Name of Committee:

General Purpose:
To organize/operate ____________________________ (event name) on behalf of the ________________________ 4-H Regional Council (“the Council”).

Committee Composition:
Membership - list with consideration to the following, plus any additional points specific to this committee:
- How are the committee members elected, appointed, etc., and how often?
- What are the terms of the members?
- Roles and responsibilities of each committee position (briefly outline)
- Size of committee

Voting Privileges
Quorum and Voting
- The officers shall be Chairman, Vice-Chairman and Recording Secretary.

Officers’ Responsibilities
Committee Chairperson
- Becomes familiar with the Terms of Reference and committee’s mandate as outlined by the Council
- Recruits an appropriate number of committee members to carry out the mandate
- Orient members to the committee’s mandate and position in the organization
- Calls committee meetings and develops agendas with the input of the members
- Chairs committee meetings
- Encourages members to participate
- Keeps discussion on topic by summarizing issues
- Guides the committee through its meetings to fulfill the committee’s purpose
- Recognizes each member’s contribution to the committee’s work
- Requests assistance for appropriate tasks from individual committee members
- Knows staff members’ role on the committees and ensures that they have an opportunity to provide input prior to recommendations sent to the Council
- Plans and evaluates the committee’s work with the help of the members
- Ensures meeting minutes and other relevant information are recorded and filed with the Secretary of the Council
- Reports the committee’s progress to the Liaison (if the Liaison was unable to attend the meetings)
- Co-presents, with the Liaison, the event budget to the Council
4-H (Ad Hoc) Committee
Terms of Reference (TOR)

Liaison
- Provides communication, both directions, between the Council & committee
  - Provides committee progress reports and updates at each Council Meeting
  - If unable to attend the Council meeting, a written report will be provided to the Council
  - If unavailable to attend a committee meeting, Liaison may appoint another director to attend, or will communicate with the committee chair to obtain an update
- Co-presents, with the Committee Chairperson, the event budget to the Council

Other Committee Positions and Responsibilities (list positions and briefly outline responsibilities)
- Secretary, etc.

Remuneration: (be specific)
All persons working on the ____________________________ committee shall be volunteers who will not receive funds for personal expenses for travel and meals to attend meetings, or an honorarium for serving on the committee.

Meetings:
Regular meetings will be held: in person by conference call other
Define method, quantity and approximate times of year.

Program Plan:
Provide a Program Plan annually to the Council

Funding
- Approve event budget prior to presentation to the Council
- Understand where funding comes from for this committee’s event
- Ensure funds approved in the budget are available for the event/operation etc.
- Ensure two (2) Signing Authorities from the Council will be available when needed prior or during the event
- Receive and date stamp all bills or invoices applicable to this event within ______ days of original issuance of the invoice, for approval
- Forward approved invoices for payment by the 4-H Regional Council within __ days of receiving the invoice

Committee Activities (identify those specific to this committee)
- Shows
- Programs
- Development and training opportunities for members and leaders
Subcommittees (list and briefly outline responsibilities)

- Are any subcommittees required?

Committee Responsibilities:

- Ensures event, activity, operations reduce risk by completing the appropriate facility assessment, event assessment, etc.
- Provides recommendations from the committee for event or task preparation
- Reviews the Terms of Reference annually by ___________ (date)
- Understands that all members of the committee must be members of the _________________ in accordance to the constitution of the ____________________ 4-H Regional Council.
- Provides membership contact information (name, address, etc.) and any applicable dues to the recording secretary. Dues will be forwarded to the Treasurer of the 4-H Regional Council for deposit into the General Revenue bank account of the __________________________ 4-H Regional Council.
- Uses a provided template to present a budget to the Council by _______________ (date) each year
- Understands that any items over the approved budget require Council approval prior to any further action or commitments made
- Reviews and approves each invoice related to the event. Forwards to the Treasurer of the Council for payment within _____ days of receiving the invoice.
- Provides the Council with suggestions for improvements to the _____ (event’s wish list)
- Provides a written report to the Council _____ days prior the AGM, so that it is included in the AGM document package
- Participates in the Council’s annual program and event planning
- Reviews the Committee’s monthly financial report from the Council and notifies the Council of any concerns
- Reviews the Terms of Reference annually by ___________ (date)

Other Responsibilities: (additional to those listed above)

Date Created: _______________________________

Date Reviewed: ____________________________

Amendments to the Terms of Reference: