> <p>Organizations require people to serve on their Board, as Directors. Being a Director carries specific roles and responsibilities. Organizations grow and prosper when their Board of Directors are committed to the cause and are able to deliver on the following:</p> <p><b>4-H ONTARIO REQUIRES PEOPLE TO SERVE ON ITS BOARD WHO ARE COMMITTED TO THE CAUSE AND WHO ARE ABLE TO DELIVER ON THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>• Understand what the 4-H program does in practice.</li> <li>• Understand what the current 4-H delivery model involves, and assist in implementing it in their local 4-H Association.</li> <li>• Participate in the discussions, keeping in mind the best interests of the provincial 4-H program as a whole. This may, at times, put you at odds with your local association or regional board.</li> <li>• Loyal support of the 4-H program. It is detrimental to the health of an organization for Directors to continually position themselves at odds with the policies and procedures of the 4-H program.</li> <li>• Decisions of the Board are made and based on collective wisdom of all Directors; therefore it is imperative that all Directors routinely provide input into issues before, during and after Board meetings.</li> <li>• Manage the business of the Ontario 4-H Council and the 4-H program. The membership at large entrusts the Directors with the management of the Council. Directors develop policy that is implemented through the Executive Director and staff on a day-to day basis. It is understood that Directors will act in good faith at all times.</li> <li>• Act in accordance with the guidelines outlined in 4-H by-laws, policies and procedures.</li> <li>• Know and understand the limitations of authority as a Director.</li> <li>• Attend and participate in all scheduled meetings (approximately four face-to-face</li> </ul>	<p>2000/ 2005/            2012/ 2013/            2016/ 2018</p>



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<p>meetings, one training session and teleconferences). Face-to-face meetings include CAM, the spring, summer and fall board meetings, and a training session. Circumstances may arise which mandate extra meetings and/or meetings of the entire Council. Attendance at meetings is strongly encouraged and mandatory for the training session.</p> <ul style="list-style-type: none"> <li>• Participate 100% in meetings as scheduled. Late arrivals and early departures are disruptive to the Board functioning as a cohesive body. Each Director shares an equal responsibility for decisions of the Board.</li> <li>• Review all related meeting information (i.e. agendas, supporting materials etc.) in advance of each meeting and be prepared to discuss the business issues arising from these at any time.</li> <li>• Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. Fully informed Directors understand issues and are better equipped to address/make informed decisions.</li> <li>• Confidently share areas of experience and knowledge with fellow Directors.</li> <li>• Prepare clear and correct reports of Board meetings and activities. Directors will only communicate approved board issues and policy decisions to Association Representatives.</li> <li>• Respect colleagues and staff of the 4-H program, acting honestly and truthfully at all times.</li> <li>• A Director is deemed to have resigned upon failing to attend seventy five percent (75%) of board meetings, called by the Chair, in any twelve (12) month period. An exception would be where the Director has received the prior approval of the majority of the Board which shall only be given in the event that the absentee Director has established to the satisfaction of the Board that there are extraordinary circumstances.</li> </ul>	
<p><b>B-BO-02 – Meeting Process</b>  <i>(Reviewed: March 27, 2015)</i></p> <p>Meetings will follow parliamentary procedure, requiring a mover, seconder and vote for all decisions.</p> <p><i>Accordingly:</i></p> <ul style="list-style-type: none"> <li>• decisions made by the board require a simple majority vote; and</li> <li>• on meeting matters not specifically covered by bylaws or policies, Roberts Rules of Order will be followed.</li> <li>• Meetings may be held in any format as approved by the board.</li> </ul>	<p>2000 / 2008 / 2012/ 2015</p>
<p><b>B-BO-03 – Agenda Control</b>  <i>(Reviewed: October 26, 2019)</i></p> <p>The board will set the agenda for its meetings. Every board member will receive advance notice of the agenda for each meeting.</p> <p><i>Accordingly:</i></p> <ul style="list-style-type: none"> <li>• the chair of the board, in consultation with the Executive Director, will develop a draft agenda for every board meeting in advance;</li> </ul>	<p>2000 / 2008 / 2009 / 2013 / 2016 / 2019</p>



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<ul style="list-style-type: none"> <li>• anyone wishing an item to be put on the draft agenda of a future meeting will notify the chair of the board at least 21 days prior to the meeting;</li> <li>• the draft agenda will be circulated so all board members receive it at least 14 days in advance;</li> <li>• board members will be provided with adequate background information on every draft agenda item at least ten (10) days in advance; and</li> <li>• approval of the draft agenda by the board will be one of the first items at every meeting.</li> </ul>	
<p><b>B-BO-04 – Board Duties</b>  <i>(Amended: June 16, 2018)</i></p> <p>The board is responsible for directing and protecting 4-H Ontario's interests. More specifically, it is responsible to:</p> <ul style="list-style-type: none"> <li>• Provide direction to the organization.</li> <li>• Establish written corporate policies.</li> <li>• Assure effective Executive Director performance.</li> <li>• Communicate with 4-H Ontario's stakeholders.</li> <li>• Make decisions in the best interests of 4-H in Ontario as a whole.</li> <li>• Understand what the 4-H program does in practice.</li> <li>• Understand what the current 4-H delivery model involves.</li> <li>• Participate in the discussions, using your knowledge of your local Association or Regional Board but keeping in mind the best interests of the provincial 4-H program as a whole.</li> <li>• Loyal support of the 4-H program and its policies and procedures.</li> <li>• Decisions of the Board are made and based on collective wisdom of all Directors, who are encouraged to routinely provide a voice to the discussions.</li> <li>• Manage the business of the Ontario 4-H Council and the 4-H program. The membership at large entrusts the Directors with the management of the Council. Directors develop policy that is implemented through the Executive Director and staff on a day-to day basis. It is understood that Directors will act in good faith at all times.</li> <li>• Act in accordance with the guidelines outlined in 4-H by-laws, policies and procedures.</li> <li>• Know and understand the limitations of authority as a Director.</li> <li>• Review all related meeting information (i.e. agendas, supporting materials etc.) in advance of each meeting and be prepared to discuss the business issues arising from these at any time.</li> <li>• Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. Fully informed Directors understand issues and are better equipped to address/make informed decisions.</li> <li>• Confidently share areas of experience and knowledge with fellow Directors.</li> <li>• Prepare clear and correct reports of Board meetings and activities. Directors will only communicate approved board issues and policy decisions to Association Representatives.</li> </ul>	<p>2000 / 2005 /  2009 /2014/  2018</p>



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<ul style="list-style-type: none"> <li>• Respect colleagues and staff of the 4-H program, acting honestly and truthfully at all times.</li> <li>• A Director is deemed to have resigned upon failing to attend seventy five percent (75%) of board meetings, called by the Chair, in any twelve (12) month period. An exception would be where the Director has received the prior approval of the majority of the Board which shall only be given in the event that the absentee Director has established to the satisfaction of the Board that there are extraordinary circumstances.</li> </ul>	
<p><b>B-BO-05 – Planning Cycle</b> <i>(Reviewed: October 26, 2019)</i></p> <p>The Board will establish and follow an annual planning cycle, which ensures it provides regular direction to the organization. Accordingly:</p> <ul style="list-style-type: none"> <li>• the board will review the strategic plan at least once every fiscal year and when updates are made; and</li> <li>• the board will review financial expectations at least 2 months prior to the next fiscal year with final approval before fiscal year end.</li> </ul>	<p>2000 / 2005 / 2011/ 2015/  2019</p>
<p><b>B-BO-06 – Officer Authority and Responsibility</b> <i>(Amended: November 15, 2019)</i></p> <p>The board shall develop clear descriptions of the duties of each officer. Accordingly:</p> <p><b>The Chair of the Board of Directors shall:</b></p> <ul style="list-style-type: none"> <li>• prepare the agenda, in consultation with other board members and the Executive Director or designate</li> <li>• be the public spokesperson for the board, unless the board appoints someone else.</li> <li>• be the regular communication link between the board and the Executive Director or designate</li> <li>• clarify board operations and board-staff relations and reporting between board meetings if further decisions in these areas are urgent.</li> </ul> <p><b>The Executive Committee shall:</b></p> <ul style="list-style-type: none"> <li>• work within board policy when making any necessary decisions between board meetings.</li> </ul> <p>In the absence of the Chair, or at the request of the Chair, the Vice-Chair or a member of the Executive shall perform the functions of the Chair at the Chair's request, or at the request of a majority vote of the board.</p>	<p>2000 / 2005 / 2016 / 2019</p>
<p><b>B-BO-07 – Job Descriptions</b> <i>(Amended: March 23, 2018)</i></p> <p><b>PRESIDENT</b></p> <p><b>Qualifications</b></p> <p>Candidates for President must be elected Directors of the current Ontario 4-H Council Board of Directors.</p> <p><b>Term</b></p>	<p>2012/ 2013/ 2014/ 2016 / 2017 / 2018</p>



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The office of President is open for election each year. The length of term shall be one year. At the discretion of the Ontario 4-H Council Board of Directors, the term can be extended to a second year.

#### **Roles & Responsibilities**

- Shall fulfill all roles and responsibilities of a Director
- Shall be responsible for the general management and direction, subject to the authority of the Board, of the organization and transaction of the affairs of the Corporation.
- Shall, when present, chair all the meetings of the Ontario 4-H Council Board of Directors.
- Shall be part of the Executive Committee.
- Shall be Chairperson of the Executive Committee
- Shall have such other powers and duties as the Board may prescribe
- Shall be part of the Finance Committee
- Attend and participate fully in all scheduled Executive and Finance Committee meetings, as well as Annual General meeting.
- Attend and participate in all scheduled Ontario 4-H Foundation meetings.
- Shall provide a President’s Report 2 weeks in advance of each Ontario 4-H Council Board of Directors meeting.

#### **VICE PRESIDENT**

##### **Qualifications**

Candidates for Vice President must be elected Directors of the Ontario 4-H Council Board of Directors.

##### **Term**

The Vice President is elected at the Inaugural meeting of the Ontario 4-H Council Board of Directors. The length of the term shall be one year.

##### **Roles & Responsibilities**

- Shall fulfill all roles and responsibilities of a Director.
- Shall be part of the Executive Committee.
- Shall act as Chairperson of the Finance Committee.
- Shall participate as a committee member of the Ontario 4-H Foundation Finance Committee.
- Shall prepare and facilitate Ontario 4-H Council policy review for in person Ontario 4-H Council Board of Directors meetings.
- During the absence or disability of the President, the Vice President will assume the duties and powers of the President
- Shall have such other powers and duties as the Board or the President may



<p>prescribe</p> <ul style="list-style-type: none"> <li>• Attend and participate fully in all scheduled Executive and Finance Committee meetings, as well as Annual General meeting.</li> <li>• Attend and participate in all scheduled Ontario 4-H Foundation Finance Committee meetings.</li> <li>• Shall present the financial report at the Ontario 4-H Council Annual General Meeting.</li> </ul> <p><b>PAST PRESIDENT</b></p> <p><b>Qualifications</b></p> <p>The Past President will be the last person to hold the office of President, after the election of a new President.</p> <p><b>Term</b></p> <p>The length of term shall be the same as the term for the current President.</p> <p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Shall be a mentor to the current President on issues of the general management and direction.</li> <li>• Shall fulfill all roles and responsibilities of a Director.</li> <li>• Shall have such other powers and duties as the Board may prescribe.</li> <li>• Shall be part of the Executive Committee.</li> <li>• Shall act as Chairperson of the Nominating Committee.</li> <li>• Attend and participate fully in all scheduled Executive Committee meetings, as well as Annual General Meeting.</li> </ul> <p><b>DIRECTOR AT LARGE</b></p> <p><b>Qualification:</b></p> <p>Candidates for Director at Large must be elected Directors of the Ontario 4-H Council Board of Directors.</p> <p><b>Term</b></p> <p>The Director at Large is elected at the Inaugural meeting of the Ontario 4-H Council Board of Directors. The length of the term shall be one year.</p> <p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Shall be appointed as the Board Secretary</li> <li>• Shall fulfill all roles and responsibilities of a Director.</li> <li>• Shall be part of the Executive Committee.</li> <li>• Shall act as Chairperson of the Resolution Committee.</li> <li>• Chairs the resolution portion at the Ontario 4-H Council Annual General Meeting.</li> <li>• Develops the roll call for all in-person Ontario 4-H Council Board of Director meetings.</li> <li>• Attend and participate fully in all scheduled Executive Committee meetings, as well as Annual General Meeting.</li> </ul>	
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#### **DIRECTOR**

##### **Qualification:**

Any Association Representative is qualified to be elected as an Ontario 4-H Council Director at the Annual General Meeting of the members.

##### **Roles & Responsibilities**

- Understand what the 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Provide input into governance issues during board meetings. Decisions of the Board are made and based on collective input and wisdom of all Directors.
- Manage the strategic development of the 4-H Ontario program. Directors, through shared vision, develop policy, which is implemented through the Executive Director and staff on a day to day basis. It is understood that Directors will act in good faith at all times.
- Understand and acknowledge the limitations of authority as a Director.
- Attend and participate fully in all scheduled meetings, as well as Annual General Meeting yearly.
- Attend and participate in the Board governance training (or make alternate approved training arrangements).
- Review all related meeting information (*i.e. agendas, supporting materials, etc.*) in advance of each meeting. Be prepared to discuss the business issues arising during the board meeting.
- Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. (*Fully informed Directors understand issues and are better equipped to address/make informed decisions*).
- Follow through on tasks/duties between meetings with role(s) and committee(s) and other Board related requirements
- Confidently share areas of experience and knowledge with fellow Directors.

#### **DIRECTOR-YOUTH**

##### **Qualification**

Any active 4-H member in good standing, and who is at least eighteen (18) and not more than twenty-one (21) years of age at the time of his or her appointment by the Ontario 4-H Council Board of Directors.

##### **Term**

The length of term (appointment) will be one year which will expire at the completion of the Annual General Meeting, the Director-Youth can be re-appointed to the office of Director–Youth additional terms, not to exceed three consecutive terms.





**Roles & Responsibilities**

- Understand what the 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Bring the views and issues of Ontario 4-H youth to Board discussions. Liaise with the Canadian 4-H Council Youth Advisory Committee position to develop Ontario responses.
- Provide input into governance issues during board meetings. Decisions of the Board are made and based on collective input and wisdom of all Directors.
- Manage the strategic development of the 4-H Ontario program. Directors, through shared vision, develop policy, which is implemented through the Executive Director and staff on a day to day basis. It is understood that Directors will act in good faith at all times.
- Understand and acknowledge the limitations of authority as a Director.
- Attend and participate fully in all scheduled meetings, as well as Annual General Meeting.
- Attend and participate in the 4-H Ontario Conference and Annual Meeting, including the Ontario 4-H Council Annual General Meeting. *(The Ontario 4-H Council will cover CAM registration costs)*
- Attend and participate in the Board governance training held prior to the first full Ontario 4-H Council Board of Directors meeting (or make alternate training arrangements).
- Review all related meeting information *(i.e., agendas, supporting materials, etc.)* in advance of each meeting. Be prepared to discuss the business issues arising during the board meeting.
- Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. *(Fully informed Directors understand issues and are better equipped to address/make informed decisions).*
- Confidently share areas of experience and knowledge with fellow Directors.

**DIRECTOR – COMMUNITY**

**Qualification**

Any community member 18 and over, with the skill set and experience identified by the Ontario 4-H Council Board of Directors is qualified to be appointed as an Ontario 4-H Council Director-Community.

**Term**

The length of term (appointment) will be one year, which will expire at the completion of the Annual General Meeting, the Director- Community can be re-appointed to the office for additional terms, not to exceed three (3) consecutive terms.

**Roles & Responsibilities**

- Shall fulfill all roles and responsibilities of a Director





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- Shall have the full voting rights of a Director
- Shall contribute their insight, experience and skill set to fulfill an identified need of the Ontario 4-H Council.

#### **ONTARIO 4-H COUNCIL RELATED POSITIONS**

*(Updated January 20, 2018)*

#### **ONTARIO YOUTH REPRESENTATIVE to 4-H CANADA - YOUTH ADVISORY COMMITTEE**

##### **Qualification**

Any active 4-H member in good standing, and who is at least eighteen (18) and not more than twenty-one (21) years of age at the time of his or her application by the Ontario 4-H Council Board of Directors.

##### **Term**

The length of term (appointment) will be two (2) years (which can be extended for one (1) year, at the discretion of the Board), starting at 4-H Canada's National Leaders Conference in February of each year.

##### **Roles & Responsibilities – 4-H Ontario**

- Complete the screening and training process to become a registered 4-H Ontario volunteer
- Understand what the Ontario 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local Ontario 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Bring the views and issues of Ontario 4-H youth to Canadian 4-H Council Youth Advisory Committee discussions. Liaise with the Ontario 4-H Council Director - Youth to develop Ontario based responses.
- Provide a written report two weeks prior to the Ontario 4-H Council scheduled meetings, outlining the activities of the Canadian 4-H Council Youth Advisory Committee and noting the Ontario based issues brought to that Committee.

##### **Roles & Responsibilities – 4-H Canada**

- Attend 4-6 meetings a year (1 in person)
- Participate in one (1) networking group a year
- Demonstrate knowledge of 4-H Canada and 4-H locally
- Demonstrate interest in public speaking, group facilitation and being a team player
- Travel and participation in two (2) events a year, coordinated by 4-H Canada (TBD)
- Assist 4-H Canada Staff in planning and facilitating national programs/events as requested
- Represent 4-H Canada at various events and promote National programs and opportunities
- Act in an advisory capacity to 4-H Canada staff on the development of youth friendly



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programs, resources and materials (such as: videos, brochures, program guides, etc.)

- Be a positive role model

#### **ASSOCIATION REPRESENTATIVE**

##### **Qualifications**

The Association Representative (AR) role is a crucial one to the health of the 4-H program in Ontario. The Association Representative is the liaison between the local Association and the Ontario 4-H Council Board of Directors. The Association Representative carries the voting privileges for their local 4-H Association. The Association Representative has the opportunity to stand for election to the Ontario 4-H Council Board of Directors.

##### **Requirements**

- Must be a screened & trained 4-H volunteer
- Awareness of 4-H Ontario policies
- Must have internet access

##### **Term**

Recommended election for a two (2) year term. Individuals eligible for re-election at end of term.

##### **Responsibilities**

- Bring local Association concerns forward to the Ontario 4-H Council Board of Directors
- Participate in Association Representative meetings (typically two & half (2.5) days at CAM, two (2) teleconferences and any other meetings as required)
- Prepare for meetings by reviewing all materials, agenda and reports, etc.
- Participate and vote at the Annual General Meeting (AGM) of the Ontario 4-H Council or provide a proxy
- Provide input from local 4-H Association to the questions from the Ontario 4-H Council Board of Directors liaison contacts.
- Act as a direct communication link to local 4-H Association, including receiving, reviewing and communicating information from Ontario 4-H Council to the local 4-H Association between meetings (monthly mailings, direct communication)
- Participate in the voting process to elect the President of the Ontario 4-H Council and Directors to the Board
- Share Association concerns and opinions during discussion relating to resolutions and issues on the table. Vote as a result of information received and shared during discussion and the input from the local 4-H Association.
- Respect and acknowledge the views and experience of the other Association Representatives (demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct)
- Evaluate personal time and skill to consider running for seat on the Provincial Board of Directors



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#### **B-BO-08 – Committees**

*(Amended: August 17, 2019)*

The purpose of all Committees of the board is to research required information so the board can make an informed decision. Accordingly,

- Committee reports to the board will be in written form and provided to all board members at least 10 days prior to the board meeting at which related matters will be discussed.
- The reports will summarize the information researched by the committee. Where the committee considered various options, the report may indicate the pros and cons of each.

#### **Finance Committee – Terms of Reference**

Responsible for working with the Treasurer (Manager, Finance) and the Executive Director to review budgets and quarterly financial statements in advance of the Board of Directors meetings.

Financial security is critical for not-for-profit organizations and 4-H Ontario is no exception. The role of the Finance Committee is to preserve and protect the financial health of the organization.

Chaired by the Vice President of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of four members from the Ontario 4-H Council Board of Directors including the President and Vice President. In addition, the Executive Director, Treasurer (Manager, Finance) and the Ontario 4-H Foundation Finance Committee Chair serve in an ex-officio capacity.

#### **Responsibilities**

- Assist with the preparation of the Ontario 4-H Council’s annual operating budget to be ready for the October Ontario 4-H Council Board of Directors meeting
- Monitor and make inquiries about the Council’s financial position.
- A written report outlining the committee findings is submitted and distributed 10 days in advance of each regularly scheduled meeting of the Ontario 4-H Council Board of Directors
- Ensure fundraising strategies and sponsorship arrangements are in place.
- Review financial policies and make concerns known to the Ontario 4-H Council Board of Directors
- To bring forward to Council a suggestion for annual membership fees.
- Recommend the appointment of the auditor and assist with the review of the auditing of the financial statements.
- Review the 4-H Association Financial Health reports and report to the Ontario 4-H Council Board of Directors and contact Associations as needed
- The Chair of the Finance Committee presents the financial report at the Ontario 4-H Council Annual General Meeting.
- The Committee chairperson shall attend Ontario 4-H Foundation Finance Committee meetings.
- A quorum shall consist of three-quarters of the Committee members.

#### **Timelines:**

Meet and review quarterly financial statements a minimum of 2 weeks in advance of each Ontario 4-H Council Board of Directors meeting

2000/ 2005/  
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<p><b>Jan to May</b>      Review the 4-H Association Financial Health reports and report to the Ontario 4-H Council Board of Directors and contact Associations as needed</p> <p><b>Jan to March</b>    Assist with the review of the auditing of the financial statements</p> <p><b>Sept to Oct</b>      Assist with the preparation of the Ontario 4-H Council’s annual operating budget to be ready for the October Ontario 4-H Council Board of Directors meeting</p>	
<p><b><u>Policy and Governance Committee – Terms of Reference</u></b></p> <p>The Policy and Governance Committee is responsible for ensuring that the Policies and Bylaws of 4-H Ontario are current and up to date, and that the Policies conform to the Bylaws. The Committee is comprised of a minimum of four members from the Ontario 4-H Council Board of Directors. In addition, the Executive Director, serves in an ex-officio capacity. The Committee Chair is elected by the Committee at the Inaugural Board Meeting.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Review policies and bylaws to make sure that the policies conform to the bylaws</li> <li>• On the direction of the Ontario 4-H Council Board of Directors, review specified policies and bylaws and provide recommendations for amendments</li> <li>• Review all policies in the policy manual every years to ensure that all policies are reviewed every three (3) years, and that they are current and up to date</li> <li>• Submit a written report, two weeks in advance of each Ontario 4-H Council Board of Directors Meeting.</li> <li>• The Chair of the Policy and Governance Committee chairs the Bylaw Amendment portion of the Ontario 4-H Council Annual General Meeting.</li> <li>• Ensures all new Board Directors receive orientation.</li> <li>• Proposes, as appropriate, changes in board structure, roles, responsibilities and over-all board effectiveness.</li> <li>• Regularly reviews the Board’s practices regarding member participation, conflict of interest, confidentiality, etc., and suggests improvements as needed.</li> </ul> <p><b><u>Grievance Committee –Terms of Reference</u></b></p> <p>From time to time incidents may occur or problems develop with 4-H members, leaders, volunteers or Associations that impact the daily operation of the 4-H program.</p> <p>Chaired by the 4-H Ontario Executive Director, the Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors. Committee Membership is confidential.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Working with the 4-H Ontario Executive Director to review and investigate submissions and make rulings based upon their findings.</li> <li>• The decision of the Grievance Committee is communicated by the 4-H Ontario Executive Director promptly to the person who had submitted the appeal.</li> <li>• A short written report is submitted two weeks in advance of each Ontario 4-H Council Board of Directors meeting outlining any grievances submitted and the decision of the committee.</li> </ul>	



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**Timelines:**

Meet as required.

**Nominating Committee –Terms of Reference**

The Nominating Committee performs a vital role for the Ontario 4-H Council ensuring continuity of leadership and further development of Association Representatives through the recruitment of volunteers to take on a leadership role with the Ontario 4-H Council Board of Directors.

The Nominating Committee is chaired by the Past President of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors. These members cannot be running for re-election at the next Ontario 4-H Council Annual General Meeting.

**Responsibilities**

- Soliciting nominations for the Ontario 4-H Council President and Ontario 4-H Council Director positions.
- Processing the applications for Director - Youth, Ontario Youth representative to the Canadian 4-H Council Youth Advisory Committee, and Director-Community.
- Conducting the interviews with the applicants for the positions of Director- Youth and Ontario Youth representative for Canadian 4-H Council Youth Advisory Committee.
- Submitting a short written report two weeks in advance of each Ontario 4-H Council Board of Directors meeting.

**Committee Timelines:**

**Suggested Timeline (Council Director):**

- |                  |  |
|------------------|--|
| <b>September</b> | Submit information and promote for upcoming Association Representative/President/Vice President teleconferences.                     |
| <b>November</b>  | Submit information for website   |
| <b>January</b>   | Confirm current Director continuance intention for upcoming year, have current Directors complete a skills matrix.                   |
| <b>February</b>  | Nominating Committee teleconference, contact ARs.<br>Ensure Director candidate biographies are included in the CAM delegate packages |
| <b>March</b>     | Contact ARs  |

**Suggested Timeline (Director Youth and Ontario Youth Representative to Canadian 4-H Council ( YAC):**

- |                 |   |
|-----------------|---|
| <b>October</b>  | Reappoint current youth to these positions (can serve 3 terms maximum) <u>OR</u> advertise position(s) open for applications<br>Review applications and distribute/post on website if necessary |
| <b>November</b> | Prepare questions for interviews  |
| <b>December</b> | Application deadline  |
| <b>January</b>  | Interview applicants<br>Include all applications received in Board Meeting package  |



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## 4.1.2 BOARD OPERATIONS

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<p><b>February 1<sup>st</sup></b> Report on applicant interviews at Board Meeting Inform successful applicant and invite to CAM</p> <p><b>Suggested Timeline (Director-Community):</b></p> <p><b>March</b> With the entry of new board members after Ontario 4-H Annual General Meeting, review skill set available around the board table</p> <p><b>May or before</b> If no Director-Community in place - initiate discussion of direction of 4-H and the skill set needed</p> <p><b>October</b> Reappoint current Director-Community <u>OR</u> advertise position open for applications Review application and distribute/post on website</p> <p><b>January</b> All applications received included in Board Meeting package</p> <p><b>Suggested Timeline (President):</b></p> <p><b>October</b> Advise Directors those nominations are due January 10<sup>th</sup></p> <p><b>January</b> Bring forward all nominations for President. Board Directors vote to accept nominations prior to distribution</p> <p><b>February</b> Candidate information is distributed through CAM packages</p> <p><b>March</b> The Ontario 4-H Council votes to elect (or acclaim) the President at the Ontario 4-H Council Annual General Meeting.</p> <p><b><u>Resolution Committee –Terms of Reference</u></b></p> <p>Resolutions are an important vehicle for local 4-H Associations to make recommendations to the Ontario 4-H Council of their concerns and suggestions for improving the 4-H program and policies in Ontario. Resolutions can be submitted at any time; however resolutions that are to be discussed at the Annual General Meeting must be submitted 120 days prior to the Annual General Meeting (based on policy 4.1.2. Board Operations, Policy B-BO-14 Resolutions from Association). A resolution generally starts with discussion at the local level, resolution form submitted to the Resolution Committee then Governance resolutions being distributed to all local Associations for discussion, then discussed &amp; voted at the Annual General Meeting followed by discussion and decision/direction of the resolution at the first full Ontario 4-H Council Board of Directors meeting following the Annual General Meeting. Submitted resolutions deemed operational are passed to the 4-H Ontario Executive Director where a progress report will be provided to the Ontario 4-H Council Board of Directors.</p> <p>The Resolution Committee is chaired by the Director at Large of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Working with 4-H Ontario staff to promote the development of resolutions by local 4-H Associations.</li> <li>• Working with 4-H Ontario staff to educate local 4-H Associations on the resolution process.</li> </ul>	
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<ul style="list-style-type: none"> <li>• Submitting a written report two weeks in advance of each Ontario 4-H Council Board of Directors meeting.</li> <li>• Reviewing resolution submissions and assigning responsibility for submissions (i.e. operational versus governance). Submitted resolutions deemed operational are passed to the 4-H Ontario Executive Director. Submitted resolutions deemed governance are reviewed for clarity then distributed to all local Associations for discussion to allow the Association Representative an opportunity to obtain direction from their local Association for voting purposes at the Ontario 4-H Council Annual General Meeting.</li> <li>• Requesting a progress report on the operational resolutions from the 4-H Ontario Executive Director.</li> <li>• The Chair of the Resolution Committee chairs the Resolution portion of the Ontario 4-H Council Annual General Meeting. The Chair is also responsible for working with 4-H Ontario staff to send letters to the submitting Associations acknowledging submitted resolutions, and after the first full Board meeting following the Annual General Meeting stating the decision or direction of the resolution submitted.</li> </ul>	
<p>Resolutions that have been received for discussion at the Annual General Meeting and the decision or direction from the first full board meeting following the Annual General Meeting will be communicated to all Associations.</p>	
<p><b>Timelines</b></p>	
<p><b>July/August:</b></p>	<p>Include in monthly mailings invitations for submitting resolutions, education about the resolution formatting and submission process, and communicate deadlines.</p>
<p><b>September:</b></p>	<p>Further education in the monthly mailings</p>
<p><b>November:</b></p>	<p>Submission deadline – based on 4.1.2 Board Operations policy B-BO-14 Resolutions from Association (120 days in advance of the Annual General Meeting) and the actual date of Annual General Meeting</p>
<p><b>November/December:</b></p>	<p>Email acknowledgement of resolutions submitted</p> <p>Determines operational versus governance based Resolutions and forwards those deemed operational to 4-H Ontario Executive Director</p> <p>Committee reviews submissions and works with Associations for clarification if necessary</p>
<p><b>January:</b></p>	<p>(minimum 75 days prior to Annual General Meeting) - Resolutions are distributed to local Association Representatives and Presidents</p>
<p><b>March:</b></p>	<p>(Annual General Meeting) - Chair of Resolutions Committee leads discussion and voting on resolutions with the assistance of the Parliamentarian.</p> <p>4-H Ontario Executive Director reports on progress with the resolutions that had been deemed operational</p>
<p><b>May/June:</b></p>	<p>Resolutions from the Annual General Meeting are discussed</p>





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<p>and voted on by the Ontario 4-H Council Board of Directors. Letters are sent to the submitting local 4-H Associations notifying them of the decision/direction and communicating the decision/direction to 4-H Associations.</p> <p><b><u>Board Evaluation Committee – Terms of Reference</u></b></p> <p>The Board Evaluation Committee is responsible for creating and reporting on 4-H Council Board Evaluation. The Committee is comprised of a minimum of three members from the Ontario 4- H Council Board of Directors. The Committee Chair is elected by the Committee at the Inaugural Board Meeting.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To create an evaluation for the board governance training</li> <li>• To create a Board evaluation for each 4-H Council Board of Directors meeting</li> <li>• To send the evaluation to the Executive Assistant to prepare for distribution, at least 2 weeks prior to meeting.</li> <li>• Ensure Executive Assistant sends the evaluation out to all Directors following each meeting</li> <li>• Discuss results from each evaluation with the committee and submit a written report two weeks in advance of each Ontario 4-H Council Board of Directors meetings.</li> <li>• To create a yearly Board evaluation for the Ontario 4-H Council Board of Directors</li> <li>• The Committee will recommend topics for Board Education that the Executive Committee can select from as they deem necessary or appropriate".</li> <li>• Evaluation Committee will search out and recruit an individual to summarize the Board year end evaluation and provide an executive summary prior to March Meeting.</li> </ul> <p><b>Timelines</b></p> <ul style="list-style-type: none"> <li>• Following each Ontario 4-H Council Board of Directors meetings a Board Evaluation will be sent out by the Executive Assistant to all Board members by email.</li> <li>• Evaluations need to be completed and submitted one week from the meeting date</li> <li>• Discussion of results from the evaluations with the Committee and submit a written report two weeks in advance of the next Ontario 4-H Council Board of Directors meeting.</li> <li>• Send out a yearly Board evaluation following the January Ontario 4-H Council Board of Directors meeting and discuss results with Committee and submit a written report two weeks In advance of the March Ontario 4-H Council Board of Directors meetings.</li> </ul>	
<p><b>B-BO-09 – Code of Conduct for Council Board Directors</b></p> <p><i>(Amended: August 17, 2019)</i></p> <p>Board Directors are also required to adhere to all volunteer code of conducts within 4-H Ontario. Board members will function in an ethical manner, contribute to the work of the board, support the decisions of the board, and respect the confidentiality of privileged information. Accordingly,</p>	<p>2000/ 2005/ 2007/ 2009/ 2011/ 2015/ 2019</p>



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<ul style="list-style-type: none"> <li>the board will speak with one voice. All board members will support all board decisions outside of the room.</li> <li>board members will endeavour to attend all meetings</li> <li>board members will not reveal to anyone, not normally present at board meetings, any confidential information, which they become aware of during the performance of their duties.</li> </ul> <p>Breach of Code of Conduct will result in a review by the Board, which may result in dismissal from the Board by a 2/3 majority vote of the Board members (excluding the Board Member(s) in question), with the decision of the Board being final.</p>	
<p><b>B-BO-10 – Conflict of Interest</b> <i>(Amended: June 16, 2018)</i></p> <p>Directors shall not be involved in discussions or decisions where a conflict of interest exists or appears to exist at Board Meetings. Directors are expected to disclose a conflict of interest at the earliest possible time.</p> <p>A conflict of interest exists if an individual (Director, staff, executive) is directly involved in a matter being discussed where said individual has a duty to more than one organization, but cannot do justice to the actual or potentially adverse interests of both parties. <i>(i.e., A Director who is employed by a funding partner or sponsor may not be involved in discussions or make decisions on matters where the funding partner or sponsor is the donor.)</i></p> <p>The Directors or Executive Director may ask a Director or staff member to leave a discussion or decision where they feel a conflict of interest is present.</p> <p>Directors and staff members shall conduct themselves in a manner, which would bear public scrutiny while conducting 4-H Ontario business.</p>	<p>1996/ 2000/ 2005/ 2009/ 2012/ 2014/ 2018</p>
<p><b>B-BO-11 – Ethics</b> <i>(Amended: March 23, 2018)</i></p> <p>Directors will understand and conduct themselves in legal and ethical ways.</p>	<p>2000/ 2005/ 2009/ 2014/ 2018</p>
<p><b>B-BO-12 – Director / Association Representative Expenses</b> <i>(Amended: October 26, 2019)</i></p> <p>Preapproved or policy bound expenses incurred while on Council business may be reimbursed at the approved Council rates. Expense forms are to be submitted along with the original receipts where applicable, within 30 days of the event. Expense forms not submitted within the 30 days will not be paid. Directors/Association Representatives may choose to donate all or part of their expenses and receive an income tax receipt for the donation by designating such appropriately on the expense form submitted.</p>	<p>1994/ 2000/ 2006/ 2009/ 2014/ 2015/ 2019</p>
<p><b>B-BO-13 – Director Learning Opportunities</b> <i>(Reviewed: Mach 23, 2018)</i></p> <p>4-H Ontario supports learning and development of skills for the Board of Directors. The cost of opportunities of a professional development nature deemed advantageous by the Board or the Executive Director may be covered by the Ontario 4-H Council. Written request for expense coverage must be submitted to the Board President or Executive Director prior to the event or opportunity. The Director will be responsible for</p>	<p>2000/ 2004/ 2006/ 2009/ 2014/ 2018</p>



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<p>the initial expenses. Council may reimburse the agreed upon portion of expenses upon attendance, receipt of a written report and any other agreed upon requirements.</p>	
<p><b>B-BO-14 – Resolutions from the Association</b>  <i>(Reviewed: March 23, 2018)</i></p> <p>Resolutions will be accepted from the membership for discussion at the Annual Meeting or any other general meeting of the Ontario 4-H Council provided that they are typed and received no later than 120 days prior to the Annual or general meeting. Associations will be notified of the intent to discuss resolution(s) received no later than 75 days prior to the Annual General Meeting.</p>	<p>2001/ 2008/            2010/ 2011/            2013/ 2014/            2018</p>
<p><b>B-BO-15 – Board Orientation</b>  <i>(Amended: March 27, 2015)</i></p> <p>Board Members must receive information and training, as required, to fulfill their governance roles and responsibilities and to comply with the organization’s principle of effective governance. New Directors to the Board of the Ontario 4-H Council shall receive a Board and Operations Orientation package prior to their first full meeting as a Board. All Board Members must receive information and training, at least once per year and as required, to fulfill their governance roles and responsibilities and to comply with the organization’s principle of effective governance.</p>	<p>2003/ 2008/            2010/ 2012/            2015</p>
<p><b>B-BO-16 – Protection of Personal Information</b>  <i>(Updated: October 26, 2019)</i></p> <p>The Ontario 4-H Council and the activities of Ontario 4-H Foundation respects the privacy of its members, volunteers, donors, sponsors, staff and stakeholders and adheres to all legislative requirements with respect to privacy. 4-H Ontario’s Privacy Officer is committed to ensuring that appropriate measures and safeguards are in place to protect specific information that is held for the purpose of the program.</p> <p>The Privacy Officer will use the privacy principals outlined in the Federal Personal Information Protection and Electronic Documents Act (January 2004) as guidelines for best practices.</p> <p>Personal information is collected only for the following reasons:</p> <ul style="list-style-type: none"> <li>• To establish and maintain a responsible relationship and provide ongoing service and support.</li> <li>• To maintain, develop, enhance and market 4-H programs and opportunities to be consistent with the programs mandate.</li> <li>• To be compliant with 4-H Ontario’s screening policy to meet program requirements.</li> </ul> <p>4-H Ontario does not rent, sell or trade mailing lists held by the organization.</p>	<p>2003/ 2011/            2015/ 2019</p>
<p><b>B-BO-17 – Transfer of Net Income to Contingency Reserve Fund</b>  <i>(Amended: March 23, 2018)</i></p> <p>The Ontario 4-H Council supports the maintenance of a Contingency Reserve Fund. This fund should be a minimum of three months operating budget, to a maximum of six months operating budget. At the discretion of the Executive Director with appropriate staff and Executive Committee consultation, at the end of each year net income in excess of \$30,000 will be transferred to the Contingency Reserve Fund and/or other</p>	<p>2004/ 2005/            2008/ 2014/            2018</p>



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<p>specific investment/purpose. The Contingency Reserve Fund will be reviewed yearly.</p> <p><i>For additional details see Section 5 - Appendix B: Ontario 4-H Council Board Procedures</i></p>	
<p><b>B-BO-18 – Board Minutes</b></p> <p><i>(Reviewed: October 26, 2019)</i></p> <p>Minutes shall be kept of every meeting, and the secretary will electronically distribute a draft of the Minutes to the Ontario 4-H Council Board of Directors for review. Directors will have (7) days after electronic distribution of the draft Minutes to propose corrections, clarifications, other revisions, or log an objection to the approval of Minutes. Clerical revisions will be taken under consideration by the Secretary.</p> <p>After seven (7) days, a teleconference call will be scheduled to discuss any corrections, clarifications or revisions and to approve the Minutes. The Minutes will then be available to post to the public side of the 4-H Ontario website.</p>	<p>2016/ 2019</p>
<p><b>B-BO-19 – Association In Good Standing</b></p> <p><i>(Updated: October 26, 2019)</i></p> <p>In order for 4-H Associations to be in Good Standing with the Ontario 4-H Council, they will need to meet the following requirements:</p> <p>Function within a structure that supports the delivery of programs in a positive youth development philosophy. That is: 4-H youth members supported by 4-H volunteer leaders in completion of skill development projects by “Learning To Do By Doing” within the provincial age range.</p> <p><b><u>FINANCIAL VIABILITY</u></b></p> <ul style="list-style-type: none"> <li>• Complete an annual filing of financial statements (including income statement and balance sheet) to 4-H Ontario Manager Finance.             <ul style="list-style-type: none"> <li>○ If Association AGM occurs prior to March 1<sup>st</sup>, financial reports are due March 15<sup>th</sup> to avoid suspension of voting privileges at next 4-H Ontario AGM.</li> <li>○ If Association AGM occurs after March 1<sup>st</sup>, financial reports are due June 30<sup>th</sup> to avoid suspension of voting privileges at the next 4-H Ontario AGM.</li> <li>○ No financial reports for the previous fiscal year will be accepted after June 30<sup>th</sup> of the current fiscal year without suspension of voting privileges. (Even if voting privileges are suspended, financial reports still need to be submitted).</li> </ul> </li> <li>• Adhere to accounting practices which meet 4-H Ontario provincial standards in format and content</li> <li>• Advertise and collect Provincial Membership Fees locally, and remit in accordance with 4-H Ontario policy. All outstanding invoices from previous fiscal year shall be paid in full by February 15<sup>th</sup> of the current fiscal year. Failure will result in a suspension of voting privileges at the Provincial AGM.</li> </ul> <p><b><u>LOCAL ASSOCIATION BOARD PRACTICES</u></b></p> <ul style="list-style-type: none"> <li>• Review Association Constitution / Bylaws and Policies on a regular basis</li> <li>• Seek out and follow 4-H Ontario policies</li> </ul>	<p>2016/ 2019</p>



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- Use parliamentary procedure at all Association Meetings
- Forward Association Meeting Minutes to 4-H Ontario Coordinator, Volunteer Support in a timely manner
- Hold an Association Annual General Meeting that is publicly advertised to all stakeholders and of which 4-H Ontario is made aware of at least 90 days in advance
- Lead by example with full respect to the 4-H Ontario Code of Conduct in an inclusive, transparent, and 4-H values based manner
- At least one representative (Association Representative) from a local Association attend the Annual General Meeting of the Ontario 4-H Council
- Active participation in 4-H Ontario teleconferences for volunteers in specific roles (i.e., Presidents, Vice Presidents, etc.)
- Ensure regional 4-H Ontario Staff are included on all Association email / mail information blasts

#### **LOCAL ASSOCIATION EVENTS**

- Encourage youth programming that teaches the core competencies of 4-H: judging and critical thinking, parliamentary procedure, communication and public speaking, hands on skill development and community contribution
- Associations will strive to hold youth events that highlight youth knowledge and achievement such as:
  - Awards Night(s) to honour youth and volunteer achievement (ensuring 4-H Ontario is aware of the date 90 days in advance)
  - Family fun/rally/sign up type event to assist in marketing the opportunities and recruiting new volunteers and youth members
  - An Association level judging event (inclusive of agriculture and life skills), and/or supporting participation in a Regional Judging Competition
  - An Association level “Go For The Gold” event, and/or supporting participation within Regional and Provincial “Go For The Gold” Competitions.

#### **PROMOTION PRACTICES**

- Promote the 4-H program to the general public
- Support and encourage youth members and volunteers to participate in Regional, Provincial, and National 4-H opportunities, including camps, conferences and competitions
- Leverage the Associations’ webpage on 4-H Ontario’s website to promote active clubs, events and key contacts and/or utilize other forms of social media promotion (i.e. Facebook, Twitter, Instagram) to promote Local Association activities.
- Follow 4-H Canada brand standards

Associations’ standing will be reviewed annually to ensure requirements are met. If there is evidence of a requirement that is not being met, the Ontario 4-H Council will review the status of the Association with the provincial body in order to rectify the situation. Membership privileges may be suspended if the Ontario 4-H Council is not satisfied with remedial actions.

***Effective January 1, 2017***

If an Association has not met the requirements of Financial Viability as described above, the following measures will be implemented:



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<ol style="list-style-type: none"> <li>1. 4-H Ontario funding opportunities that flow through the provincial office will be suspended with no compensation for any missed funding once the Association has complied.</li> <li>2. Secure 4-H Ontario website access is suspended to entire Association, including youth members and volunteers.</li> <li>3. Youth members and volunteers will NOT be eligible to participate in any 4-H Ontario event/activities.</li> <li>4. All volunteer training opportunities will be suspended.</li> <li>5. Suspended Voting Rights for Associations at the Ontario 4-H Council Annual General Meeting.</li> </ol> <p>4-H Ontario staff will support the Association in obtaining proper documentation in order to regain their good standing status. An Association will regain their “good standing” status after they have complied to the satisfaction of the 4-H Ontario Staff.</p>	
<p><b>B-BO-20 – Active Association Parameters</b> (Established: September 17, 2016)</p> <p>An active 4-H Association in Ontario is responsible and accountable for the delivery of the local 4-H program. To effectively manage the operations of an active 4-H Association, the following minimum activities/structure must be in place:</p> <ul style="list-style-type: none"> <li>• Core Board Executive – Association Representative, President &amp; Vice President, Secretary, Treasurer and Membership Coordinator</li> <li>• Minimum of four (4) quarterly Board meetings (either in person or using available technology), documenting and maintaining records of meeting.</li> <li>• Bank account and provide regular financial reporting to the 4-H Association Board</li> <li>• One (1) Association wide youth event and one (1) marketing or promotional event</li> <li>• One (1) active 4-H club with two (2) screened and trained volunteers</li> </ul>	2016
<p><b>B-BO-21 – Duty of Care</b> (Established: June 22, 2019)</p> <p>Parents entrust their children with 4-H volunteers who are responsible for the supervision and safety of youth members. As such, 4-H Volunteers are obligated to practice “<b>Duty of Care</b>” to take reasonable measures to avoid causing foreseeable harm to a person.</p> <p>As a youth serving organization, 4-H Ontario demonstrates its Duty of Care through its policies and the steps we all take to show reasonable care has been taken to avoid harm. Three examples of Duty of Care in 4-H are:</p> <ul style="list-style-type: none"> <li>• Policies surrounding screening of Volunteers,</li> <li>• Volunteers thinking about supervision and safety first,</li> <li>• Using tools such as contact information and an Incident Report in case of emergency.</li> </ul> <p>Youth cannot be responsible for their own safety. As Leaders, our role is to protect them from all harm (from themselves, each other and adults). Supervision is key to</p>	2019





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<p>the safety of all youth members. Volunteers who are in regular contact with youth, such as Club Leaders and chaperones, are in Volunteer positions that require the most trust and are taking on a high level of risk. Therefore, 4-H Ontario insists that every Club Leadership consists of at least 2 Volunteers in good standing. <b><u>If there are not at least two (2) Volunteers in Good Standing as Leaders for a Club, the project will not be accepted as an official Club and Members will not receive credit.</u></b></p> <p>4-H Ontario is committed to ensuring all youth have a quality and healthy experience, and Volunteers have adequate training and support to keep all Club participants safe. Parents of our Youth expect that we will ensure the safety of youth by ensuring our volunteers are in good standing.</p> <p>Club Leaders should plan programming with safety as the priority. Programs should be planned in such ways that eliminate situations where there would be access to a Youth in private by an adult. In this way, you are limiting the risk of harm by an adult to a child and avoiding false allegations. Another important strategy to ensure safety is to be sure to welcome parents to drop by anytime unannounced so that you create an open atmosphere.</p> <p>If you are sitting on a board of directors, you must lead by example and complete the engagement learning process. You are the leadership of the local 4-H Association and therefore share the responsibility with 4-H Ontario to ensure screening and training is completed by Volunteers and making sure our youth are protected from harm.</p> <p>Everyone has a role to play in ensuring 4-H is a community of caring for each other (youth and Leaders); all protecting and supporting each other to ensure all Youth and Volunteers are safe and healthy.</p>	
<p><b>B-BO-22 – 4-H Canada Duty to Report</b> (Established: June 22, 2019)</p> <p>As a staff member or a volunteer in a youth organization, your responsibility is to be aware of and alert to signs of child abuse and inappropriate conduct and to report those concerns.</p> <p><b><u>Recognizing Child Abuse and Neglect</u></b></p> <p><b>Physical abuse</b> is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in the injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is also considered abuse.</p> <p><b>Neglect</b> occurs when a caregiver fails to provide basic needs such as adequate food, sleep, protection from risks, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused.</p> <p><b>Emotional abuse</b> is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity.</p>	<p>2019</p>





Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence.

**Sexual abuse** occurs when a child is used for the sexual gratification of an adult or an older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos or engage in prostitution.

**Grooming** is usually a slow, gradual and escalating process of building trust and comfort with a child. A child sex offender can use a variety of subtle, manipulative techniques to gain access to a child and increase the chances that the child will agree to his/her sexual advances. Child sex offenders build rapport with the adults around the child so that his/her involvement with the child is welcomed and encouraged. Grooming typically moves to test the child's boundaries (and the child's ability to protect him/herself) through the telling of sexual jokes, engaging in roughhousing, backrubs, sexual games, etc., in an attempt to see if s/he is at risk to tell someone. Grooming typically progresses from non-sexual touching to 'accidental' sexual touching. This usually occurs during play, so the child may not identify it as purposeful, inappropriate touching.

#### What to Watch For

As a volunteer or staff providing services to youth, you need to watch for signs of possible child abuse or neglect. There are two main types of signs: indicators and disclosures.

#### Indicators

Many indicators - especially those of a behavioural nature, such as anxiety or developmental lags - may be signs of other problems. However, a series of indicators observed over a period may be a youth's reaction to abuse or neglect and may appear as dramatic changes from the child's or youth's normal behaviour. Volunteers or staff may also observe patterns of conduct that are consistent with indicators of "grooming". Indicators alone do not prove child abuse or neglect; however, they signal a need for your applicable child welfare organization or police to learn more about the youth's circumstances. That is why indicators must be reported to your applicable child welfare organization or the police, as well as your provincial 4-H office.

Please refer to this document for a detailed outline of the forms of abuse and possible physical and behavioural indicators to watch for:

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook\\_generalpublicbooklet.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_generalpublicbooklet.pdf)

#### Disclosure

A youth may tell you *directly* that they are being abused or neglected. Disclosure might begin with one example to see how you react. In other cases, youth do not disclose directly but communicate what they have experienced *indirectly* – through their behaviours, emotions, art, writing, appearance, inquiries or discussions about fears, concerns or relationships. Youth also divulge information through indirect statements, statements with conditions (eg. "promise to not tell") or third-party



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statements (eg. “my friend’s parent is hurting her”).

Please refer to the Commit to Kids training handbook for detailed information on responding to and supporting a youth who may be disclosing abuse or neglect to you.

[4-h-canada.ca/sites/default/files/risk-management/csa\\_preventiontraining\\_handout\\_en.pdf](http://4-h-canada.ca/sites/default/files/risk-management/csa_preventiontraining_handout_en.pdf)

#### Recognizing Inappropriate Conduct

Within the 4-H in Canada Code of Conduct there is an outline of the expectations and guidelines for everyone involved in 4-H activities. Conduct that conflicts with the 4-H Code of Conduct or other 4-H policies may not be against the law in other contexts, but it is still considered inappropriate and must be appropriately reported. For example:

- a violation of a youth’s privacy or personal boundaries
- unauthorized contact with a child
- the use of drugs or alcohol during a 4-H event
- bullying behaviour, verbal or physical
- or other behaviours in conflict with the Code of Conducts or Two Leader Rule.

*Please note that misconduct may be carried out by a youth member, for example, cyberbullying or drug use, and it must be reported as well.*

#### Your Responsibilities

##### **To report suspicion of abuse or neglect**

If you have reason to believe that a youth is experiencing child abuse or neglect, then you are legally required to report your concern to the appropriate local child protection agency or police. *You do not need to be certain. It is the agency’s job to determine whether abuse or neglect has occurred or is likely to occur.* 4-H Canada also requires you to report your concern to your provincial 4-H office.

##### **To report suspicion of inappropriate conduct**

Conduct not relating to child abuse or neglect, but which is inappropriate or in conflict with 4-H policies, must be reported to your provincial 4-H office.

##### **To keep information strictly confidential**

Keep all information in strictest confidence, including the name of youth and those accused, and the nature and details of the allegation. Do not discuss the matter with anyone other than the appropriate authorities and your provincial 4-H office for reporting purposes.

#### Guidelines for Reporting Abuse or Misconduct

4-H Canada is following the best practices for reporting developed by the Canadian Center for Child Protection. Below are the specific details.

##### **Making your report of abuse**

- Report immediately to local child protection agency or police service
- After reporting to officials, report to your local provincial 4-H office



# 4-H Ontario Policy Manual

## 4.1.2 BOARD OPERATIONS

Revised: November 15, 2019

### Section 4.1 – Ontario 4-H Council Board Policies

<ul style="list-style-type: none"><li>• Maintain strict confidentiality</li><li>• Do not conduct any investigation to substantiate allegations. This is the role of child protection agencies and police.</li></ul> <p><b>Making your report of inappropriate conduct</b></p> <ul style="list-style-type: none"><li>• Report immediately to your provincial 4-H office</li><li>• Maintain strict confidentiality.</li><li>• The provincial office is responsible for notifying the person against whom an allegation is made of the procedures for addressing the allegation and the provincial office will determine if that person should be suspended during the investigation.</li><li>• Do not conduct any investigation to substantiate allegations. The provincial office will conduct and document the investigation.</li></ul> <p><b>Please see Appendix H for the 4-H Ontario Steps for Reporting Child Abuse</b></p>	
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