



## 4-H Foundation Board Member Volunteer Service Description

### Purpose:

- To protect the financial integrity of the 4-H Foundation (County, State) and to further 4-H Youth Development work in the County, State.
- To formulate and implement financial development and management policy.

**Term of Appointment:** 2 - 3 year elected terms. 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 four (4) - six (6) times per year, more often if needed. Additional time needed to carry out tasks, roles. (Expectation to work on one fund raising activity in county/state.)

**Accountability:** Responsibilities are limited to the scope of the duties defined in this service description. You are accountable to Extension 4-H Staff. A criteria for success is:

- Attendance and active participation at meetings, and
- Individuals and businesses taking active role in providing financial support for the 4-H program.

### Responsibilities:

- Follow all guidelines and policies of UNHCE 4-H and the 4-H county program.
- Maintain close contact with (Extension staff, county office, and supervisor).
- Willingly share knowledge and involve youth and adults in program.
- Participate in volunteer development opportunities as appropriate. Approve and monitor progress on annual management, financial and program plans.
- Serve as a liaison between staff and key community and business leaders to identify funding sources.
- Use your influence and provide assistance in generating and identifying prospective contributors necessary to meet financial goals.
- Donor solicitation through personal visits, presentations letters, telephone calls etc.
- Identify and approve all policies and procedures for generating private funds.
- Plan, create organize and implement fund raising ideas to meet fund raising goal.
- Formulate and approve an annual budget.
- Advise and approve investment policies to ensure the financial viability of the 4-H program.
- Keep apprised of all Foundation property.
- Follow non profit regulations and submit necessary reports.
- Promote 4-H and its impact with the broader community.
- Attend committee meetings and fund raising events. Assist with special events.
- To inform and encourage members, parents and other volunteers to actively participate in 4-H fund raising opportunities.

### **Specific Tasks**

- Attend and actively participate in regularly scheduled meetings of the board.
- Know the goals and mission of the 4-H program so financial support can be balanced throughout the program.
- Advise and approve plans for the Foundation with Extension staff.
- Annual review and written summary
- Maintain and submit necessary reports in a timely manner including necessary non-profit state reports.

### **Qualifications**

- 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 programs
- The ability to work with minimal supervision from professional staff
- The ability to motivate youth and adults to assume leadership positions
- The ability to work 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 UNHCE volunteer (application, screening, agreement) process
- Be committed to young people and their development in all areas
- Willingness to take on responsibility for securing resources for the 4-H program.
- Willing to work as a team member
- Belief in the importance of youth development and the need to provide young people with out-of-school learning opportunities
- Knowledge of the UNH Cooperative Extension and 4-H program or willingness to learn.
- Good communication skills
- Ability to meet people easily

### **Resources**

- Orientation, training and support from (County, State), UNHCE office.
- 4-H program literature
- Lists of past program donors
- Assistance from other volunteers, staff
- Previous financial reports
- Previous audits and annual reports

### **Benefits**

- Personal satisfaction of providing an important service to youth of county/state
- Volunteer expenses are tax deductible
- Benefit the entire 4-H program through gained financial contributions and insuring financial support.

**UNH Cooperative Extension agrees to:**

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

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

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[New Logo June 2015]*

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