



4-H Association Governance Templates

A Guide to Writing

- **Constitutions**
- **Bylaws**
- **Policies**
- **Position Descriptions**
- **Terms of Reference**
- **Procedures**

This document is designed to assist 4-H Associations when writing or updating governance documents. It is to help 4-H Associations achieve a level of governance required as a 4-H Association in Good Standing, to comply with funding or charitable status requirements. These templates could be considered to be 'building blocks' to being a stronger, more efficient and effective organization. These governance documents also help to address conflict or misinterpretation of organizational governance; thus building a stronger 4-H Association for all involved.

It is important to note that 4-H Associations will be at varying degrees with these governance documents. The templates included are to be used as a guide; to create if an Association doesn't have any or some of the governance templates included or for 4-H Associations that want to enhance their governance documents these templates will help build upon what is already in existence. 4-H Associations may use some or all of the templates included and integrate changes over periods of time.

Special thanks to Wellington 4-H Association for sharing their policy manual for use in preparing this document.

This document contains:

- Definitions of governance documents
- Tips for writing bylaws and constitutions
- Sample bylaws and constitutions
- Tips for writing policies
- Sample Policy Manual Table of Contents
- Sample Policy format
- Sample Policies
- Sample Position Descriptions
- Sample Terms of Reference
- Sample Procedures

Throughout the document you will see 'speech bubbles'



These bubbles contain information to be considered when writing or revising governance templates.

Please note: Each 4-H Association may have different bylaws/constitutions, policies and procedures based on their own 4-H Association requirements. The following documents are templates to provide guidance and governance requirements that are key to all 4-H Associations.

For support in writing or revising 4-H Association governance documents contact your area Coordinator, Volunteer Support or Director Professional Practice at 4-H Ontario.

Definitions:

Constitution and bylaws are the guiding principles that we work from. They provide the rules that we must follow. It is important to note this is also something we teach youth, unbeknownst to them, when we teach them Robert's Rules of Order and how to run a meeting.

- The Constitution can only be changed if a resolution is brought forward and voted on.
- Bylaws however can be changed by the board but MUST be ratified by the members at an Annual General Meeting.

Policies are the "extension" of the bylaws that provide a more detailed outline or are created to supplement them. These can be changed or added to by the Board and implemented immediately. They do not require ratification. Policies should not be included in a constitution or bylaw.

Procedures are the 'how' of policies. These are sometimes referred to as processes. Procedures/processes outline the steps required to ensure that the policies are carried out. It is also important to note that not all policies require procedures.

Terms of Reference: a description of what must be dealt with and considered when something is being done, studied, etc. Terms of Reference (ToR) can set out the working arrangements for a committee/task force and can list vital information such as its purpose, chair and membership, meeting schedule, level of administrative support, and dispute resolution processes. Terms of Reference can be a separate document and not included in the constitution or bylaw or policies.

Committees:

Standing Committee: permanent committees that meets regularly and takes an in-depth look at other responsibilities within an organization. Example of standing committees for a 4-H Association are finance, executive, nominating, fundraising. Additional standing committees could include Judging, Recognition, Go for the Gold, promotions, policy

Sub or Adhoc Committee: Ad Hoc committees are temporary committees established to resolve a specific issue. The ad hoc committee is typically appointed by executive leadership. Examples of an ad hoc committee might be to organize a milestone celebration for the Association; to explore partnering with another organization.



Remember

Guiding Governance Documents

- **The Constitution** -says who we are and what we want to achieve.
- **The bylaws** are the rules that we follow.
- **The policies** are the 'extension' of the bylaws (rules)that provide more detailed outline to supplement the bylaws. then help us achieve those goals outlined in the bylaws.
- **The Terms of Reference** (ToR's) explain the 'who and what' are required to ensure the procedures are carried out and policies achieved.
- **The procedures/processes** provide the steps to achieving the goals.

How governance documents support each other

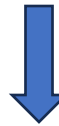
The Constitution

-says who we are and what we want to achieve.



The bylaws

- are the rules that we follow.



The policies

-are the 'extension' of the bylaws (rules)that provide more detailed outline to supplement the bylaws. Policies help us achieve those goals outlined in the bylaws.



The Terms of Reference (ToR's)

- explain the 'who and what' are required to ensure the policies achieved and procedures are carried out.



The procedures/processes

-provide the steps to achieving the goals outlined in the policies.

Bylaws and Constitutions

Tips for drafting or updating Bylaws or constitutions

- 4-H Associations are required to have either a constitution or bylaws. While constitutions have been used in the past, it is really bylaws that are pertinent to 4-H Associations.
- It is recommended that each 4-H Association in Ontario discuss and adopt their own set of association bylaws.
- It is recommended that bylaws be reviewed every two (2) to three (3) years and revisions voted on by the voting members of the 4-H Association at an Annual General Meeting (AGM), or if option provided for in the bylaws at a special meeting duly called for the purpose of voting on revised bylaws.
- Voting on constitution changes is done by the membership of the Association. The constitution should state how much notice must be given to the Association regarding the proposed revisions.
- Keep bylaws and constitutions 'lean' and only contain sections relevant to the legal operation of the organization. Keep regular motions or decision-making aspects out of the constitution (i.e. membership fee amounts). These are best served as policies which can be reviewed and approved by the board of directors' verses revising the constitution and seeking approval each year.
- Keep position descriptions to a minimum as these can change on a regular basis. It is best to make reference to the position descriptions which can be an appendix to the constitution/bylaw or a separate section in the policy manual for ease of referral.
- Constitutions and bylaws should reflect the entire 4-H Association not just the board of directors or the Executive. Policies should be used as a further guide for the board and executive and include .
- When revising a constitution, note on the final page when the revisions and approval were received. This will help track when it is time for another review.
- Always have the constitution signed by designated authorities (i.e. President, Secretary). This is the final indication of approval.

Typical sections to be included in 4-H Association bylaws:

- *Definitions* – definitions of the main terms used throughout the bylaws
- *Membership* – categories of members, member admission and renewal, dues, termination and suspension of membership, how good standing is maintained
- *Meetings of Members* - annual and special meetings, calling a meeting, notice, new business, quorum, voting and proxies
- *Governance* – number of Directors, eligibility of Directors, powers of Directors and members, discipline of members, election and appointment of directors, removal of directors, board vacancy, meetings of the Board
- *Officers* – number of Officers, how Officer positions are filled, duties of Officer positions, removal and vacancy

- *Committees* – appointment of committees, size and requirements, committee restrictions
- *Finance and Management* - fiscal year, appointment and role of the auditor, maintaining books and records, which individuals have signing authority, borrowing and borrowing restrictions, conflict of interest, Director remuneration
- *Amendments and Fundamental Changes* – how bylaws are amended, types of amendments that are considered ‘fundamental changes’ (if any) under the incorporation legislation
- *Notice* – required period of notice, errors
- *Dissolution* – what happens when the organization is dissolved
- *Indemnification* – absolving Directors, insurance
- *Adoption* – when the bylaws were adopted

Note: For the purpose of this document

- **Association constitutions and/or bylaws must include all non-highlighted portions of this document.**
- Areas highlighted in **yellow** can be adjusted to address the specifics of the 4-H Association (i.e. if there are no livestock clubs in the Association, then there is no requirement for a Livestock Contact).
- Information that is specific to the individual 4-H association be added as well as modifying the highlighted portions of this document.
- 4-H Association Bylaws are not required to be registered under the Ontario Ag & Hort Act or the Ontario Non for Profit Corporations Act (unless they are independently incorporated).
- 4-H Association must provide an updated copy of their association bylaws to 4-H Ontario (area Coordinator, Volunteer Support) every time a change is made.

Sample Constitution

CONSTITUTION of ___ Association

Article I: Name

The name of the association shall be the _____ 4-H Association, hereafter known as ‘the Association’.

Article II: Authority

The _____ 4-H Association shall be an affiliated member of 4-H Ontario. All regulations set forth by the 4-H Ontario Council shall become part of this constitution.

The Association shall be carried on without purpose of gain for its members and any profits or other gains shall be used in promoting its objectives.

Article III: Purpose and Objectives

The purpose of the Association shall be in accordance with the objects stated as follows:

- a) To plan and coordinate a quality 4-H program which adheres to the 4-H philosophy and is practical for members, parents, volunteers and other program participants;
- b) To provide a fun learning environment for all 4-H members and volunteers;
- c) To provide support to all 4-H volunteers and other program participants who will assist in the development of the 4-H program in _____;
- d) To develop and implement policies and programs which further the goals of 4-H in _____;
- e) To make recommendations to the Ontario 4-H Council;
- f) To promote and market 4-H as an organization for youth;
- g) To build and maintain mutual understanding and a positive working relationship between the 4-H program its participants and its partners.

Article IV: Principal

The principal office of the Association shall be located in the _____ (region, district, city and county) in the province of Ontario and at such place as determined from time to time by the Board of Directors of the Association.

Article V: Membership

Membership is open to any person actively involved in the 4-H Association and its programs.

Voting members of the Association shall be anyone who served as a volunteer, parent or sponsor in the previous year.

A member of the Association shall be entitled to participate in activities of the 4-H Association but only voting members may vote at the annual general meeting or special meetings and be elected to the board of directors.

Article VI: Directors and Officers

a) Directors

The Board of Directors shall consist of minimum ten (10) directors and no more than twelve (12).

The membership shall elect at each Annual General Meeting from among themselves ____ directors for a term of ____ years. Directors may stand for re-election for an additional __ years. Following 2 consecutive terms of service on the board (__ years), a director must retire and remain ineligible for re-election for a period of __ years. Elections shall be by plurality (greatest number of votes).

In addition the membership shall elect __ Regional Representative who will serve on the Region __ Board and act as liaisons between the Association and the Region.

The membership will also elect on Association Representative who will serve as the liaison between the Association and the Ontario 4-H Council.

The Association Representative, Regional Representatives and immediate Past President are members of the 4-H Association with (**voting/non voting**) privileges.

The Board of Directors shall have the power to act for and on behalf of the Association in all matters subject to 4-H guidelines set forth by the Association and 4-H Ontario.

All directors must have completed the volunteer screening procedure. Directors are expected to attend the majority of meetings held by the board. If a director is absent for three (3) consecutive meetings without cause or regret, the remaining directors have the right to appoint another director to complete the term of office vacated.

b) Officers

The directors shall elect from among themselves at a meeting held immediately following the Annual General Meeting, a President and Vice President. The term of office shall be a maximum of 2 years for each position.

In addition the directors shall from themselves or otherwise appoint a Secretary and a Treasurer or Secretary/Treasurer who shall remain in office at the discretion of the Board. The Secretary/Treasurer shall have voting privileges providing they were elected as directors initially.

The President, Vice President, Past President and one appointed director shall constitute the Executive. The Secretary/Treasurer may be an ex-officio member of the Executive.

The Executive shall have power to act for and conduct business of the Association in between regularly scheduled Board meetings providing all decisions made by the Executive are ratified at the next board meeting.

The duties of the Officers shall be outlined in the terms of reference for the position. The duties may alter from time to time as determined by the Board of Directors.

All Directors and Officers shall demonstrate ethical and professional conduct at all times. When a director or officer has a financial or personal interest, direct or indirect in any matter in which the Association is concerned, he/she shall disclose the interest and shall not take part in the consideration, discussion or vote with respect to the matter and shall withdraw from the meeting when the matter is being discussed.

In the event of a vacancy occurring on the Board by the death or resignation of any director or officer or otherwise, the remaining members of the Board shall have the power to appoint any member of the Association to fill such vacancy. In the event of 3 or more vacancies occurring at the same, a special general meeting shall be called and directors shall be elected from the membership, by the membership to fill the vacancies.

Article VII: Meetings of the Organization

Board of Directors shall meet on a minimum of ___ times per year at a time and place determined by the majority of directors. Directors will be advised at least seven (7) days prior to the time of the meeting of any changes to the meeting schedule. Notice may be by phone or email.

A motion may be brought forward for consideration to the board by any member of the Association, however only the elected directors are eligible to vote.

In the case of a tie the motion will be considered defeated.

The Annual General Meeting (AGM) shall be held no later than 60 days after the year end at a time and place determined by the current board of directors.

At least 30 days notice of every annual meeting shall be given to the membership by way of email, newsletter or written notice. Only those members active in the previous year shall be entitled to vote. Voting shall be done by (show of hands, secret ballot, electronic voting)

The purpose of the AGM is for the board to present a report of the activities and accomplishments of the Association since the last AGM, presentation of a reviewed financial statement reflecting profits and losses, appointment of reviewers for the coming year and to conduct elections for the board of directors.

Special General Meetings shall be called by the President, Vice President or on petition of ___ members of the Association for the purpose of transacting business mentioned in the petition and the membership shall be advised of the meeting by way of phone, written notice or email. Quorum for a special general meeting shall be 25% of eligible voting members. Only those persons who are members of the current year or who were members for the previous year are entitled to vote at a special general meeting. Voting on the petition shall be by secret ballot.

Article VIII: Quorum

Quorum at a board meeting shall be 50% plus one of the elected directors.

Quorum at an Annual General Meeting or Special General Meeting shall be 50% plus one of the number of voting members in attendance.

Article IX: Committees

The Board of Directors may establish committees and subcommittees from time to time in order to conduct its business more effectively and to facilitate the achievement of the Association objectives. Committees may be standing or ad hoc and will be provided with terms of reference. Committees are accountable to the Board of Directors and will make recommendations only to the Board.

Article X: Financials

The fiscal year of the Association shall be January 1 to December 31.

Signing authority for all financial matters shall be any 2 of 3 named authorities including the President, Vice President, Secretary / Treasurer.

All monies belonging to the Association shall be deposited in a bank account in the name of the Association at a branch of a chartered bank, Credit Union or trust company in Canada.

All expenditures must be approved by the Board of Directors before being paid. The Executive shall have the power to approve expenditures included in the budget up to and including \$250.00.

All expenditures for items in excess of \$200.00 that are not included in the budget for the current fiscal year shall require approval by a motion passed at a special general or Board of Directors meeting.

The financial records of the Association shall be reviewed by at least one independent 3rd party who is arm's length from the Association and is appointed at the Annual General Meeting.

The financial accounts and other books of the Association shall be made available for inspection by members upon reasonable request.

Article XI: Indemnification

The Association shall indemnify and save harmless the directors from all actions undertaken by them in good faith on behalf of the Association, claims, suits or proceedings brought against them, provided that no directors shall be indemnified by the Association in respect to any liability, cost charges or expenses sustained or incurred as a result of their own fraud, dishonesty, willful neglect or willful default.

Article XII: Administration

Execution of Documents: Deeds, transfer contracts and other documents may be signed on behalf of the Association by two persons one being the President and the other being the _____.

Records of the Organization: Officers of the Association are responsible for the safe custody of all documents relating to the Association's property, minutes of proceedings, resolutions, constitutions and policies and procedures and all other books and records of the Association.

All financial records will be kept at the principal office for a period of seven years. Minutes of proceedings are the historic record of the Association and shall be kept for perpetuity.

Article XIII: Rules of Order

Robert's Rules of Order shall govern the Association on all matters not covered by the constitution.

Article XIV: Changes to Constitution

This constitution may be made and/or adopted, amended or repealed by a two-thirds majority vote of those members in attendance at an Annual General Meeting or at a special general meeting of which notice has been given in the manner outlined in Article VII. Proposed changes and amendments to the constitution must be circulated to the membership __ (recommend 30) days prior to the meeting.

All regulations as set forth by 4-H Ontario as may be revised from time to time, shall become a part of this constitution.

Article XV: Dissolution

In the event of the dissolution of the Association, after payment of all debts and liabilities, the remaining assets shall be distributed to 4-H Ontario to be held in trust for a period of two years.

Article XVI: Adoption

This constitution, adopted at an annual or special meeting of the Association shall become effective on ____ and remain so until amended or repeal.

Signed by _____
President

Secretary

Reviewed Amended

ARTICLE 1

PURPOSE AND OBJECTIVES

Purpose of the 4-H Association:

- To co-ordinate 4-H Association activities
- To provide 4-H club volunteers and other interested parties with a local organization by means in which discussion may take place, recommendations may be made, and action may be taken on 4-H matters.
- To be an agency through which funds may be acquired and disbursed for the promotion of 4-H club work.
- To receive grievances related to club or association issues.

Objective of the 4-H Association:

- To maintain the integrity of the 4-H motto “Learn to Do by Doing” and the 4-H Ontario purpose statement “Youth become contributing citizens who impact positive change in our communities.”
- To create increased 4-H opportunities for youth in their 4-H Association that are safe, inclusive, and fun.
- To encourage and promote development of 4-H youth and volunteers through recognition and learning opportunities.
- To encourage the growth of the 4-H program in their community.
- To promote participation in all 4-H opportunities equally

It is hereby declared that 4-H Association shall be carried on without purpose of gain for its 4-H youth and any profits to the association shall be used in promoting its objectives.

ARTICLE 2

DEFINITIONS

4-H Club – A registered 4-H Ontario club including six or more members between the ages of 6-8 (Cloverbuds) and 9 – 21 (4-H youth), at least two screened and trained volunteers in good standing.

4-H Association – A geographic area defined by 4-H Ontario. There are over fifty 4-H associations in Ontario that are further organized into six regions.

Membership- refers to the individuals within the 4-H Association who are the constituents or representatives of the Association entitled to vote and hold office within the 4-H Association.

4-H Volunteer – An individual who is screened and trained as a 4-H Ontario volunteer as per 4-H Canada Youth Safety Policy requirements. 4-H volunteers are responsible for 4-H program planning, direct instruction to youth, first aid and emergency management, incident reporting, and supervision within a 4-H club.

ARTICLE 3

MEMBERSHIP

- Membership is open to all Volunteers in Good Standing within the 4-H Association.
- Other interested persons may be admitted to membership to the Association at the discretion of the 4-H Association elected directors provided the combined number of interested persons do not outnumber the elected 4-H volunteers serving as Association directors.

ARTICLE 4

OFFICERS

- The 4-H Association shall appoint/elect from its body a President, Vice-President, Association Representative, Membership Coordinator, Screening Contact. Optional appointments made be made for Regional 4-H Association Representative(s), Awards Coordinator, Livestock Coordinator, Webmaster, Newsletter Coordinator. The role of Treasurer and Secretary may be appointed/elected from the body or from outside the elected directors of the 4-H Association
- Individuals may hold multiple roles (as desired) with the exception of President who can not serve as Treasurer.

- After each annual meeting or inaugural meeting of the new Board of Directors, 4-H Ontario must be notified of changes to officers using the Notice of Change form found on the 4-H Ontario website.
 - Casual vacancies among the officers shall be filled from the body of the 4-H Association at the meeting at which they occur. Notice of changes of officers shall be sent to the 4-H Ontario Provincial Office.
- It is suggested that an officer should hold an executive office for a maximum of _____, with the exceptions of the _____ and _____ (ie. Screening Contact, Membership Coordinator) who may stay longer.

ASSOCIATION FINANCES

- A minimum of two individuals must be designated as signing authorities for 4-H Association bank account(s). 4-H Associations can determine the individuals that will have signing authority (i.e. President and Treasurer)
- Individuals with signing authority for a 4-H Association bank account must not be from the same household/family.

DUTIES OF PRESIDENT

- The President shall preside at all meetings of the 4-H Association.
- Full list of responsibilities found in the _____ 4-H Association policies.
-

DUTIES OF THE VICE-PRESIDENT

- When the President is absent or unable to act, the Vice-President shall set in their place.
- In any case where the Secretary or Treasurer ceases to act, the Vice-President shall perform these duties until the vacancy is filled.

- Full list of responsibilities found in the _____ 4-H Association policies.

DUTIES OF SECRETARY

- The Secretary shall give notice of and call meetings of the 4-H Association on the authority of the President or designate.
- Shall keep minutes of the proceedings at all meetings in electronic form.

- Forward all minutes to incumbent individual.
- Shall conduct correspondence in the name of the 4-H Association.
- Full list of responsibilities found in the _____ 4-H Association policies.

DUTIES OF TREASURER

- The Treasurer shall account for all monies paid or received by the 4-H Association and shall present a report thereof to the members assembled, but no disbursements shall be made without the sanction of majority vote of the 4-H Association.
- The Treasurer shall present up to date financial reports at each 4-H Association meeting.
- The Treasurer in consultation with the President or assigned Finance Committee will prepare the annual Budget and year end financial statement of the 4-H Association.
- Comply with 4-H Ontario Association in Good Standing policy and send the approved year end Association Financials after the Association Annual Meeting to 4-H Ontario.
- Full list of responsibilities found in the _____ 4-H Association policies.

DUTIES OF 4-H ASSOCIATION REPRESENTATIVE(S)

- Association Representative Role is that of the voting member of the 4-H Ontario Council.
- **Requirements**
 - Must be a screened & trained 4-H volunteer
 - Awareness of 4-H Ontario policies
 - Must have internet access.
- **Term**
 - Recommended election for a two (2) year term. Individuals eligible for re-election at end of term.
- Full list of responsibilities found in the 4-H Ontario Policy Manual

ARTICLE 5

VOTING

- The quorum at a meeting of the 4-H Association members shall not be less than one-third the total number of 4-H Association members – a fraction to count as a whole.
- The President shall be entitled to vote in the event of a tie vote and will cast the final vote.

ARTICLE 6

MEETINGS

- The 4-H Association will establish a meeting calendar for the year in consultation with directors.
- Meetings will be conducted using proper parliamentary procedures in respect to motions, amendments and voting.
- Meeting may be held in person or virtually or a hybrid depending on the majority vote of the directors.

ANNUAL GENERAL MEETING

- The Annual General Meeting of the 4-H Association shall be held annually at a date, time and place as agreed upon by the majority of directors.
- Meeting may be held in person or virtually or hybrid depending on the majority vote of the directors.
- 4-H Association members must be given fourteen days clear notice of the date, time and place of the Annual General Meeting and any special General Meetings of the 4-H Association.
- The President shall present, at the Annual General Meeting, a written report on the affairs of the 4-H Association for the year, stating in particular activities hosted, and any other information pertinent to the business of the 4-H Association.
- The Treasurer shall present, at the Annual General Meeting, a year-end financial statement duly certified by a third-party financial reviewer.
- The Treasurer shall present, at the Annual General Meeting, a proposed budget for the next fiscal year. The fiscal year of the 4-H Association shall be January 1 to December 31.
- Records and other books of the 4-H Association shall be in the custody of the appropriate officer and are at all times open to inspection by the authorized 4-H Association interested parties.

ORDER OF BUSINESS

1. Call to Order
2. Roll Call
3. Minutes of Previous Meeting
5. Correspondence
6. Reports of Officers
7. Reports of Committees
8. Old Business
9. New Business
10. Announcements and Notices
11. Adjournment

- At the Annual General Meeting the 4-H Association shall conduct elections and select a third-party financial reviewer.

ARTICLE 7

DISSOLUTION OF THE ASSOCIATION

In the event of the dissolution of the Association, all its remaining assets after payment of liabilities, shall be distributed as per 4-H Ontario policy B-BO-25 Dissolution of 4-H Association.

Bylaws reviewed _____ (date) signature of President _____

Policies:

Definition: A policy is a written statement that clearly indicates the position and values of the organization on a given subject. It contains rules and states what to do.

There are two styles of policies:

- Permissive: gives permission, freedom, authorization. Uses language such as 'shall' 'will'
- Prohibitive: places restrictions, sets boundaries. Uses language such as 'shall not', 'must not'



General Information

- Policies need to be reviewed regularly. A recommended timeframe is every three years. This is to ensure that policies are up to date with any changes that have been made in regulations, legislation or within the 4-H Association. Policy review can be one of the policies included in the Association Policy document.
- Associations may wish to refer to the policy document as a guide, handbook or manual.
- Setting up a schedule to review policies on a rotational bases makes the task less daunting and become a regular function of the Association or appointed committee.
- It is important to keep policies as inclusive as possible for youth and volunteers to have a positive and rewarding 4-H experience.
- Policies that are based on 4-H Ontario policy are subject to change as per provincial policy revisions.
- Policies **and** procedures must support 4-H Ontario vision and values.
- Policies **and** procedures must not contravene those of 4-H Ontario.
- Keep policies clear and concise.
- Keep policies to a minimum; develop policies that can be policed. Use guidelines and procedure where applicable verses policy.
- **Policies and procedures must not contravene those of 4-H Ontario and 4-H Canada.**
- Policies and procedures need to be based on local 4-H Association requirements. The policies and procedures templates are templates to be used by 4-H Associations.

Sample Policy Manual

Table of Contents

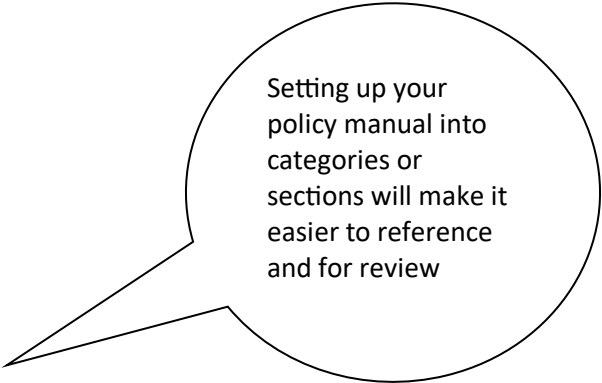
Association Bylaws/Constitution

Policies

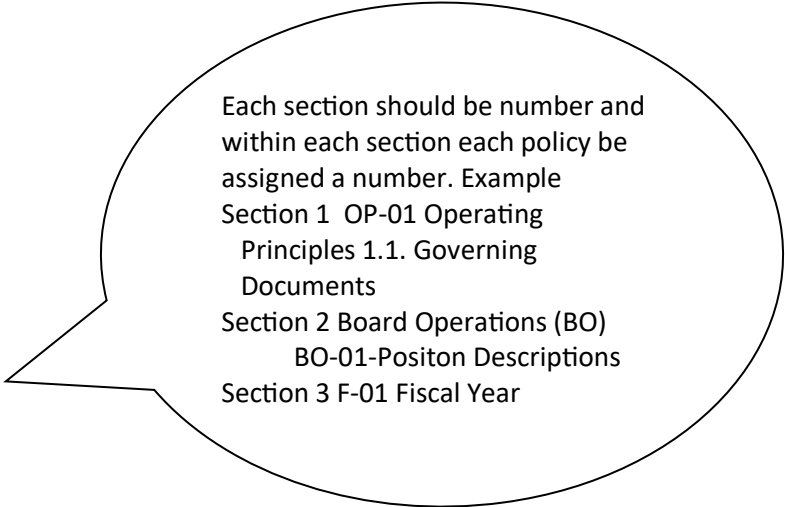
- A-Association
- B- Board
- F- Finance
- L- Livestock
- M or SM- Media or Social Media
- Y- Youth Experience

Or

- Section 1- Operating Principles
- Section 2- Board Operations
- Section 3- Finance
- Section 4- Youth
- Section 5- Position Descriptions
- Section 6- Terms of Reference- Committees
- Section 7- Procedures



Setting up your policy manual into categories or sections will make it easier to reference and for review



Each section should be number and within each section each policy be assigned a number. Example
Section 1 OP-01 Operating Principles 1.1. Governing Documents
Section 2 Board Operations (BO) BO-01-Positon Descriptions
Section 3 F-01 Fiscal Year

Sample Policy Format

Note Section

Note the date the policy was approved or reviewed/revised.

Section 1

Note the Policy Type (A-) and number (01)

A-01 Policy Format	Date Approved/Reviewed or Revised
Policy Statement All _____ 4-H Association policies will be presented in a format that includes the policy type and number and include the date of approval, review or revision.	

Include the actual policy ensuring it is clearly written and using inclusive positive

When formatting a policy manual it is a good idea to keep the sections separated with page breaks. This makes it easier to locate policies.
Note: For the purposes of this template, the sections have not been separated with page

Sample Policies

Section 1: Operating Principles

OP-01 Governing Documents	Date Approved, Reviewed/Revised
<p>In the absence of Association policy, or in the instance of conflicting statements, 4-H Ontario and 4-H Canada policies as well as Provincial and Federal Laws and Statutes prevail. Certain items contained within these superseding documents may be listed within Association policies for the purpose of clarification, ease of access or reaffirmation. Policies of significant importance that apply within the _____ 4-H Association include, but are not limited to, those relating to general program delivery (e.g. Youth Safety, Inclusion, Code of Conduct, Duty of Care, Duty to Report, Alcohol and Drug Policy, Accessibility for Persons with Disabilities, Screening and Training, etc.) as well as those relating to specific program requirements (e.g. Provincial Youth Participant Requirements, Recognized Members, Membership & Club Composition, Club In Good Standing, Meeting Time, Achievement Program, Project Completion, Youth Leader/Youth Director Roles, 4-H Project Animals, etc.). No participants (Cloverbuds, Members, Leaders, volunteers, chaperones, coaches, facilitators, staff, etc.) in 4-H programs and events shall be exempt from 4-H Ontario Policies.</p>	
OP-02 Document Retention & Archiving	Date Approved, Reviewed/Revised
<p>Documents will be retained, either in physical or digital form, by the Association as follows:</p> <ul style="list-style-type: none"> ● Organization’s life span plus seven years <ul style="list-style-type: none"> ○ Organization charter, annual reports, bylaws, letters patent, strategic plans. ○ Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities ● Duration of contract or agreement plus two years <ul style="list-style-type: none"> ○ Contracts, service agreements and purchase of service agreements ● End of fiscal period to which they relate plus at least seven years 	

<ul style="list-style-type: none"> ○ All financial records (other than those cited above) including payroll information ○ Duplicate donation receipts (except related to ten-year-gifts) ● Indefinitely (to minimize risk) <ul style="list-style-type: none"> ○ Insurance policies <p>Historically important documents and artifacts, as opposed to operationally important documents as listed above, are important to the Association, however, the capacity to retain such items is limited. In most cases the Association recommends approaching the 4-H Association County Museum and Archives or a similar local repository, museum or archive to see if an item meets their criteria for retention. In the rare case that the Association accepts a document or artifact because of its historical significance the Association has full discretion as to the use, display and disposition of materials as it may deem to be in its best interests. Similarly, the Association has the right to turn down donations.</p>	
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Section 2: Board Operations

B-01- Board Responsibilities	Date Approved, Reviewed/Revised
<p>The Board is responsible for directing and protecting 4-H Association County 4-H’s interests. More specifically, it is responsible for:</p> <ul style="list-style-type: none"> ● Providing direction to the organization ● Establishing written policies and procedures ● Communicating with 4-H Association 4-H stakeholders ● Making decisions in the best interests of 4-H in 4-H Association County ● Understanding what the 4-H program does in practice ● Understanding what the current 4-H delivery model involves ● Managing the business of the Association and the 4-H program in 4-H Association County ● Ensuring the Association remains in Good Standing with the Ontario 4-H Council by meeting all requirements set out by the Council ● Providing guidance on disputes within in 4-H Associations 	
B-02 Meetings of the Board	Date Approved, Reviewed/Revised
<p>The Board will set the agenda for its meetings. Every Board member will receive advance notice of the agenda for each meeting. Accordingly:</p>	

<ul style="list-style-type: none"> ● the Secretary of the Board, in consultation with the Executive Committee, will develop a draft agenda for every Board meeting in advance; ● anyone wishing an item to be put on the draft agenda of a future meeting will notify the Secretary of the Board prior to the meeting; ● the draft agenda will be circulated so all Board members receive it in advance of each meeting ● Board members will be provided with adequate background information prior to each meeting ● approval of the draft agenda by the Board will be one of the first items at every meeting <p>Meetings of the Board will follow parliamentary procedure, requiring a mover, seconder and vote for all decisions. Accordingly:</p> <ul style="list-style-type: none"> ● decisions made by the Board require a simple majority vote; and ● meetings may be held in any format as approved by the Board. <p>Minutes shall be kept of every meeting, and the Secretary will electronically distribute a draft of the Minutes to the Association Board for review.</p>	
B-03 Conflict of Interest	Date Approved, Reviewed/Revised
<p>Directors shall not be involved in discussions or decisions where a conflict of interest exists or appears to exist at Board meetings. Directors are expected to disclose a conflict of interest at the earliest possible time. A conflict of interest exists if an individual is directly involved in a matter being discussed where said individual has a duty to more than one organization, but cannot do justice to the actual or potentially adverse interests of both parties. (e.g. A Director who is employed by a funding partner or sponsor may not be involved in discussions or make decisions on matters where the funding partner or sponsor is the donor.) The Directors may ask a Director to leave a discussion or decision where they feel a conflict of interest is present. Directors shall conduct themselves in a manner which would bear public scrutiny while conducting Association business.</p>	
B-04 Expectations of Directors	Date Approved, Reviewed/Revised
<p>Directors are expected to attend at least 75% of regularly scheduled Board meetings. A Director is deemed to have resigned upon failing to attend</p>	

<p>seventy five percent (75%) of board meetings, called by the Chair, in any twelve (12) month period. An exception would be where the Director has received the prior approval of the majority of the Board which shall only be given in the event that the absentee Director has established to the satisfaction of the Board that there are extraordinary circumstances.</p> <p>Breach of these expectations will result in a review by the Board, which may result in dismissal from the Board by a 2/3 majority vote of the Board members (excluding the Board Member(s) in question), with the decision of the Board being final.</p>	
B-05 Board Position Descriptions	Date Approved, Reviewed/Revised
All positions on the _____ 4-H Association Board will be supported with clear and detailed position descriptions outlining the responsibility of each position. These position descriptions are found in Section ____ of this policy manual.	

Section 3: Finance

F-01 Fiscal Year	Date Approved, Reviewed/Revised
The fiscal year of the _____ 4-H Association will be January 1- December 31	
F-02 Financial Reporting	Date Approved, Reviewed/Revised
Financial reports will be presented by the Treasurer at each meeting of the 4-H Association. Reports will include income received and expenses to be paid.	
F-03 Signing Authority	Date Approved, Reviewed/Revised
The signing authority for the _____ 4-H Association shall be any two of three signatories- President, Vice President, Treasurer	

Note: In the event that the President and Treasurer or President and Vice President are spouses, only one may act as signing authority (i.e. President and Treasurer are spouses-only one would have signing authority. If the President and Treasurer are the same person, there would need to be an amendment made to the policy to allow for another signatory.

F-04-Year End Financial Review	Date Approved, Reviewed/Revised
The financial records for the year ended will be reviewed by a neutral, independent third party who is arms length from the executive and directors of the _____ 4-H Association.	

4-H Association financials are required to be reviewed as noted above prior to presentation at the Association AGM. The review should be completed by an individual who is familiar with standard accounting practices, however does not need to be an chartered professional accountant (CPA)

F-05 Expenses	Date Approved, Reviewed/Revised
<p>The Association seeks to provide quality experiences for youth and volunteers of all economic capacities and from all areas of the county. Therefore the Association offers reimbursement to volunteers as follows:</p> <p><u>General Expenses</u> Preapproved or policy bound expenses incurred while on Association business may be reimbursed at the approved Association rates. Original receipts are to be submitted where applicable, within 30 days of the event or purchase. Expenses not submitted within the 30 days will not be paid. If required, the mileage rate set by the 4-H Ontario Council will be used.</p> <p><u>Club Expenses</u> Legitimate club expenses, as determined by the Board, will be reimbursed by the Association up to the lesser of</p> <ul style="list-style-type: none"> a) \$150 per club or an amount determined by the Board on an annual basis prior to the starting of the first club of a new year; or b) an equal split of the amount budgeted by the Board amongst the requesting clubs. <p>Payout will not be made until the end of the year so as to allow all clubs the chance to submit eligible expenses. Original receipts are to be submitted where applicable (see <i>Appendix E - 4-H Association County 4-H Association Club Expense Reimbursement</i></p>	

<p><i>Form</i>). Other requirements for the eligibility of reimbursement, such as a report on the club's activities for the year, may be set by the Board from time to time. Any such requirements will be evenly applied to all clubs within the year and will be communicated to the club leaders prior to the beginning of the club.</p> <p>Club leaders should limit, where possible, the need for members and their families to incur additional expenses beyond the initial membership fee in order to fully participate in the club. When a member joins a club that requires an extra cost, members and/or parents should be made aware of this before the club starts. Clubs may fundraise to offset cost but any fundraiser being run by a club must be approved by the Association Board at an Association meeting or by the President or Executive Committee, on behalf of the Board, through correspondence via email before the fundraiser commences.</p> <p><u>Committee Expenses</u> All committee expenses must either be:</p> <ul style="list-style-type: none"> ● pre-approved through a budget submitted to, and approved by, the board prior to incurring the expense ● paid from allocated funds specifically intended for the purpose of funding such expenses to be eligible for reimbursement ● pre-approved through a budgeted amount set by the Board in their annual budget or at a regular meeting of the Board 	
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Section 4 Youth Experience

YE-01 Home Association	Date Approved, Reviewed/Revised
<p>The opportunity to represent the Association at events beyond the club/Association level will first be given to the 4-H members who register 4-H Association as their home association unless more specific requirements are set and communicated by the event organizers. Other team or event policies specified elsewhere in this document (e.g. Classic Dairy Team Selection) may allow exceptions.</p>	
YE-02 Youth Participation Fee	Date Approved, Reviewed/Revised

The _____ 4-H Association Youth Participant Fee will be determined annually by the Board and will be set no later than October 15th of the current year for the following year. The Association fee will be based on the Participant Fee set by the Ontario 4-H Council Board of Directors.	
YE-03 Awards & Prizes	Date Approved, Reviewed/Revised
All 4-H Youth and Cloverbud Participants, whether from another 4-H Association or not, are eligible to hold executive positions within clubs, receive club resources, participate in club achievement programs and receive prizes associated with open Association competitions like the Judging Competition. All other Association recognitions, awards and prizes, including Graduating Member and Outstanding Member awards, are only eligible to be received by participants who have listed 4-H Association as their home Association in the year they are to be recognized, in addition to any other criteria set for each individual award.	
YE-04 Youth Director	Date Approved, Reviewed/Revised
A Youth Director of the Association is, for all intents and purposes, a Director of the Association and so is to follow the same objectives and requirements set for Directors above. In addition, Youth Directors are expected to provide a member's perspective in all Board discussion so as to ensure the concerns of the youth members of the Association are considered on all Board decisions. As defined in the Association's constitution, there will be a maximum of two Youth Directors on the Board, both of whom must be an active 4-H Association 4-H member in good standing, must be at least 15 years of age and have not held the position for more than four terms.	

Section 5 Livestock

L-01- Livestock Show Selection	Date Approved, Reviewed/Revised
Youth who wish to participate in livestock shows on a regional or national level are required to meet the criteria of the show organizers for showmanship and/or confirmation and be selected to participate based on the selection requirements of the _____ 4-H Association which includes placings at qualifying shows and overall demonstration of positive conduct and teamwork with fellow 4-H youth.	

Additional sections can be added to the policy manual as required. Suggested additional sections include:

- **Fundraising**
- **Promotion (aka Social Media)**

It is key to remember- don't make a policy for the sake of making policy however don't deter from implementing policy to better govern and direct the 4-H program.

Section 6 Position Descriptions

Directors	Date Approved, Reviewed/Revised
<p>Qualifications, eligibility, basic requirements and length of term for this position are set as per the Constitution. This policy is in place to further define the role and to provide clarification for those in the role, assuming the role or just generally interested in the duties required of the position.</p> <p>Decisions of the Board are made and based on collective wisdom of all Directors, who are encouraged to routinely provide a voice to the discussions. Directors must always:</p> <ul style="list-style-type: none"> ● Act in accordance with the guidelines outlined in local, provincial and national 4-H by-laws, policies and procedures. ● Know and understand the limitations of authority as a Director. ● Review all related meeting information (i.e. agendas, supporting materials etc.) in advance of each meeting and be prepared to discuss the business issues arising from these. ● Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. ● Confidently share areas of experience and knowledge with fellow Directors. ● Understand what the 4-H program does in practice as well as what the current 4-H delivery model involves and how it is implemented locally. ● Attend and participate fully in all scheduled meetings, as well as Annual General Meeting yearly. ● Follow through on tasks/duties between meetings with role(s) and committee(s) and other Board related requirements ● Take an active role on a minimum of one Committee. ● Actively promote participation in Association events and attend functions whenever possible. ● Understand the Association’s mandate and annual objectives ● Realize that issues discussed at regular Board and Committee meetings are confidential and must not be discussed at other meetings unless there is appropriate and sufficient information and the Board or Committee members are aware that a matter will be raised elsewhere <p>Directors are also ambassadors for the 4-H program in _____ 4-H Association and as such should attempt to work with current Association leaders to integrate new volunteers in Good Standing into existing clubs</p>	

<p>within the Association as well as provide assistance if new volunteers are starting new projects within the Association.</p>	
<p>President</p>	<p>Date Approved, Reviewed/Revised</p>
<p>The President is responsible for the general management and direction, subject to the authority of the Board, of the organization and transaction of the affairs of the Association. Specific responsibilities include:</p> <ul style="list-style-type: none"> ● Fulfilling all roles and responsibilities of a Director ● Fulfilling the roles and responsibilities as Chair of the Executive Committee ● Attending 4-H Ontario President meetings ● Signing off on all Director Meeting minutes as presented by the secretary <p>The President shall also Chair all meeting of the board and as such:</p> <ul style="list-style-type: none"> ● prepare the agenda, in consultation with the Secretary and the Executive Committee ● be the public spokesperson for the board, unless the board appoints someone else ● clarify board operations and reporting between board meetings if further decisions in these areas are urgent <p>In the absence of the Chair, or at the request of the Chair, the Vice-Chair or a member of the Executive shall perform the functions of the Chair at the Chair's request, or at the request of a majority vote of the board.</p> <p>The President must not hold a role in the Association that receives an honorarium.</p>	
<p>Past President</p>	<p>Date Approved, Reviewed/Revised</p>
<p>Unless otherwise determined by resolution of the board, the office of past president shall be automatically filled, immediately after any election of a new president, by the person who held the office of president immediately preceding such election. The term of such office shall be until the next president is elected. Responsibilities of the Past President include:</p> <ul style="list-style-type: none"> ● Mentoring the current President on issues of general management and direction. ● Fulfilling all roles and responsibilities of a Director. ● Other powers and duties as the Board may prescribe. ● Participating as a member of the Executive Committee. ● Participating as a member of the Nomination Committee 	

Secretary	Date Approved, Reviewed/Revised
<p>The Secretary shall attend and be the secretary of all meetings of members and directors and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings. They will also give or cause to be given, as and when duly instructed, all notices to members and directors.</p> <p>The Secretary is responsible for the administration and records of the association. Specific responsibilities include:</p> <ul style="list-style-type: none"> ● Providing communication to 4-H Association 4-H Leaders and Members ● Submitting promotional material to media including newspapers and outdoor signs ● Maintaining the Association Asset List (<i>Appendix A</i>) ● Taking minutes at director meetings ● Booking facilities for meetings and events ● Working with the Membership Coordinator and the rest of the Awards Committee to plan the Association’s awards event ● Working with the Judging Committee to plan the Association’s annual judging competition ● Developing and compiling reports and information to create the Annual Report each year prior to the Annual Meeting ● Maintaining a list of the current Directors on the Board including up to date contact information ● Maintaining a list of Association Committees and their members as well as distributing lists to volunteers for the purpose of signing up for such committees ● Accepting RSVP’s for Association events 	
Treasurer	Date Approved, Reviewed/Revised
<p>The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Association and, under the direction of the Board, shall control the deposit of money, the safekeeping of securities and the disbursement of the funds of the Association. They shall render to the board whenever required an account of all his transactions as Treasurer and of the financial position of the Association. Specific requirements include:</p> <ul style="list-style-type: none"> ● Reviewing budgets and financial statements in advance of the Board of Directors meetings ● Monitoring and making inquiries about the Association’s financial position 	

<ul style="list-style-type: none"> ● Submitting a report to the Board outlining the Association’s current financial status in advance of each regularly scheduled meeting of the Board ● Review financial policies and make concerns known to the Board ● Bringing forward to the Board a suggestion for annual county membership fees ● Recommend the appointment of the auditor/reviewer and assist with the review of the auditing/reviewing of the financial statements. ● Assisting with the preparation of the Association’s annual operating budget ● Submit required annual financial reporting to 4-H Ontario and Canada Revenue ● Prepare and distribute charitable tax receipts for donors 	
<p>Livestock Coordinator</p>	<p>Date Approved, Reviewed/Revised</p>
<p>The Livestock Coordinator role is, in general, to be the main point of contact with respect to livestock related inquiries for members and leaders of the Association as well as for 4-H Ontario staff, or similar regional or provincial representatives when in regards to Association specific requests.</p> <p>Requirements include:</p> <ul style="list-style-type: none"> ● Must be a screened 4-H Volunteer ● Must have regular access to internet ● Must have an awareness of 4-H Ontario Policies ● Must have a general understanding of livestock as they relate to events and competitions associated with the 4-H program <p>While responsibilities may fluctuate based on provincial requirements and Association needs, some specific responsibilities include:</p> <ul style="list-style-type: none"> ● Assuming responsibility of provided login information and handbook for the 4-H Ontario AssistExpo Database ● Reminding Association members and volunteers of important deadlines related to livestock projects, especially the provincial deadline for electronic Project Animal Identification Form (PAIF) submission, and assisting members and volunteers in ensuring these deadlines are met. ● Reviewing the electronic PAIFs submitted from the Association to verify that members are 4-H members in good standing by June 10th. Refer to Livestock Contact Handbook for details. 	

<ul style="list-style-type: none"> ● Maintaining their access to AssistExpo throughout the year and providing lists/confirmations to club volunteers and/or members as needed. ● Creating show documents through the AssistExpo database for Association use. ● Working, along with the Secretary, to request support, such as breed awards, from regional, provincial or national livestock groups as requested or deemed necessary by club leaders or the livestock committees. 	
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Section 7- Terms of Reference

General Committee Requirements	Date Approved, Reviewed/Revised
<p>The purpose of all Committees of the Board is to undertake duties on behalf of, and as assigned by, the Association Board in the fulfillment of the Board’s objectives and responsibilities. Accordingly, Committees shall:</p> <ul style="list-style-type: none"> ● Undertake duties as assigned by the Board and/or outlined in the Committee’s Terms of Reference ● Submit reports to the Board as requested by the Board, or as deemed necessary by the Committee, to be reviewed at the next regular meeting of the Board. ● Make recommendations to the Board for their consideration as required or requested. ● Submit reports to the Secretary for inclusion in the Annual Report summarising their activities during the year. ● Ensure that all committee expenses are approved by the Board ● Ensure expenses and budgeting are in line with 4.5 - <i>Club & Volunteer Expense Reimbursement</i> 	

<ul style="list-style-type: none"> ● Complete requirements for special events set by 4-H Ontario and/or 4-H Canada including the Activity Planning Form on the 4-H Canada Youth Safety Reporting System ● Complete forms to request appropriate insurance documents as required by hosting venues or other third party services <p>Membership on committees is not restricted to Directors unless specifically mentioned in the Committee Terms of Reference or mandated by the Board; however, all Committee members must abide by the policies and procedures of the Association. The President of the 4-H Association will be an ex officio member of all committees unless otherwise mentioned.</p> <p>Recurring Committees are presented (sign-up lists circulated) at the first regular meeting following the annual meeting and opened to the Association to participate. Additional committees may be established, and additional committee members may be added to committees, throughout the year as required.</p>	
<p>Nominating</p>	<p>Date Approved, Reviewed/Revised</p>
<p>The Nominating Committee performs a vital role for the Board ensuring continuity of leadership and further development of Directors through the recruitment of volunteers to take on a leadership role with the Board.</p> <p>The Nominating Committee is chaired by the Past President of the 4-H Association and also includes their predecessor, the immediate past President, to form a two-person committee. No others shall be members of this committee except in the case of an absence of one or both of these individuals in which case replacements may be appointed by the Board. Members of the Nominating Committee cannot be running for re-election at the next 4-H Association Annual General Meeting.</p> <p>Responsibilities of the committee include:</p> <ul style="list-style-type: none"> ● Soliciting nominations for the President, 1st Vice President, 2nd Vice President and Director positions on the 4-H Association Board of Directors as required to fill current or anticipated vacancies. ● Presenting a slate of candidates to potentially fill current and anticipated vacancies to the Secretary at least two weeks before the Annual General Meeting for distribution to the Association. <p>While the method taken to complete to the above responsibilities is ultimately up to the Committee, the suggested timeline for activities is as follows:</p> <ol style="list-style-type: none"> 1. <u>November</u> - Identify upcoming term completions and confirm current Director continuance intention for upcoming year. 	

<p>2. <u>December</u> - Solicit suggestions and recommendations from Association volunteers and contact individuals as required to confirm their willingness to run for the position.</p> <p>3. <u>January</u> - Distribute the list of candidates to the Board.</p>	
<p>Livestock Committee</p>	<p>Date Approved, Reviewed/Revised</p>
<p>The Livestock Committee, in general, is responsible for supporting the participation of Association 4-H youth enrolled in livestock projects in events and competitions above and beyond the club level. The Committee is composed of willing and able volunteers with a general interest in fulfilling the tasks set out in this document. While not a requirement, it is highly encouraged that all 4-H club volunteers within the ____ 4-H Association actively participate in this committee. It is also encouraged that the Livestock Committee works with other Association committees in order to promote the sharing of resources and knowledge. The Livestock Coordinator is an ex officio member of the Livestock Committee but need not be the Chair.</p> <p>Responsibilities of the committee include:</p> <ul style="list-style-type: none"> ● Setting local requirements and criteria for the participation of members in dairy related events and competitions beyond the club level; ● Resolving any disputes arising from the selection of individuals to participate in events or any other concerns regarding activities within the scope of this committee; ● Recruiting and organizing chaperones for events as required; ● Scheduling and running meetings of various groups (leaders, members, event participants, etc.) as required for the completion of the tasks assigned to the Committee; and ● Completing other duties as assigned by the Board 	

Depending on the size of the 4-H Association, the Livestock Committee could be divided into commodity specific committees (i.e. Dairy Committee, Beef Committee, Sheep

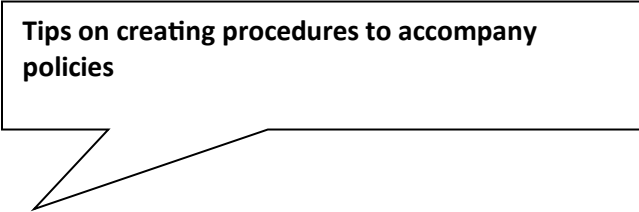
Terms of Reference (TOR's) should be developed for all committees including but not limited to: Association Executive

Procedures:

- Definition: A written set of instructions that describe the approval and recommendation steps for a particular act or sequence of acts. It tells one how to perform a set of tasks. Procedures are the 'steps' required to carry out the policy. These steps are sometimes referred to as the 'how'.

Steps to developing a procedure.

- Step 1: Begin with the end in mind. ...
- Step 2: Choose a format. ...
- Step 3: Ask for input. ...
- Step 4: Define the scope. ...
- Step 5: Identify your audience. ...
- Step 6: Write the SOP. ... Standard Operating Procedure
- Step 7: Review, test, edit, repeat.



Tips on creating procedures to accompany policies

- Not all policies require procedures. When we look through the Policy Manual there are numerous policies that stand alone.
- Procedures can accompany a policy or be housed in a separate section of a policy manual. If accompanying a policy it is important to remember that when changing a step in the procedure, the entire policy will need to be reviewed and updated.
- Procedures are different from processes. A procedure details precise instructions on exactly how to complete a task. A process describes a sequence of events leading to achieving a particular goal. In other words, it's an overview of the actions included within a particular task.

Sample Procedures

B-04 Conflict of Interest Policy: Directors shall not be involved in discussions or decisions where a conflict of interest exists or appears to exist.	Date Approved. Reviewed/Revised
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Procedure:

1. Minutes will reflect when a director excuses himself / herself.
2. The board may ask a director to leave a discussion or decision where they feel conflict of interest is present.
3. Directors will conduct themselves in a manner which would bear public scrutiny while conducting 4-H business.

YE-03 Reimbursement of 4-H Opportunity Registrations Policy: The 4-H Association, when finances allow, will reimburse a portion of registration fees for 4-H member and volunteer opportunities.	Date Approved. Reviewed/Revised
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Procedure:

1. 4-H Opportunities refer to regional, provincial and national.
2. The Association reserves the right to determine the amount of reimbursement depending on the Association finances and the number of 4-H youth in the Association seeking reimbursement.
3. Members seeking reimbursement must provide the association with a presentation outlining their experience.
4. Presentation to be done at an Association meeting, or 4-H Association event (including but not limited to Go for the Gold Competition, Judging Program, Recognition Program).
5. Presentation to be verbal and can be delivered in person or via online platform (i.e Zoom, Teams, Facebook Live) at a time and location that is suitable for the presenter and the Association directors and be supported with photos, slides or resources obtained as a result of attending the 4-H opportunity.
6. 4-H Association will advise 4-H youth when the reimbursement will be provided and ensure that payment (cheque, cash, e-transfer) is accompanied with an explanation of payment (i.e. memo on cheque- partial reimbursement for participation at Youth Adventure Camp).

Association Best Practices

Associations should establish a standing Policy committee and include in the terms of reference the committee will be responsible for reviewing policies and procedures on a three-year rotation bases. This committee would also be responsible for reviewing the constitution/bylaws and bringing forth to the Board of Directors potential revisions. This committee would also present the revisions at the Association AGM for voting purposes.

Some 4-H Associations may opt to 'hire' someone to do engage in specific tasks of the 4-H Association. Tasks may include administration, organizing/coordinating events. This would require a position description and reference in the policies of this position. It would also need to be determined if this individual has voting rights.

Please note: Each 4-H Association may have different bylaws/constitutions, policies and procedures based on their own 4-H Association requirements. The following documents are templates to provide guidance and are key to all 4-H Associations.