



Curriculum Committee Member Service Description and Volunteer Agreement

Purpose

- To assist in the setting of priorities and in assessment of the needs of the 4-H program.
- To focus program efforts to further develop life skills in youth.
- To advise on program enhancement, marketing, curriculum, evaluation, resources, activities, project literature, events, tours, clinics, recognition and other opportunities that relate to a specific project area.

Term of Appointment: Adults and youth serve a two-three (2-3) year term which may be renewed. This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

Time Required: Meetings held 2 B 6 times per year depending on whether it's a county or State committee. Meetings convened for State level assignments will be convened in the central part of the State by Extension 4-H staff.

Accountability: To work with supervision and direction from Extension staff by recommending enhancements for the continuing development of 4-H project areas. Responsibilities are limited to the scope of the duties defined in this service description. Committees are advisory and accountable to Extension staff.

Responsibilities

- Follow all guidelines and policies of University of New Hampshire Cooperative Extension 4-H (UNHCE4H) and the county program and conduct activities in a safe and healthy manner
- Maintain the standards of the 4-H Youth Development Program by conducting oneself in a responsible manner and honor confidentiality
- Serve as role model and willingly share knowledge and involve youth and adults in all levels of the program
- Integrate youth and adult partnership principles into all levels of the program
- Attend all committee meetings and participate in appropriate volunteer development opportunities and participate in appropriate events
- Review local, state and national trends in relationship to youth and volunteer issues
- Identify needs, concerns, and issues related to positive youth and volunteer development
- Assist staff in identifying and obtaining resources to meet those needs
- Represent the needs and interests of youth and volunteers in determining what knowledge and skills are needed and suggesting what curriculum may be helpful
- Help staff set priorities and goals
- Maintain knowledge and visibility in programs implemented
- Help to bridge the gap between the county and state 4-H program
- Maintain sensitivity to individual differences of 4-H members such as differences in

interests, abilities, personal needs, cultural heritage and family support

- Help promote the use of approved 4-H publications
- Help determine 4-H policies and procedures that will ensure 4-H is accessible to all youth and adults regardless age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran's status and never discriminate on the basis of any of those attributes
- Attend appropriate committee meetings
- Bring forward ideas from the area they represent
- Edit curriculum & publications when appropriate
- May be asked to review materials in advance and be prepared to share views
- May be asked to do research and information gathering prior to meeting.

May also:

- Help in selecting and creating 4-H project materials
- If appropriate, "pilot test" new curriculum and be supportive of new publications.

Qualifications

- Be current in the curriculum area one is representing
- A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of the University of NH Cooperative Extension and the NH and county 4-H program
- The ability to work with minimal supervision but openly communicate with professional staff
- The ability to motivate youth and adults to assume leadership positions
- The ability to work tactfully and communicate effectively in verbal and written forms
- The ability to organize information and materials and delegate responsibility
- The ability to accept and follow through with responsibilities
- Must have successfully completed the 4-H volunteer enrollment process
- Teens and adults willing to take on responsibility for helping to set direction and support of curriculum areas
- Willing to work as a team member
- Belief in the value and importance of positive youth development and the need to provide young people with out- of-school learning opportunities through 4-H
- Knowledge of the 4-H program and or subject matter area, or a willingness to learn.
- Committed to taking an active role in Advisory Committee group activities
- The ability to brainstorm, communicate with committee members, works with larger 4-H community, open-minded and able to seek benefit for the organization at large.

Resources Available

- Orientation, training and support from (county, state) UNHCE office and assistance from other volunteers
- 4-H Program literature and curriculum.

Benefits

- Opportunity to learn, practice and improve personal skills
- Personal satisfaction of providing an important service to and recognition from the community

- Affiliation with UNH and interaction with professionals in the field
- Expenses incurred and miles driven are tax deductible for volunteer service to Extension
- Liability protection for volunteer service to Extension under RSA 508:17 (see below)
- Gain perspectives from other volunteers and get new ideas
- Meet other volunteers
- Learn group and leadership skills
- Contribute to program direction and decisions
- Develop communication & leadership skills
- Understand the background and climate in which decisions that affect the 4-H program are made.

Evaluation

- Committee review and written summary of the year.

Success Criteria

- The goals of the Curriculum committee as agreed upon are met
- Regular attendance and active participation at committee meetings.

UNH Cooperative Extension agrees to:

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for Extension Staff to listen to middle manager’s ideas
- Provide appropriate supervision, evaluation, and recognition.

You are hereby recognized as a UNH Cooperative Extension Volunteer. As a recognized volunteer you are protected by NH RSA:508:17 which provides legal protection for volunteers by limiting the liability of an enrolled volunteer who is working within the scope of his or her official duties and responsibilities as outlined by this document and following the guidelines and policies of the program.

Volunteer

Date

Staff Member

Date

June 2009

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