

KAWARTHA
LAKES
HALIBURTON
4-H
ASSOCIATION

POLICIES AND PROCEDURES

Kawartha Lakes Haliburton 4-H Association Policy & Procedures Table of Contents

Section 1.....Finances

Policy Number F-01	Club Finances	F1
Policy Number F-02	Refunds for Registered Events	F2
Policy Number F-03	Fundraising Events	F3
Policy Number F-04	E-Transfer Payments	F5

Section 2 Club Records

Policy Number CR-01	Club Membership Lists	CR1
Policy Number CR-02	Club Completion Lists	CR2
Policy Number CR-03	Club Secretary Books	CR3

Section 3 4-H Club Activities

Policy Number CA-01.....	Extra Curricular Activities	CA1
--------------------------	-----------------------------------	-----

Section 4 4-H Members

Policy Number M-01	Payment of Membership Fees	M1
Policy Number M-02	Youth Leaders	M2
Policy Number M-03	Dress Code for Livestock Shows	M3

Section 5 Livestock

Policy Number L-01	General for all Breeds	L1
Policy Number L-02	Beef	L3
Policy Number L-03	Dairy	L5
Policy Number L-04	Goat	L7
Policy Number L-05	Horse	L8
Policy Number L-06	Poultry	L9
Policy Number L-07	Rabbits	L10
Policy Number L-08	Sheep	L11
Policy Number L-09	Swine	L12

Section 6 Board Policies

Policy Number B-01	Bereavement	BP1
Policy Number B-02	Annual General Meeting	BP2
Policy Number B-03	Awards Night	BP3
Policy Number B-04	New Volunteer Screening	BP4
Policy Number B-05	Conflict Resolutions	BP5
Policy Number B-06	Committees	BP6
Policy Number B-07	New Club not available at Roundup ..	BP7

Section 7 Job Descriptions

Job Description JD-01	President	JD1
Job Description JD-02	Vice President	JD2
Job Description JD-03	Secretary	JD3
Job Description JD-04	Treasurer	JD4
Job Description JD-05	Association Representative	JD5
Job Description JD-06	Screening Contact	JD6
Job Description JD-07	Membership Coordinator	JD7
Job Description JD-08	Livestock Coordinator	JD8
Job Description JD-09	Activity Coordinator	JD9
Job Description JD-10	Resource Contact	JD10
Job Description JD-11	Newsletter Coordinator	JD11
Job Description JD-12	Webmaster	JD12
Job Description JD-13	Regional Representative	JD13
Job Description JD-14	Awards Coordinator	JD14

Appendix

Livestock

Appendix Number BA-02	Beef Clubs Point System	AP1
-----------------------	-------------------------	-----

Board Finances

Appendix Number FA-03	Sign In Sheet for Food Booth	AP2
-----------------------	------------------------------	-----

Section 1 – Finances

Section: Finances	Policy: Club Finances
Policy Number: F-01	Revised: November 2017 Approved: August 2018

Purpose: To ensure accountability and transparency of all fundraising or disbursement of funds to clubs and committees from the Kawartha Lakes Haliburton 4-H Association.

Policy:

All clubs and committees receiving funds from the KLH Association will provide a financial statement showing income and expenses to the Kawartha Lakes Haliburton 4-H Association Board of Directors, no later than October 1st of the current year.

Procedures:

1. Club volunteers and committee members will either appoint or elect from the club or committee membership a treasurer to be in care and control of the club financial paperwork. 4-H Ontario has available on their website the club treasurer's handbook which has all the information required to record and report all club funds.
3. Funds received from the Kawartha Lakes Haliburton 4-H Association must be recorded as they are received and dispersed by the treasurer.
4. A summary of all income and expenses must be submitted with club completion paperwork to the current Membership Co-Ordinator by October 1 of the current year. The Membership Co-Ordinator will then submit the club's financial paperwork to the Kawartha Lakes Haliburton 4-H Association Board of Directors no later than the October Kawartha Lakes Haliburton 4-H Association Board of Directors meeting of the current year.
5. A Club or committee not submitting a financial statement on time may not be eligible to receive funds from the Kawartha Lakes Haliburton 4-H Association fund raising efforts for the next year, pending a review.
6. Should a club cease operating all funds held by the club must be returned to Kawartha Lakes Haliburton 4-H Association where the funds will be held in trust for 2 years. After 2 years, if the club has not been revived; the funds will be turned over to the Kawartha Lakes Haliburton 4-H Association.

Section: Finances	Policy: Refunds for Registered Events
Policy Number: F-02	Revised: October 2019 Approved: January 2020

Purpose: To fairly reimburse Kawartha Lakes Haliburton 4-H Association Leaders & members registration fees for registered 4-H events.

Policy: *Any current leader or member of the Kawartha Lakes Haliburton 4-H Association who attends a registered 4-H event may submit a receipt for the registration fee and may get a full reimbursement or a partial reimbursement depending on the number of Kawartha Lakes Haliburton 4-H Association attendees and monies budgeted for reimbursements.*

Procedures:

- 1) Current leaders and 4-H members of Kawartha Lakes Haliburton 4-H Association who wish to attend an event where a registration fee is required must inform the Kawartha Lakes Haliburton 4-H Association Secretary by email of their intent to attend such event.
- 2) The participants must hand in their receipts for registration fees to the Kawartha Lakes Haliburton 4-H Association Secretary within 60 days of attending the event.
- 3) Kawartha Lakes Haliburton 4-H Association current and in good standing Leaders/Volunteers who wish to be reimbursed for registration fees for attending a 4-H event must email the Kawartha Lakes Haliburton 4-H Secretary a report of the event they attended within 60 days of the 4-H event.
- 4) Kawartha Lakes Haliburton 4-H Association current 4-H youth members who attend a 4-H event and wish to be reimbursed for registration fees must submit a written report within 60 days to the Kawartha Lakes Haliburton 4-H Association Secretary who will then pass it on to the newsletter editor to be published in the next newsletter.
- 5) Reimbursements will depend on the number of people attending a 4-H event where registration fees are paid and the amount budgeted for the event. Kawartha Lakes Haliburton 4-H Association Representative will have priority for reimbursement for all Regional and Provincial events.

Section: Finances	Policy: Association Fundraising Events
Policy Number: F-03	Revised: September 2020 Approved: September 2018

Purpose: To ensure accountability and transparency of all fundraising through catered events within Kawartha Lakes Haliburton 4-H Association.

Policy: *All committees from the Kawartha Lakes Haliburton 4-H Association requesting and receiving financial funding from Kawartha Lakes Haliburton 4-H Association must provide a completed financial statement (papers to be provided by Kawartha Lakes Haliburton 4-H Association) to the Kawartha Lakes Haliburton 4-H Association Board of Directors no later than 60 days after the event is completed.*

Procedures for accepting an event:

1. Upon receiving a request and prior to agreeing to do an event you must contact Kawartha Lakes Haliburton 4-H Association secretary with all the information on the event.
2. The secretary will bring this information to the Kawartha Lakes Haliburton 4-H Association Board of Directors for further determination on whether or not to accept proposed request.
3. The event committee will either appoint or elect from the committee a treasurer who is responsible for the event monies and financial paperwork.
4. The committee will also appoint or elect from the committee a secretary to record the minutes of their meetings and turn those minutes into the Kawartha Lakes Haliburton 4-H Association secretary at the end of the event.
5. If possible and taking into consideration the size of the event the opportunity may be open all current Kawartha Lakes Haliburton 4-H Association clubs to participate in.

Procedures for preparing for the Event

1. At least 1 planning meeting must be held by the committee before the event takes place with minutes being taken at this meeting.
2. At least 2 screened and current Kawartha Lakes Haliburton 4-H Association Volunteers are to be present at the event at all times.

Procedures for executing the Event

1. All health & safety rules as set out by the Health Unit must be followed.
2. There has to be a minimum of 1 person at all times at the event who has completed the food handling course.
3. Head covers are to be used at all time (clean ball caps, hair net). Long hair must be tied back and covered.

4. Unused and unopened items must be returned to place of purchase for a refund if possible. Open unused items may be made available for purchase at a reasonable cost.

Procedures for finalizing the Event

1. Present and submit the finished financial paperwork within 60 days with all receipts in an orderly fashion to the Kawartha Lakes Haliburton 4-H Association Board of Directors.
2. The procedure for the distribution of proceeds must be decided by the committee for the event prior to the event taking place and will not be distributed until the Kawartha Lakes Haliburton 4-H club receiving the funds has submitted a membership list to the current Kawartha Lakes Haliburton-H Association Membership Coordinator.
3. Sign in sheets for the youth and volunteers will be provided by the board and are to be included with all of the paperwork that is handed into the board at the end of the event.

Section: Finances	Policy: E-Transfer Payments
Policy Number: F-04	Draft: December 3, 2020 Approved: January 28, 2021

Purpose: To ensure accountability and transparency of receipt of payments to the Kawartha Lakes Haliburton 4-H Association

Policy: The Kawartha Lakes Haliburton 4-H Association will accept payment of fees via e-transfer.

Procedures:

1. The Treasurer of the Kawartha Lakes Haliburton 4-H Association manages receipt of payments to the Association through paper or e-Transfer means for fees related to membership and other pertinent payments.
2. The Treasurer only is authorized to receive e-Transfers through the Association's email address KLH4HTREASURER@GMAIL.COM and never a private email address.
3. When a payment is made by e-Transfer, the Treasurer shall store proof of payment via email and shall make contact with the appropriate 4-H Association members as needed, to inform them of receipt of payment (i.e. Membership Coordinator if receiving Membership Fees).

Section 2- Club Records

Section: 4-H Club Records	Policy: Club Membership List
Policy Number: CR -01	Revised: November 2019 Approved: January 2020

Policy: *Club membership lists must be submitted to the Membership Coordinator after the second meeting of the club. Clubs who fail to submit club memberships by the deadline may not be permitted to continue until membership lists are submitted to the membership co-ordinator(s).*

Procedures:

1. Membership list must be submitted to the Membership Co Ordinator on the 4-H Ontario Membership form #6.11. Any clubs that do not use this form will not be entered into the database.
2. The club membership forms must be complete with all information for the members as well as leaders filled out.
3. Club leaders are responsible for reviewing membership lists (original and computer generated) and forwarding corrections to the Membership Coordinator immediately. Errors must be noted in writing or by email.

Section: 4-H Club Records	Policy: Club Completion Lists
Policy Number: CR-02	Revised: November 2019 Approved: January 2020

Policy:

Club completion records must be submitted by Oct. 1st for clubs with Achievement Days prior to September 15 of the current year. Clubs with Achievement Days between September 16 and October 1 must have the club completions records submitted by October 10.

Procedure:

1. Club completion records must be submitted to the Membership Coordinator at the end of your club or no later than October 1st of the current year.
2. Club completion records received after the deadline will not receive recognition until the following year. (4-H Ontario policy dictates that club completion records must be received a minimum of 5 weeks prior to Awards Night.)

Section: 4-H Club Records	Policy: Club Secretary Books
Policy Number: CR-03	Revised: November 2019 Approved: January 2020

Policy:

Club Secretary books must be submitted by October 1st of the 4-H project year.

Procedure:

1. Club Secretary books are a source of information relating to attendance and club activities and must be submitted by each club secretary
2. Club Secretary books must be submitted by October 1 of the 4-H project year in order to be eligible for the Ruth Long Memorial 4-H Secretary Award
3. All 4-H Club Secretaries must use the secretary book provided by the Kawartha Lakes Haliburton 4-H Association.
4. Association. Club leaders will receive this book in their club leader package distributed by the Membership Coordinator.
5. Secretary books received after this date will not be eligible for the Ruth Long Memorial Award.

Section 3- 4-H Club Activities

Section: Club Activities	Policy: Extra Curricular Activities Outside of KLH 4-H Association
Policy Number: CA-01	Revised: August 2020 Approved: September 2020

Purpose: To ensure the safety and well being of Kawartha Lakes Haliburton 4-H members.

Policy: *Kawartha Lakes Haliburton 4-H clubs will advise the Kawartha Lakes Haliburton 4-H Association Secretary of all activities that involve travel outside of the Kawartha Lakes Haliburton Association area.*

Procedures:

1. Extra curricular Activities are defined as Activities separate from normal club completion requirements and outside of the geographical boundaries of Kawartha Lakes Haliburton and all overnight trips.
2. Activities include but not limited to the field trips planned to museums, commodity events (i.e. plowing match, horse show), community events, Royal Winter Fair livestock shows.
3. 4-H Ontario policy for volunteers & chaperones must be adhered to and followed.

4. Day Trips:

- a) The KLH 4-H Association Secretary must be advised in writing 14 days prior to the day of the trip. Information to be included: name of 4-H club, travel location, detailed itinerary including departure and pick up times, mode of travel (i.e. individual automobiles, bus etc.), a list of participating 4-H members, named chaperones and screened volunteers.
- b) All chaperones and volunteers must be screened and approved by 4-H Ontario prior to the trip.
- c) Participant forms must be completed by each member and one 4-H volunteer must keep these on their person throughout the trip.
- d) Fund-raising for these events needs to be approved by Kawartha Lakes Haliburton 4-H Association Board of Directors prior to being held.
- e) A final list of everyone on the trip at departure and at return departure is to be emailed to Kawartha Lakes Haliburton 4-H Association Secretary.
- f) At the time of departure to come home the leaders are to email to Kawartha Lakes Haliburton 4-H Association Secretary a list of anyone who was picked up by a parent/guardian and will not be travelling home with the 4-H club.

5. Overnight Trips:

- a) The Kawartha Lakes Haliburton 4-H Association Secretary must be advised in writing 14 days prior to the day of the trip. Information to be included: Name of 4-H club, travel location, departure & pickup times, mode of travel (i.e. individual automobiles, bus etc.)
- b) All Chaperones: must be screened and approved by 4-H Ontario prior trip.

- c) Participant Forms must be completed by each member and one 4-H club volunteer must keep these on their person throughout the trip.
- d) Hotel rooms will be designated and guidelines/ itinerary/ schedule will be set prior to the event by the Leaders prior to the event.
- e) Any fund-raising for these events needs to be approved prior to being held by the Kawartha Lakes Haliburton 4-H Association Board of Directors.
- g) A final list of everyone on the trip at departure time and return time is to be is to be emailed to the Kawartha Lakes Haliburton 4-H Association Secretary.

Section 4- 4-H Members

Section: 4-H Members	Policy: Payment of Membership Fees
Policy Number: M-01	Approved: January 2012 Revised June 2018

Policy:

Current 4-H members (those members who have previously completed a 4-H project), must pay the current year membership fee prior to attending the first club meeting of the current year. New members (members joining 4-H for the first time must pay the current year membership before or at the first club meeting they attend.

Membership fees can be paid:

- *At 4-H Awards Night (previous year)*
- *At the Kawartha Lakes Haliburton 4-H Association Round Up and/or Sign Up Night*
- *By mailing a cheque made payable to 'Kawartha Lakes Haliburton 4-H Association' to the treasurer of the Kawartha Lakes Haliburton 4-H Association*

Procedure

1. Membership fees may be paid via cash or cheque
2. Membership fees will not be accepted from new 4-H members after the 1st meeting of their first 4-H club meeting.
3. Payment plans & financial assistance for Kawartha Lakes Haliburton Association 4-H membership fees may be available in circumstances that demonstrate financial needs. Families who require financial assistance for membership fees can approach the Kawartha Lakes Haliburton 4-H Board of Directors or have a current club leader approach the Kawartha Lakes Haliburton 4-H Board of Directors on their behalf. At that time the Kawartha Lakes Haliburton 4-H Board of Directors will discuss & consider the request & be in touch with an outcome in a timely manner.

Section: 4-H Members	Policy: Youth Leaders
Policy Number: M-02	Revised: August 2020 Approved: September 2020

Purpose: To help give our senior members a chance to learn leadership skills in a positive environment.

Policy: To allow Kawartha Lakes Haliburton 4-H Association senior members a chance to learn leadership skills in a positive, safe environment.

Procedure:

1. A youth leader must be a senior member with 4-H Ontario.
2. Each Kawartha Lakes Haliburton 4-H Association club may have 1 youth leader for every six members in the club.
3. A youth leader may complete no more than 2 youth leader projects per 4-H Ontario calendar year.
4. A youth leader must participate in no less than 2/3 of his or her own club meeting time.
5. They must complete the project requirements to the satisfaction of the club leaders.
6. They must take part in their achievement program.
7. A youth leader must plan, organize & execute club activities as determined by the club leaders.
8. A youth leader must take on a leadership role within the 4-H club by completing one of the following
 - a. Take an active part in the planning of an event such as a Judging competition, Membership Drive Event, Field Trip, Fundraisers & participate by chairing, getting supplies, emceeing, leading activities, thanking volunteers etc.
 - b. Take an active part in planning of the Achievement Program and participate by chairing, leading activities, introducing or thanking speakers etc.
 - c. Prepare an exhibit for the Achievement Program, a local fair or event or an organization's meeting.
 - d. A project approved by the club leaders. The project should be related to either the 4-H club or the community.
9. A youth leader must attend [the mandatory webinar](#) leadership training as required by 4-H Ontario.
10. They must complete the youth leader project book, signed by the club leaders and submitted to the Kawartha Lakes Haliburton 4-H Association current youth leader contact for final approval.

Section: 4-H Members	Policy: Dress Code for Livestock Shows
Policy Number: M-03	Approved: August 2018 Reviewed: September 2020

Policy: Any Kawartha Lakes Haliburton 4-H Association 4-H member showing livestock must adhere to a list of acceptable attire for the various types of livestock. For local shows Kawartha Lakes Haliburton 4-H Association 4-H Fair as well as Kawartha Lakes Haliburton 4-H Association 4-H club achievement days the acceptable attire for livestock clubs is as follows:

DAIRY: White pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirts with a collar and sleeves (no advertising, writing or pictures), adequate footwear

BEEF: Black pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirt with collar and sleeves (no advertising, writing or pictures), adequate footwear

LAMB: Black pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirt with collar and sleeves (no advertising, writing or pictures), adequate footwear

HORSE: Varies depending on the breed or discipline. Standard attires are dark pants or breeches and a clean shirt with collar and sleeve (not advertising, writing or pictures)

DAIRY GOATS: White pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirts with a collar and sleeves (no advertising, writing or pictures), adequate footwear

MEAT GOATS: Black pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirt with collar and sleeves (no advertising, writing or pictures), adequate footwear

SWINE: Dark pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirt with collar and sleeves (no advertising, writing or pictures), adequate footwear

RABBITS: Black pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirts with a collar and sleeves (no advertising, writing or pictures), or white lab coat adequate footwear

POULTRY: Black pants (dress pants or jeans only, no tights, yoga pants or stretch pants), white shirts with a collar and sleeves (no advertising, writing or pictures), white lab coat adequate footwear

PLEASE NOTE THAT WHITE SHIRTS WITH THE 4-H ONTARIO EMBLEM IS APPROVED ATTIRE.

It is the member's responsibility to ensure they comply with the above listed guidelines and that all attire is kept as clean and neat as possible.

Procedure

1. Members will be advised by the club leaders what the acceptable attire is and will enforce the clothing guidelines.
2. Members are responsible to research and adhere to guidelines of any show they wish to participate in.

Section 5 -- Livestock

Section: Livestock	Policy: General
Policy Number: L-01	Revised: October 2019 Approved: January 2020

Purpose: For Kawartha Lakes Haliburton 4-H Association 4-H members to have equal opportunity to meet club requirements.

Policy: *All Kawartha Lakes Haliburton 4-H Association members will have equal opportunities to be considered for advancing on to out of area events.*

Procedure:

1. All Kawartha Lakes Haliburton 4-H Association livestock club members must complete the Project Animal Identification Forms online.
2. The deadline for completing this form is May 15 of the current year if you wish to show your project animal outside of Kawartha Lakes Haliburton 4-H Association boundaries.
3. If you complete the PAIF form between May 15 and June 1 of the current year you will only be eligible to show your project animal outside the Kawartha Lakes Haliburton 4-H Association boundary after all the members who applied by the May 15th deadline have had the opportunity to move forward if eligible. If there are any spots available Kawartha Lakes Haliburton 4-H members who applied after the deadline will be considered and will have to be approved by the livestock committee which consists of the respective leaders involved as well as the livestock coordinator.
4. Project animal must be properly tagged with a CCIA approved tag. The CCIA tag in the project animal's ear must match the one that is given on their PAIF.
5. In the event that a project animals CCIA tag is lost or broken, the 4-H member must notify one of their leaders immediately and submit a 4-H Ontario Project Animal Tag Replacement form to the 4-H Ontario office.
6. In the event that the project animal that is registered on the PAIF is unable to be shown a replacement animal may be shown for the local club shows only.
7. The current livestock coordinator must be made aware that there is a replacement animal.
8. The replacement animal and 4-H member may only compete in interclub 4-H shows (i.e. achievement days and 4-H fair).
9. Any livestock disputes are to be taken to the Members Leader first, Livestock Coordinator second. If the dispute is still not resolved a meeting of all livestock leaders will be called.
10. Animals showing signs of illness or disease and animals exhibiting dangerous behavior will be asked to be removed from any event or isolated from other livestock until transportation off the grounds has been arranged.
11. Kawartha Lakes Haliburton 4-H Association expects that any project animal involved in 4-H shows be free from any treatment or operation materially alternating the structure of the natural conformation of any part of the animal's body. Does not include dehorning, castration or the docking of sheep tails (at the present time)

12. Any aggressive or abusive treatment of animals is unacceptable and will be subject to warning and disciplinary action.
13. If more than one club of the same commodity exists, inter county competition must take place to determine who will move forward.

Section: Livestock	Policy: Beef
Policy Number: L-02	Revised: October 2019 Approved: January 2020

Purpose: To ensure that the selection of Beef entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Beef Selection Policy for East Central Championship Show and the National Junior Beef Heifer Show Team at the Royal Agricultural Winter Fair.*

Procedure General Requirements:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member must contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day pending approval from the alternate beef club leaders.
3. Selection for East Central Championship Show is not guaranteed if you do not show in your own club achievement.
4. If a beef club member chooses to participate in more than one Beef project in Kawartha Lakes Haliburton 4-H Association, they will be permitted to show their designated multi-county show project animal in showmanship classes at the Kawartha Lakes Haliburton 4-H Fair and will be permitted to show it and any other project animals in conformation classes, provided the animals are not in the same class.

Procedures for Kawartha Lakes Haliburton 4-H Association 4-H Fair

Refer to the rules set out by the Kawartha Lakes Haliburton 4-H Association fair committee.

Procedures for Selection of the East Central Championship Show Beef Team

Refer to the rules set out by the East Central Championship Show committee. These can be found on the LEX website or contact the LEX office directly.

Procedures for Selection of the Kawartha Lakes Haliburton 4-H Association National Junior Beef Heifer Show Team at the Royal Agricultural Winter Fair.

1. The National Junior Beef Heifer Show is open to current 4-H members between the ages of 10 & 21 as of January 1 of the current year & have successfully completed a 4-H Beef Heifer Calf project in the current 4-H year.

2. The heifer is to be certified by the current Kawartha Lakes Haliburton 4-H Association Beef club leaders as the 4-H members project animal for that year.
3. Only one (1) 4-H calf may be entered by each current 4-H member.
4. A maximum of sixteen (16) heifers will be allowed on the Kawartha Lakes Haliburton 4-H Association National Junior Beef Heifer Team.
5. Kawartha Lakes Haliburton 4-H Association beef club members must have competed in the Kawartha Lakes Haliburton 4-H fair to be eligible for selection
6. The Kawartha Lakes Haliburton 4-H Association National Junior Beef Heifer Team members will also be selected based on their performance and a point system (see Beef Appendix BA-02) at 4-H shows and, on their team working ability, leadership skills, and involvement in club events and activities.
7. Kawartha Lakes Haliburton 4-H Association Novice members (ages 9-11 prior to January 1 of current year) who are in their first year of participation in a beef club will not be selected to represent Kawartha Lakes Haliburton 4-H Association as part of the National Junior Beef Heifer Team at the Royal Agricultural Winter Fair.
8. Representatives from the leadership of each of the Kawartha Lakes Haliburton 4-H Association beef clubs will form the selection committee and will meet between Kawartha Lakes Haliburton 4-H Association 4-H Fair and the East Central Championship Show to select the members of the Kawartha Lakes Haliburton 4-H Association National Junior Beef Heifer Show Team. The final team selection will be at all of the Kawartha Lakes Haliburton 4-H Livestock club leaders' discretion.
9. Selection of team chaperones will also be made at the same time as the selection of the team 4-H members. All Kawartha Lakes Haliburton beef club leaders need to help with finding screened chaperones. The chaperones may only do a 3-year consecutive term.
10. It will be up to the discretion of the Kawartha Lakes Haliburton 4-H Association beef club leaders if all spots will be filled or some left vacant.
11. Team selection by the club representatives will be considered final and will not be up for appeal.
12. Each Kawartha Lakes Haliburton 4-H Association member must show in both the showmanship and conformation classes.
13. No substitutions of Heifers or 4-H members will be allowed after the entry closing date.
14. 4-H members representing Kawartha Lakes Haliburton 4-H Association at the National Junior Beef Heifer Show must agree to familiarize themselves with and abide by policies set out by the National Junior Beef Heifer Show committee, 4-H Ontario and Kawartha Lake Haliburton 4-H Association.

Section: Livestock	Policy: Dairy
Policy Number: L-03	Draft: August 2018 Approved: September 2018

Purpose: To ensure that the selection of Dairy entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Dairy Selection Policy for East Central Championship Show and the TD Canadian Dairy 4-H Classic*

Procedure:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member may contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.
3. Kawartha Lakes Haliburton 4-H Association Dairy Club Leaders will also look at a 4-H members participation in club meetings, leadership and overall capability.
4. The Kawartha Lakes Haliburton 4-H Association Dairy Club leaders have full discretion on which Dairy Club members are invited to attend East Central Championship show as well as the TD Canadian 4-H Dairy Classic.
5. They also have full discretion whether or not they fill all available spots for the East Central Championship Show as well as The TD Canadian 4-H Dairy Classic. Both in showmanship and conformation classes.
6. The Kawartha Lakes Haliburton 4-H Association Dairy Club leaders' decisions will be final and not up for appeal.
7. If needed East Central Championship show may be used as well to help determine who will be asked to be on the Kawartha Lake Haliburton 4-H Dairy Team.

Procedures for Selection for the East Central Championship Dairy Show

Refer to the rules set out by the East Central Champion Ship Show committee. These can be found on the LEX website or contact the LEX office directly.

Procedures for Selection for the TD Canadian 4-H Dairy Classic Show

1. Kawartha Lakes Haliburton 4-H Association 4-H Dairy club members must be between the ages of 12 & 21 as of January 1 of the current year, with a current dairy calf 4-H project to be eligible for the chance to be asked to be part of the Kawartha Lakes Haliburton 4-H Association Dairy Team.
2. The 4-H member must have pre-registered the project calf by May 15 of the current year. Only 1 calf per 4-H member may be pre-registered.
3. The Kawartha Lakes Haliburton 4-H Association Dairy club leaders must verify that the 4-H member's project is completed at the time of entry.
4. There is no limitation on the number of time that a 4-H member can compete in the TD Canadian 4-H Dairy Classic show.
5. If there is a limitation in place then this may disqualify Kawartha Lakes Haliburton 4-H Association from attending.
6. The 4-H member must complete their 4-H project for the current year to the Dairy Club leader's satisfaction.
7. The selection of the members attending the TD Canadian 4-H Dairy Classic will be based on results from their club achievement day as well as result from East Central Championship show if the Dairy Club leaders feel it is necessary.
8. The Kawartha Lakes Haliburton 4-H Association Dairy club leaders may ask for assistance from recognized judges if the need arises.
9. Kawartha Lakes Haliburton 4-H Association is eligible to send a team that consists of the following
 - A) Five (5) best conformation calves followed by the
 - B) Three (3) best show persons who are not involved with the five (5) best conformation calves.
10. In the case when the Grand Champion Show person from a previous year wished to return to the TD Canadian 4-H Dairy Classic, that person will be allowed to show in the conformation class only. That county/district will be eligible to send an extra calf to compete in the Showmanship class. They must be so designated at the time of entry.
11. The Kawartha Lakes Haliburton 4-H Association Dairy Team member, leaders, chaperones must follow the rules and guidelines set by the TD Canadian 4-H Dairy Classic committee.

Section: Livestock	Policy: Goats
Policy Number: L-04	Approved: August 2018

Purpose: To ensure that the selection of Goat entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Goat Selection Policy for shows.*

Procedure for General Requirements:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member may contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.

Procedures for Kawartha Lakes Haliburton 4-H Association 4-H Fair:

Refer to the rules set by the Kawartha Lakes Haliburton 4-H Association 4-H Fair committee.

Section: Livestock	Policy: Horse
Policy Number: L-05	Approved: August 2018

Purpose: To ensure that the selection of Horse entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Horse Selection Policy for 4-H shows.*

Procedure General Requirements:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member may contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.

Procedures for Kawartha Lakes Haliburton 4-H Association 4-H Fair:

At the present time there is not a horse class available.

Section: Livestock	Policy: Poultry
Policy Number: L-06	Approved: August 2018

Purpose: To ensure that the selection of Poultry entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Poultry Selection Policy for 4-H shows.*

Procedure General Requirements:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member may contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.

Procedures for 4-H Fair:

Refer to the rules set by the Kawartha Lakes Haliburton 4-H Association 4-H Fair committee.

Section: Livestock	Policy: Rabbit
Policy Number: L-07	Approved: August 2018

Purpose: To ensure that the selection of Rabbit entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Rabbit Selection Policy for 4-H shows*

Procedure General Requirements:

1. 4-H member must complete a project by completing all club requirements.
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member may contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.

Procedures for Kawartha Lakes Haliburton 4-H Association 4-H Fair:

Refer to the rules set by the Kawartha Lakes Haliburton 4-H Association 4-H Fair committee.

At the present time there is not a class available for rabbits.

Section: Livestock	Policy: Sheep
Policy Number: L-08	Approved: August 2018

Purpose: To ensure that the selection of Sheep entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Sheep Selection Policy for 4-H shows.*

Procedure General Requirements:

1. 4-H member must complete a project by completing all club requirement
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
2. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member must contact one of their club leaders in order to be granted permission to make arrangements for an alternative activity or event.

Procedures for 4-H Fair:

Refer to the rules set by the Kawartha Lakes Haliburton 4-H Association 4-H Fair committee.

Procedures for East Central Championship Show:

1. Follow the criteria set out by the East Central Championship Show organizing committee.

Section: Livestock	Policy: Swine
Policy Number: L-09	Approved: August 2018

Purpose: To ensure that the selection of Swine entries for shows are equal and fair for all Kawartha Lakes Haliburton 4-H Association members.

Policy: *Kawartha Lake Haliburton 4-H Association Swine Selection Policy for 4-H shows.*

Procedure General Requirements:

3. 4-H member must complete a project by completing all club requirement
 - A) Participate in 2/3 of his/her own project meeting time
 - B) Participate in the Achievement Program for their club
4. In Kawartha Lakes Haliburton 4-H Association, in the event that extenuating circumstances arise and a member cannot show at their achievement day, the member must contact one of their club leaders in order to be granted permission to make arrangements to show at an alternate achievement day.

Procedures for Kawartha Lakes Haliburton 4-H Association 4-H Fair:

At the present time there is not a class available for swine.

Section 6 -- Board Policies

Section: Board Policies	Policy: Bereavement
Policy Number: B-01	Revised: August 2020 Approved: September 2020

Policy: *Kawartha Lakes Haliburton 4-H Association shall make donations in the amount of \$50 to the Ontario 4-H Foundation when **immediate** family members of current 4-H members and volunteers pass away.*

Procedure:

1. The President and Secretary of the Kawartha Lakes Haliburton 4-H Association should be contacted in the event of a 4-H Volunteer or 4-H member becoming aware of a death in a 4-H family.
2. Other situations where a donation being made from the Kawartha Lakes Haliburton 4-H Association may be appropriate will be discussed by Kawartha Lakes Haliburton 4-H Association where appropriate.

Section: Board Policies	Policy: Annual General Meeting
Policy Number: B-02	Approved: August 2018 Reviewed: August 2020

Purpose: To encourage current and new volunteers to become more active within the Kawartha Lakes Haliburton 4-H Association.

Policy: *Current and New Leaders in the Kawartha Lakes Haliburton 4-H Association are encouraged to attend the Annual General Meeting.*

Procedure:

1. All Leaders will be introduced and welcomed to the Annual General Meeting.
2. All current Kawartha Lakes Haliburton 4-H Association club leaders are encouraged to attend this meeting.
3. A nominating committee will be formed in advance of the Annual General Meeting to seek out potential interested parties to sit on the Kawartha Lakes Haliburton 4-H Association Board of Directors.
4. The nominating committee shall bring forward their list of interested nominees to the Annual General Meeting for election.
5. At the Annual General Meeting the floor shall be open for further nominations of those present in the room.
6. If there is a training component at the Annual General Meeting current volunteers can be updated on their training at this time.

Section: Board Policies	Policy: Awards Night
Policy Number: B-03	Revised: August 2020 Approved: September 2020

Purpose: To celebrate achievement & motivate KLH 4-H members to strive for excellence in project work and related activities.

Policy: *To provide a framework for consistency in the preparation of awards night.*

Procedures for Awards Night Committee

1. All current Kawartha Lakes Haliburton 4-H Association members are encouraged to attend the awards night.
2. All current Kawartha Lakes Haliburton 4-H Association clubs who are being recognized at awards night are to donate an item for either the silent auction or the live auction which will take place during the awards night.
3. Preparing the Awards Night Program and collection of Awards is the responsibility of the Awards Night Committee along with the Association Membership Coordinator.
4. Awards night will be held in the last quarter of the year with clubs completing by October 1 of the current year.
5. Clubs completing after October 1 of the current year will be acknowledged at the Awards Night the following year.
6. Awards Night Committee will from amongst themselves elect or appoint a secretary. The secretary will forward the minutes of each meeting to the Kawartha Lakes Haliburton 4-H Secretary after each meeting of the committee.
7. Awards Night Committee will from amongst themselves elect or appoint a treasurer. The treasurer will keep accurate financial records and present these to the Kawartha Lakes Haliburton 4-H Association Board of Directors as well as forward them the Kawartha Lakes Haliburton 4-H Association treasurer, at the Board of Directors meeting following the Awards Night.
8. Awards Night Committee has the discretion on how it will proceed for the awards presentations if unforeseen circumstances happen. The awards night committee can change the format of awards night to meet the needs of the current situation.

Section: Board Policies	Policy: New Volunteer Screening
Policy Number: B-04	Approved: September 2018 Reviewed: August 2020

Purpose: It is mandatory for all persons operating in a Position of Trust to be screened (i.e. Leaders, Volunteers, Chaperones).

Policy: *New volunteers for the Kawartha Lakes Haliburton 4-H Association are to be screen and either approved or not approved in a timely fashion.*

Procedures for screening

1. The Kawartha Lakes Haliburton 4-H Association screening committee shall consist of the Screening Contact and 2 other current screened Kawartha Lakes Haliburton 4-H volunteers. This committee will be appointed by the Kawartha Lakes Haliburton 4-H Board of Directors.
2. New potential volunteers to the Kawartha Lakes Haliburton 4-H Association will submit their application directly to 4-H Ontario through the 4-H Ontario website.
3. New Volunteers will receive the Police check paperwork directly from 4-H Ontario.
4. The new volunteer returns the original police check paperwork directly to 4-H Ontario. The screening contact will be informed of the results.
5. Upon the screening contact receiving notice of a new volunteer they will proceed with performing the following
 - A) Volunteer Interview
 - B) Volunteer Reference Check
 - C) Forward the completed paperwork to 4-H Ontario with their acceptance or rejection of the volunteer
 - D) The dates of the Interview, reference checks and acceptance must also be sent to 4-H Ontario
6. The Kawartha Lakes Haliburton 4-H Association screening committee has 6 weeks, once notice from 4-H Ontario has been received, to complete the screening process and return the signed paperwork to 4-H Ontario.
7. If the screening committee cannot complete this process in the time allotted, they must inform the Kawartha Lakes Haliburton 4-H Association Board of Directors as well as the current Membership Co-ordinator.
8. Once the screening committee has submitted to paperwork to 4-H Ontario the Region 3 Co-ordinator will officially welcome the new 4-H Volunteer and will inform them of the opportunities available to complete their leader training requirement.
9. These steps must be completed before the new volunteer can be officially added to the 4-H club membership list.
10. Police checks for continuing volunteers are monitored by the Region 3 Co-ordinator.

Section: Board Policies	Policy: Conflict Resolutions
Policy Number: B-05	Revised: August 2020 Approved: September 2020

Purpose: To provide a process for presenting and resolving a conflict/grievance via the Kawartha Lakes Haliburton 4-H Association.

Policy: *To resolve conflicts within the Kawartha Lakes Haliburton 4-H Association in a timely manner.*

Procedure for conflict resolutions

1. If a conflict cannot be satisfactorily resolved between the parties involved, the complainant (volunteer, parent, member, or supporter) should submit their grievance in writing to the Kawartha Lakes Haliburton 4-H Association secretary.
2. *If there is a conflict with a Kawartha Lakes Haliburton 4-H Association board secretary or if a person does not feel comfortable sending a letter to the current secretary they may send one to a member of the executive committee instead.*
3. All parties should be notified of the grievance and invited (in writing) to the next scheduled Kawartha Lakes Haliburton 4-H Association Board of Directors meeting (or to a resolution meeting if it is time sensitive) to present their case. Kawartha Lakes Haliburton 4-H Association Board of Directors will be notified by the agenda item/addition.
4. All parties will be given reasonable and equal time to present his/her/their case to the Kawartha Lakes Haliburton 4-H Association Board of Directors. The Kawartha Lakes Haliburton 4-H Association Board of Directors will discuss the situation and decide what course of action needs to be taken. In a serious situation involving a volunteer the 4-H Ontario guidelines for dismissing a volunteer will be followed. In a serious livestock situation, the 4-H Ontario Livestock Appeal Board may be recommended to resolve the conflict.
5. The Kawartha Lakes Haliburton 4-H Association reserves the right to bring in an unbiased individual(s) to help resolve the conflict (mediator, industry specialist etc.). This individual(s) will not have a vote.
6. If a party does not take the opportunity to present their case, they will be notified in writing of the Kawartha Lakes Haliburton 4-H Association decision based on those present.
7. All correspondence will be documented by the Kawartha Lakes Haliburton 4-H Association secretary.
8. The decision of the Kawartha Lakes Haliburton 4-H Association is final. There should not be an appeal process, as all parties will have had their opportunity to present their case.
9. A Kawartha Lakes Haliburton 4-H Association member or director on the board that is or has a family member involved in a conflict must declare a conflict of interest and refrain from voting.

Section: Board Policies	Policy: Committees
Policy Number: B-06	Revised: August 2020 Approved:

Purpose: To form committees to examine specific issues or to carry out a specific task.

Policy: *The Kawartha Lakes Haliburton 4-H Association will form committees to carry out specific tasks at the Board of Directors requests.*

Procedure to form these committees and carry out the tasks asked of them:

1. There must be a valid reason to form a committee.
2. A chairperson may be **approved** / appointed by the Kawartha Lakes Haliburton 4-H Association Board of Directors **once** the committee is formed.
3. Kawartha Lakes Haliburton 4-H Association Board of Directors will develop terms of reference for the committee. The terms of reference should be detailed and precise. They should clearly state what has to be done, the proposed budget and the amount of time allotted for completion of the task.
4. The committee will be accountable to the Kawartha Lakes Haliburton 4-H Association Board of Directors.
5. The committee will appoint or elect amongst themselves a secretary who will forward to the Kawartha Lakes Haliburton 4-H Association secretary the minutes of the meetings after each meeting.
6. The committee will also appoint or elect amongst themselves a treasurer who will be responsible for the financial paperwork being completed.
7. The final act of the committee will be a final report to the Kawartha Lakes Haliburton 4-H Association Board of Directors. The financial paperwork will be turned over to the Kawartha Lakes Haliburton 4-H Association treasurer at this time.

Section: Board Policies	Policy: New clubs not previously available at roundup or sign up
Policy Number: B- 07	Approved: September 2018 Reviewed: August 2020

Purpose: To ensure that all Kawartha Lakes Haliburton 4-H Association current members are aware and have equal opportunity for all clubs starting and a chance to sign up for it.

Policy: *Any club not previously available for registration at Roundup or Sign up night must announce in the Kawartha Lakes Haliburton 4-H Association Newsletter and website 30-60 days in advance of the first meeting date.*

Procedure:

1. Any leaders of a 4-H club not available at Round up or at Sign up night must inform the Kawartha Lakes Haliburton 4-H Association Board of Directors along with the current Membership Co-Ordinator of their intentions for starting up a new club project.
2. The leaders of the 4-H club must let the current Kawartha Lakes Haliburton 4-H members know by announcing it 30-60 days in the newsletter and website before the first meeting date.

Section 7 – Job Descriptions

President

- This position MUST be held by an elected board member and is elected at the meeting immediately following the AGM and is reviewed annually.

Responsibilities

- To lead by example, demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct
- To manage, with the other members of the Board of Directors, all operations in accordance with the constitution and policies of the Kawartha Lakes Haliburton 4-H Association
- To ensure that communications between all parties (directors, volunteers, members, sponsors, community partners, regional affiliates and 4-H Ontario) remain open
- To strive with the other members of the Executive Committee to ensure that programs are developed and implemented to fulfill the mandate of the Association according to the constitution and Ontario 4-H Council policies
- To prepare the agenda in cooperation with the Secretary
- Chair all meetings of the membership, board of directors, executive committee meetings and the AGM

Requirements

- Must be a screened and trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail and respect for deadlines
- Awareness of 4-H Ontario Policies
- Must be an elected member of the Kawartha Lakes Haliburton 4-H Association Board of Directors
- Ability to communicate effectively to the association membership, the executive committee and the Ontario 4-H Council
- Must attend at least 80% of board meetings

Reviewed October 2020

Vice President

- This position MUST be held by an elected board member and is elected at the meeting immediately following the AGM and is reviewed annually.

Responsibilities

- To assume the duties of the President, in his/her absence or as called upon

Requirements

- Must be a screened and trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail and respect for deadlines
- Awareness of 4-H Ontario Policies
- Must be an elected member of the Kawartha Lakes Haliburton 4-H Association Board of Directors
- Ability to communicate effectively to the association membership, the executive committee and the Ontario 4-H Council
- Must attend at least 80% of board meetings

Association Secretary

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.
- This position may be paid an honorarium annually, after review by the board, dependent on the financial health of the KLH 4-H Association
- Reimbursement shall be paid for, ink cartridges, paper etc. for KLH 4-H related activities, after a receipt has been submitted

Responsibilities

- To lead by example, demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct
- Maintains accurate minutes for KLH 4-H Association board meetings, executive meetings as needed, and the AGM in accordance with the constitution and policies
- Creates the meeting agendas in consultation with all the executive and board members
- Actively participates on committees and coordinates with all the committee chairs/members as needed
- Must attend at least 80% of the KLH board meetings and ensures an alternate to cover secretarial duties if absent
- Communicates with Treasurer with regards to sponsor and donor letters (request and thank you)
- To ensure that communications between all parties (directors, volunteers, members, sponsors, community partners, regional affiliates, and 4-H Ontario) remain open
- To attend special meeting of the KLH executive as needed
- Maintain historical reference files for the Association as required by the KLH Association

Requirements

- Must be a screened and trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail and respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee and the Ontario 4-H Council
- Understanding of note taking and minute preparation is considered an asset

Reviewed October 2020

Association Treasurer

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.
- This position may be paid an honorarium annually, after review by the board, dependent on the financial health of the KLH 4-H Association
- Reimbursement shall be paid for, ink cartridges, paper etc. for KLH 4-H related activities, after a receipt has been submitted

Responsibilities

- Maintains accurate financial records of KLH 4-H Association
- Actively participates on committees as needed, must be a part of the budget committee
- May give advice at the KLH meetings for consideration
- Must attend 80% of the KLH board meetings
- Receive all monies/funds for the Association and deposit funds to the appropriate bank account
- Pay all expenses for the association by cheques bearing two signatures as outlined in the constitution and once approved by the board
- Responsible for ensuring that a receipt is issued for all funds/monies received
- Maintain financial records in a confidential manner and in accordance with acceptable accounting practices
- Assist with the non-profit status of the association and maintain the necessary records & documents on a yearly basis for Revenue Canada
- Prepare a printed financial summary report to be presented at the AGM
- Maintains and is responsible for other financial assets for the Association (GIC's)
- Report any unpaid membership problems or other financial concerns in a confidential manner to the board
- Pay membership fees to 4-H Ontario by appropriate calendar year date
- Submit the associations year-end financial statements (reviewed by a 3rd party) or an Association Financial Health form #6.34 to the 4-H Ontario office 10 days after the AGM
- Other financial requirements/duties within reason as deemed necessary by the President, Executive or the Board
- Communicate with Secretary to send Thank you notes for monies received as donations or sponsorships to ensure a proper image of the Association
- To ensure that communication between all parties (directors, volunteers, members, sponsors, community partners, regional affiliates and 4-H Ontario) remain open

Requirements

- Must be a screened volunteer
- Must have regular access to internet
- Awareness of 4-H Ontario Policies
- Experience in maintaining financial records; background in bookkeeping or accounting an asset
- Ability to communicate effectively to the association membership, executive committee and the Ontario 4-H Council

Association Representative

- This role is crucial to the health of the 4-H program in Ontario. The Association Representative is the liaison between the KLH Association and the Ontario 4-H Council Board of Directors.
- The Association Representative carries the voting privilege 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.
- This position MUST be held by an elected KLH board member and elected annually.
- This position is reviewed annually.

Responsibilities

- To lead by example, demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct
- Bring local Association concerns forward to the Ontario 4-H Council board of Directors
- Participate in Association Representative meetings (typically 2 ½ days at CAM, 2 teleconferences and any other meetings as required)
- Prepare for meetings by reviewing all materials, agendas, reports etc.
- Participate and vote at the AGM of the Ontario 4-H Council or provide a proxy
- Act as a direct communication link to KLH 4-H Association, including receiving, reviewing & communication from Ontario 4-H Council to the KLH Association between meetings (monthly mailings/emails, direct communication)
- Participate in the voting process to elect the President of the Ontario 4-H Council & Directors to the Board
- Share Association concerns & opinions during discussion related to resolutions and issues on the table.
- Vote as a result of information received & shared during discussion and the input from the KLH 4-H Association
- Respect & acknowledge the views & experience of other Association Representatives (demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct)
- Evaluate personal time & skill to consider running for a seat on the Provincial Board of Directors

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Must be an elected member on the KLH 4-H Association Board of Directors
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 80% of KLH 4-H board meetings

Reviewed October 2020

Screening Contact

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year. To lead by example, demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct
- Chair the local Volunteer Screening Committee and be the first point of contact for volunteer applicants
- Respond to requests from potential Volunteers & encourage them to complete the on-line 4-H Ontario Application
- Assist new Volunteers to complete the 4-H Ontario screening & training process
- Welcome new volunteers on behalf of the KLH 4-H Association
- Coordinate with fellow screening committee members the logistics for interviewing & checking references for new Volunteers
- Ensure that new, revised or updated screening policies & procedures are communicated to the screening committee, 4-H association & volunteers
- Attend KLH 4-H Association AGM
- Participate in 4-H Ontario teleconferences for Volunteer Screening Contacts
- Sign & commit to an Oath of Confidentiality respecting the personal information which will be handled in this role
- Send all volunteer screening related documents and materials (i.e. Reference Check responses, interview notes, Recommendation of Acceptance/Denial) to 4-H Ontario

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of KLH 4-H board meetings

Reviewed October 2020

Membership Coordinator

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year

Responsibilities

- Identify themselves to the 4-H Ontario Information Management Coordinator (IMC) & sign the Oath of Confidentiality
- Responsible for collecting membership fees at Awards Night, both Roundups & at the first club meetings for new members & issuing receipts for membership fees
- Ensure members receive the current year sticker for membership cards or membership card
- To distribute the membership reports provided by 4-H Ontario to club volunteers as needed
- To receive membership lists from a club leader after the 2nd meeting & ensure that all information is complete & entered into the Provincial Data Base for each club
- To work with the KLH 4-H Association treasurer to ensure that members have paid fees
- To report any members not paid due to border jumping to 4-H Ontario using the dual membership form
- To ensure accuracy in reports & information
- To receive club completion information from a club leader and enter said information into the data base
- To forward completion information from the club leader to IMC and receive completion reports & achievement reports from IMC
- To be able to provide accurate list of all current members of KLH 4-H in a timely manner as requested
- Reviews club secretary books for completion & will then pass the books onto the person responsible for the (Ruth Long Memorial Award) secretary award
- To ensure deadlines are met for enrollments & completions

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Must be an elected or appointed member on the KLH 4-H Association Board of Directors
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Access to Microsoft Word & Excel to download reports & work with attachments
- Oath of Confidentiality Form
- Must attend at least 75% of board meetings and/or report as needed

Reviewed October 2020

Livestock Coordinator

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.
- Will be provided with login information & a handbook for the 4-H Ontario AssistExpo Database by 4-H Ontario
- Must remind Association members/volunteers that the provincial deadline for electronic PAIF submission is no later than June 1st of current 4-H year
- Responsible for reviewing the electronic PAIF for KLH Association to verify that members are 4-H members in good standing. Refer to Livestock Contact handbook for details

Responsibilities

- Distribute electronic PAIF information to their 4-H livestock volunteers
- Communicate local deadline for electronic submission of PAIF to livestock club members & volunteers
- Contact person for all livestock related matters, including any appeals related to livestock clubs/members
- Ensure accuracy of entries & eligibility of livestock members in inter-county competitions
- Prepare program for all livestock achievement programs and 4-H Fair
- Communicate with livestock leaders to receive accurate information for achievement day results & 4-H Fair results
- Organize a meeting of all livestock club leaders after 4-H Fair & before ECCS as well as before the Royal
- Enter all livestock entries for the ECCS
- Organize all Breed Awards for awards night
- Should be on the 4-H Fair committee and ECCS committee

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Must be familiar with 4-H Ontario & KLH policies & procedures regarding all livestock matters
- Should have a strong agricultural background
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Attend 75% of board meetings

Reviewed October 2020

Activity Coordinator

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.
- This position may be paid an honorarium annually, after review by the board of directors, dependent on the financial health of the association

Responsibilities

- To lead by example, demonstrate behavior in accordance with the 4-H Ontario Code of Conduct
- Responsible for the administration requirements and assist event committees as needed
- Assist in the organization of the KLH 4-H Association events & activities, both local and regional
- Assist committee chairs & committee members with setting up schedules, booking facilities, contacting sponsors/donors as needed, assisting in 4-H awards night & other related duties as deemed necessary
- Contact the media regarding event coverage as needed
- Communicate with the newsletter editor to ensure all 4-H news/activities are presented
- Additional duties may be necessary should KLH host a regional or provincial 4-H event
- Organize Roundup and share all club signup sheets with membership coordinator & club leaders within 24 hours of second roundup
- Communicate with the Secretary and or Treasurer to send Thank you notes for monies received as donations or sponsorships

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of board meetings and/or report as needed

This position was eliminated as of December 31, 2019. It will be reviewed at the end of each year to see if it is needed.

Reviewed October 2020

Association Resource Contact

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.

Responsibilities

- To lead by example, demonstrate behavior in accordance with the 4-H Ontario Code of Conduct
- Provide an appropriate space for storing/filing resources (all online)
- Provide 4-H project resources to screened volunteers as needed/requested
- Photocopy materials as required and maintain a master copy of all 4-H resources (online)
- Provide requested materials or links to volunteers within a timeframe suitable to both the volunteer and the Association Resource Contact
- Provide & distribution of directors' handbook to new directors at the 1st meeting of the year
- Provide & distribution of leaders' handbook to all new volunteers. Provide & distribution of updated timelines for all clubs (i.e. secretary books due, membership lists due)
- MUST have computer skills with access to a computer, printer & internet access
- Must provide links & have the ability to access any information for 4-H Ontario website & provide information to the volunteers as required
- Maintain & manage the Association inventory of promotional items/materials (flags/banners/display boards)
- Be in charge of Association trailer

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of board meetings and/or report as needed

This position was eliminated as of December 31, 2019. It will be reviewed at the end of each year to see if it is needed.

Reviewed October 2020

Newsletter Coordinator

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.

Responsibilities

- To lead by example, demonstrate behavior in accordance with the 4-H Ontario Code of Conduct
- Review 4-H Ontario monthly mailings & emails
- Communicate upcoming events with in the local, regional and provincial levels to the association membership in the form of a monthly newsletter
- Request information from membership by the 20th of the month for publication in the next months newsletter
- Send out notice of the AGM and associated constitution changes as required by the Board of Directors, ensuring membership notice of requirement of constitution is followed
- Include all items requested by membership and Board of Directors
- Share content of newsletter by email or hardcopy as requested to the membership and on the association website
- Send a copy to 4-H Ontario Region 3 Coordinator of Volunteer Support
- Attend Association AGM and any role related 4-H Ontario teleconferences

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of board meetings and/or report as needed

Reviewed October 2020

Association Webmaster

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.

Responsibilities

- To lead by example, demonstrate behavior in accordance with the 4-H Ontario Code of Conduct
- The main responsibility of the webmaster is updating their association website & to communicate via the website:
 - events including club projects, achievement days, fundraisers & award nights
- Opportunities, including local, regional & provincial camps, conferences & competitions
 - News, including award & scholarship winners, sponsorships, press releases & club reports
- Work closely with their 4-H Association, Regional Specialist & 4-H Ontario's Website Coordinator
- Check email regularly
- Watch for news, events or items to post, which may require contacting local leaders or 4-H staff
- Follow direction, given by their associations Board of Directors & 4-H
- Obtain assistance or tutoring from the Website Coordinator if required
- Be supportive of other Association Webmaster efforts and offer assistance when needed
- Approximate time commitment of 5 hours/month – depending on the level of association activities

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of board meetings and/or report as needed

Reviewed October 2020

Regional Representative

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.

Responsibilities

- Attend Regional Board meetings on behalf of the Association. Find a replacement to attend the meetings if the appointed member is unable to attend.
- Report back to the local Association any updates or information from the Region 3 meeting
- Arrange for volunteers to attend & assist with regional events
- Spearhead the encouragement of members to attend regional event
- Represent KLH at the regional level

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Must attend at least 75% of board meetings and/or report as needed

Reviewed October 2020

Awards Coordinator

- This position will maintain voting rights IF the individual is also an elected member of the Board of Directors
- This position will be reviewed annually at the final meeting of the year.

Responsibilities

- Receives reports from 4-H Ontario indicating who has earned Provincial awards.
- Notifies the 4-H Ontario Database Coordinator of the Date & time of local awards in a timely fashion.
- Must sit on the Kawartha Lakes 4-H Association awards committee & work with all members of the committee.
- Maintain the awards inventory and organize the awards for presentation at the awards ceremony.
- Following the completion of awards will report back to the 4-H Ontario Database Coordinator of any changes to the awards report and confirm the presentation of awards for final posting to the 4-H Ontario Member Database.

Requirements

- Must be a screened & trained volunteer
- Must be at least 18 years of age
- Must have regular access to internet
- Attention to detail & respect for deadlines
- Awareness of 4-H Ontario Policies
- Ability to communicate effectively to the association membership, the executive committee & the Ontario 4-H Council
- Access to Microsoft Word & Excel to download reports & work with attachments
- Must attend at least 75% of board meetings and/or report as needed

Appendix

BA-02

Point System for Kawartha Lakes Haliburton 4-H Association selection of the Royal Beef Team.

The point system beef club leaders will be using to help with the selection for the East Central Championship Show and the Royal Beef Team is as follows:

For each class (Novice, Junior, Intermediate & Senior Showmanship; Heifer Calves, Junior Yearling, Senior Yearling, Steers)

1 st place	6 points
2 nd place	5 points
3 rd place	4 points
4 th place	3 points
5 th place	2 points
6 th place and below	1 point

Grand Champion	6 points
Reserve Champion	5 points
Honorable Mention	4 points

Points will only be awarded to a members' competitive animal in the county.

Points will be awarded at Club Achievement Days and at Kawartha Lakes Haliburton 4-H fair.

If a member is showing at a different club achievement day then no points will be taken from the actual club members, the additional member(s) will have their points adjusted depending on their placing in the alternate achievement day and Kawartha Lakes Haliburton 4-H fair.

The Kawartha Lakes Haliburton 4-H Association Livestock Coordinator will keep track of the members points.

FA-03
Sign up Sheet for Fundraising Activities