



**CANADA**  
4-H Ontario

# **POLICY MANUAL**

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## **Huron County 4-H Association**

Property of Huron County 4-H Association

The Huron County 4-H Association Policy manual is for use of the Huron County 4-H Association Directors and volunteers.

- It is the responsibility of the Huron County 4-H Association Board of Directors to keep the 4-H Ontario Policy Manual current
- Please ensure Policy Manual remains within the Association and is available to all Directors/ support volunteers of the Association for their information and review

Please note: In absence of local, national 4-H policy, Provincial, Federal laws and statutes prevail.

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## 1.1 BOARD

<b>POLICY</b>	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No. H-B-01 (Huron-Board-01) Name of Policy: Board Position Description</p> <p><b>President</b> The role of the President will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Chair association meetings</li> <li>• Plan meeting agendas with secretary</li> <li>• Act as ex-officio member of all committees</li> <li>• Ensure meetings are organized, focused and effective</li> <li>• Ensure the Association constitution is adhered to</li> <li>• Will communicate directors to deal with issues as needed</li> </ul> <p><b>Vice-President</b> The role of the Vice-President will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Chair any meeting in the absence of the President</li> <li>• Be prepared to assume the position of President in the event the President resigns</li> </ul> <p><b>Past President</b> The role of the Past President is non-voting and will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Act as the Chair of the Nominating Committee</li> </ul> <p><b>Secretary</b> The role of the Secretary will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Notify board members of meetings, distribute agenda and minutes of previous meeting</li> <li>• Record minutes and attendance at all association meetings, including recording motions, decisions of the association, and all corrections to the minutes</li> <li>• Prepare and respond to correspondence on behalf of the association</li> </ul> <p><b>Treasurer</b> The role of the Treasurer will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Will have knowledge of basic accounting principles with emphasis on due diligence</li> <li>• Journalize transactions, using double entry accounting system of choice</li> <li>• Present a written financial statement at each general meeting of the association</li> <li>• Have a third party accountant review the bookkeeping and prepare a Notice to Reader financial statement to be presented at the board</li> </ul>	<p>Date Approved:</p>

<ul style="list-style-type: none"> <li>meeting by the Treasurer</li> <li>• Submit the Annual Report to 4-H Ontario within 10 days of the AGM as required by 4-H Ontario</li> <li>• Make bank deposits on behalf of the association</li> <li>• Prepare and forward cheques as approved by the association</li> <li>• File the T3010 Charity Information Return before June 30, the following year; or coordinate for the T3010 to be filed by the examiner</li> <li>• Assist with board orientation and training</li> <li>• May chair special events</li> <li>• Provide historical data regarding the board’s financial activity</li> </ul>	
<p>Policy No. H-B-02  Name of Policy: Additional Association Positions</p> <p>The following positions may be filled by a member of the Board of Directors or a Volunteer in Good Standing that does not sit on the board. Should the incumbent not be a member of the board, they are required to attend board of directors’ meetings as needed or provide a written report.</p> <p><b>Livestock Contact Person</b>  The role of Livestock Contact Person will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• May be a member of the board of directors</li> <li>• Receive mailings for 4-H Council regarding 4-H livestock issues and direct them to the appropriate individuals/committees</li> <li>• Co-ordinate project information sheets/Assist Expo and submit them to the provincial coordinator</li> <li>• Follow 4-H council procedures regarding project information sheets  Association Resource Contact</li> </ul> <p><b>Association Resource Contact</b>  The role of the Association Resource Contact will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide 4-H project resources to screened volunteers as needed</li> <li>• Provide requested materials to volunteers</li> </ul> <p><b>Membership Co-ordinator (Dual Position Secretary/Treasure)</b></p> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Provide leaders updated club lists</li> <li>• Provide the newsletter editor with names and mailing addresses/email of new and/or graduating members. Also new or retiring volunteers.</li> <li>• Inform the newsletter editor of any changes to the list of clubs and club leaders as listed on the “Leaders Contact Info” page of the newsletter</li> <li>• Ensure accuracy of the member &amp; volunteer information with club leaders</li> </ul>	<p>Date Approved:</p>

<p><b>Treasure</b></p> <ul style="list-style-type: none"> <li>• Ensure members paid up with 4-H Ontario</li> <li>• Transfer money from 4-H Ontario for the Huron membership fee</li> <li>• Receive boarder hopper fee from members</li> </ul>	
<p>Policy No. H-B-03 Name of Policy: Board of Director's Code of Conduct</p> <ul style="list-style-type: none"> <li>• Board members will always demonstrate ethical and professional conduct</li> <li>• Display proper use of authority, appropriate actions in groups and individual behaviour while acting on behalf of the association</li> <li>• Board members must be loyal to the interest of the membership</li> <li>• Board members must not exert any individual authority over the association except as stated in the association's policies</li> <li>• Board members are to interact with outside entities or individuals and each other using fair play, ethics and open communication</li> <li>• Overarching, all board members will comply with the 4-H Ontario Code of Conduct</li> </ul>	<p>Date Approved:</p>

Section 1 – Huron County 4-H Association Policies

**1.2 COMMITTEES**

<p style="text-align: center;"><b>POLICY</b></p>	<p style="text-align: center;">DATE PASSED, AMENDED OR REVIEWED</p>
<p>Policy No. H-C-01 (Huron-Committees-01) Name of Policy: Committee Composition &amp; Responsibility</p> <ul style="list-style-type: none"> <li>• Membership to the standing committees of the Huron County 4-H Association shall be by annual appointment</li> <li>• Each Committee is responsible for appointing/electing a committee chair</li> <li>• Committee chairs will preside over all committee meetings and be the liaison to the Huron County 4-H Association Board of Directors</li> <li>• The Committee chair or designate will be responsible for reporting to the Board of Directors and submitting a year-end report outlining successes, concerns, recommendations.</li> <li>• Activities of all standing committees must be approved by the Board of Directors</li> <li>• Special and ad hoc committees may be appointed by the Board of Directors as required</li> <li>• Each committee shall adhere to the budget approved by the Board</li> </ul>	<p>Date Approved:</p>

<p style="text-align: center;">of Directors</p>	
<p>Policy No. H-C-02  Name of Policy: Committee Purpose and Roles</p> <p><b>Nominating Committee</b></p> <ul style="list-style-type: none"> <li>• Secure candidates for positions on the Board of Directors</li> <li>• Orient board members to their new positions, providing job descriptions on each position</li> <li>• The Past-President shall act as the chair of this committee</li> </ul> <p><b>Volunteer Screening Contact</b></p> <ul style="list-style-type: none"> <li>• Organize a Screening Committee consisting of the Screening Contact, Secretary and Past President or alternate as needed</li> <li>• Coordinate screening information and interview for new volunteers</li> <li>• Contact references of new volunteers</li> <li>• Maintain volunteer information in 4-H data base</li> </ul> <p><b>Policy Review</b></p> <ul style="list-style-type: none"> <li>• Review, update and suggest policy changes to the constitution documents annually</li> </ul> <p><b>Awards Committee</b></p> <ul style="list-style-type: none"> <li>• Maintain an awards database with award and contact information.</li> <li>• Obtain and coordinate awards information from Membership Coordinator, Secretary, leaders etc</li> <li>• Organize and complete the awards program booklet and program</li> <li>• Prepare awards plaques, name plates, year bars, certificates etc.</li> <li>• Prepare awards packages for leaders for distribution at awards program.</li> <li>• Address thank you cards to accompany awards</li> <li>• Any “out of pocket” expenses will be reimbursed by the Association</li> </ul> <p><b>Social Media Coordinator</b></p> <ul style="list-style-type: none"> <li>• Maintain the Huron County social media platforms and website</li> <li>• Post relevant information for members, volunteers and clubs</li> <li>• Work with newsletter editor to publish online newsletter on the website and social media platforms</li> <li>• Respond in a timely manor to inquiries about 4-H and/or direct to appropriate leaders</li> <li>• Work with the board to post any pertinent information on social media platforms and the Website</li> <li>• Be reimbursed for any “out of pocket” expenses</li> </ul>	<p>Date Approved:</p>

<p><b>Newsletter Editor</b></p> <ul style="list-style-type: none"> <li>• Prepare quarterly newsletter</li> <li>• Contact or notify association of submission deadline and request submissions in advance of the deadline</li> <li>• Forward newsletter file to the Facebook/Webmaster for publishing on those sites</li> <li>• Send the newsletter by mail or email</li> <li>• Seek out news items for the newsletter</li> <li>• Update, change and/or redesign the newsletter as needed</li> <li>• Be reimbursed for any “out of pocket” expenses</li> </ul>	
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**1.3 FINANCIAL**

<b>POLICY</b>	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No: H-F-01 (Huron-“Out of Pocket” and Donations of Sympathy-01) Name of Policy: “Out of Pocket” and Donations of Sympathy</p> <p><b>Out of Pocket</b></p> <ul style="list-style-type: none"> <li>• The Secretary/Membership Coordinator will receive a \$1,150 honorarium annually for the duties of their position. Amount is to be discussed annually by the board of directors</li> <li>• The Treasure/Membership Coordinator will receive a \$1000 honorarium annually for the duties of their position. Amount is to be discussed annually by the board of directors</li> </ul> <p><b>Donations of Sympathy</b></p> <ul style="list-style-type: none"> <li>• Donations of Sympathy shall be given in the case of a death of a current member or volunteer to a maximum of \$50 and directed to a charity of choice. Expressions of sympathy will be sent to families of any 4-H connection that the board feels appropriate.</li> </ul>	<p>Date Approved:</p>

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## 1.4 LEADERS

<b>POLICY</b>	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No: H-L-01 (Huron-Leaders-01) Name of Policy: Club Leaders</p> <p>The role of Club Leader must include the following responsibilities, inclusive of all 4-H Ontario Policies:</p> <ul style="list-style-type: none"><li>• Must be a fully screened leader in good standing in accordance of 4-H Ontario</li><li>• There must be two Volunteers who are not spouses in Good Standing in attendance at each club meeting</li></ul>	Date Approved:

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## 1.5 CLUBS

<b>POLICY</b>	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No: H-CL-01 (Huron-Clubs-01) Name of Policy: Club Start Up Funds</p> <p>New club start ups are eligible for \$200 in start up funds from the Huron County 4-H Association to open a bank account or funds will be provided with the submission of receipts, should a bank account not be opened.</p> <ul style="list-style-type: none"><li>• The two signing authorities cannot reside at the same address</li></ul>	Date Approved:

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## 1.6 MEMBERSHIP

<b>POLICY</b>	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No: H-M-01 (Huron-Membership-01) Name of Policy: Membership Fees</p> <ul style="list-style-type: none"><li>• In accordance with Ontario 4-H Program policy, an annual membership fee will be paid by all youth enrolled in the 4-H Program</li><li>• The membership fee will be determined annually by Board of Directors</li><li>• Border hopper fee to be determined by the Board of Directors</li></ul>	Date Approved:

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## 1.7 LIVESTOCK

POLICY	DATE PASSED, AMENDED OR REVIEWED
<p>Policy No: H-LI-01 (Huron-Livestock-01) Name of Policy: Livestock</p> <p><b>Requirements for 4-H Completion for 4-H Ontario Agricultural Clubs</b></p> <ul style="list-style-type: none"> <li>- Attend 2/3 of the club meetings</li> <li>- Attend and participate (animal and show person) in their achievement day</li> <li>- Be a member in good standing</li> <li>- Follow 4-H Ontario Code of Conduct for Members and Volunteers</li> </ul> <p><b>Showmanship Ages</b></p> <ul style="list-style-type: none"> <li>- Showmanship ages as of January 1st               <ul style="list-style-type: none"> <li>-Novice: 9-12</li> <li>-Junior: 13-14</li> <li>-Intermediate: 15-17</li> <li>-Senior: 18-21</li> </ul> </li> </ul> <p><b>Huron County 4-H Requirements for Out of County</b></p> <ul style="list-style-type: none"> <li>- Registered 4-H agriculture club in Huron County and Project Information Form registered with Ontario 4-H. Companion calves must also have a Project Information Form completed. Deadline June 1.</li> <li>- Attend and show (this includes 4-H show person and 4-H animal) at Seaforth Fair for the county show.</li> <li>- Members complete the registration forms for out of county shows. For example The Royal Winter Fair registration forms with signatures from 4-H agricultural leader for your completion of your club.</li> <li>- If you are unable to attend Seaforth Fall Fair 4-H agricultural members have the following requirements to full fill completely:               <ul style="list-style-type: none"> <li>- A letter to the Huron County Leader's association and 4-H Agricultural leader explaining your reasons.</li> <li>- 4-H calf that is on the Project Information Form required to be the Seaforth Fall Fair</li> <li>- Compete your achievement day or a open 4-H show</li> <li>- If a show off is required for out of county shows the 4-H agricultural member must attend or they will be disqualified (including Royal Winter Fair Competitors)</li> <li>- ***Standard liability for livestock shows required (discuss with insurance company)</li> <li>- Members are required to participate in Showmanship and Confirmation classes at the county show to qualify for out of county.</li> </ul> </li> </ul> <p><b>Huron Dairy 4-H Classic Show Team Qualifications</b></p> <ul style="list-style-type: none"> <li>- Completion of a Huron Dairy 4-H livestock club. (in accordance to</li> </ul>	<p>Date Approved:</p>

Ontario 4-H regulations)

- Fill out the Project Information Form and submit on time
- Attend and show (animal and show person) at the Seaforth Fall Fair which is the qualifying show for the Huron County 4-H Classic Dairy Team
- 8 qualifying Huron Dairy members will be selected based on showing at the Seaforth Fall Fair; plus 1 alternate. This is a team out of county; 1<sup>st</sup> alternate must attend the Royal even though the calf is not in attendance
- Registration forms for the Royal Winter Fair- Dairy 4-H Classic show is the responsibility of the individuals (4-H member) who qualify for the 8 positions on the team. Deadline October 1
- \*\*\*Standard liability for livestock shows required (discuss with insurance company)
- Responsibility of travel and accommodations are up to the 4-H members.
- Follow 4-H Ontario Code of Conduct for Members and Volunteers

**National Junior Beef Heifer Show**

- Completion of a Huron 4-H livestock club (in accordance to Ontario 4-H regulations)
- Make sure you check the box on the Project Information Form for the heifer show at the Royal and complete a Project Information Form. Deadline June 1
- Attend and show (animal and show person) at Seaforth Fair. If there are more than the allotted participants to attend the National Junior Beef Heifer Show then a show off will be needed and top scoring animals will be picked by the judge at the Seaforth Fall Fair to fill the desired spots.
- Registration for The National Junior Beef Heifer show is up to the qualifying 4-H agriculture member to meet the deadlines of the Royal Winter Fair. Deadline is October 1.
- Royal Winter Fair website is available for rules and regulations for the show. Check ages of show persons and animal ages.  
<http://www.royalfair.org/files/largelivestocknatljrbeefheifershow.pdf>
- \*\*\*Standard liability for livestock shows required (discuss with insurance company)
- Responsibility of travel and accommodations are up to the 4-H agricultural members.
- Follow 4-H Ontario Code of Conduct for Members and Volunteers
- \*\*\*Standard liability for livestock shows required (discuss with insurance company)

**Companion Calves in Huron County 4-H**

- Completion of a Huron County 4-H agriculture club (in accordance

to Ontario 4-H regulations). Complete a Project Information Form for a companion calf is also required by May 15.

- Attend and show (animal and show person) at Seaforth Fall Fair
- Brussels Show and Sale- companion calves will be sold at the sale provided the exhibitor is taking a calf to the Royal Winter Fair in the National Junior Beef Heifer show.
- If your 4-H agriculture animal project does not qualify for the Royal Winter Fair; your companion calf is not eligible for Brussels Show and Sale.
- The companion calf must attend and be shown at your 4-H Agriculture Achievement Day.
- Pre-Registration for Seaforth Fall Fair.
- Follow 4-H Ontario Code of Conduct for Members and Volunteers.
- \*\*\*Standard liability for livestock shows required (discuss with insurance company)

**Companion Lambs:**

- A 4-H member may have a companion ewe lamb, to exhibit at their local 4-H achievement day.
- The companion lamb is not eligible to sell at the Brussels show and sale
- Registered with Assist Expo by June 1.
- \*\*\*Standard liability for livestock shows required (discuss with insurance company)