



CANADA  
4-H Saskatchewan

# Join the Board

Our board welcomes applications from all interested 4-H members and leaders. We particularly encourage those from underrepresented communities to apply so that we can represent the diversity of our province and communities.

## About our Board

The Saskatchewan 4-H Council Board of Directors is a policy-making board with three main functions:

- It is the governing body for the Saskatchewan 4-H Program
- It makes decisions regarding programs, policy, planning and allocation of funds.
- It oversees the Executive Director of the Provincial 4-H Office

The Saskatchewan 4-H Council has written bylaws, personnel policies and procedures and Saskatchewan 4-H Council policies to govern the organization.

## What commitment am I making?

- The Board typically meets four times per year: May (virtual), October, January, and March (AGM).
- Additionally, the various committees meet by conference call throughout the year - expect three to five one-hour conference calls per committee.
- In addition to Board Meetings and committee calls, Board Members are expected to stay connected with their regions by attending district meetings and regional events such as public speaking, curling, judging or shows.

## Required screening and training

- Leader representatives are elected for three year terms.
- Leader nominees must meet the requirements of a Trained Volunteer (A) and be a registered 4-H Leader in a club in good standing.
- Member representatives are elected for two year terms.
- Member nominees will be required to meet the requirements of a Trained Volunteer (A) if elected before their first meeting (Commit to Kids, Youth Safety Training and screening).
- All Directors must complete required training (SARC Elevate Governance) before their first meeting.

## Are Board Members compensated?

Directors of the Saskatchewan 4-H Council Board are volunteers and do not receive compensation. However, they are reimbursed for travel costs on 4-H Council business and receive 4-H branded items, such as clothing and business cards to be recognizable in their roles. Meals and accommodation costs are covered for Directors on board business.

## Who sits on the Saskatchewan 4-H Council Board?

- Three registered leaders elected by each region as their leader delegates, who maintain a liaison with the 4-H community in their respective regions.
- Two current registered members
- One representative appointed by the Ministry of Agriculture.
- The Executive Director, who sits on the board as an ex-officio.
- The immediate Past President may be an additional Board member if not a regional leader delegate.

## What are my responsibilities:

- Directors of a board have a legal responsibility called fiduciary duty. This requires them to act honestly, in good faith, and in the best interests of the corporation.
- Uphold and honour the mission, vision and core values.
- Be informed on the agenda items and take an active role by providing information, opinions and expertise.
- Be informed about the 4-H programs, policies and services.
- Contribute in a concise, clear and carefully thought-out manner
- Make decisions in the best interest of the entire organization.
- Support all final decisions of the Board.
- Participate in establishing policies and services.
- Serve on at least one committee and attend committee meetings.
- Review and approve the Strategic Plan, and monitor the achievement of the core strategies.
- Work interactively with the Executive Director and other directors of the board.
- Ensure the legal and ethical responsibilities are fulfilled.
- Accept responsibility for securing and managing adequate financial resources.
- Attend all board meetings and be punctual.
- The board elects a president, vice-president, secretary, representative to the Saskatchewan 4-H Foundation and representative to the Advisory Council that have additional responsibilities

## Where can I learn more:

Contact the Executive Director of the Provincial 4-H office at 306-380-4490/[manager@4-h.sk.ca](mailto:manager@4-h.sk.ca) or the Nominations Committee Contact listed on the Nomination Form to ask specific questions or request an **Orientation Manual**.

You can also contact your current Regional Leader Advisors to ask them about their experience in the role. For general information about being involved on a board, you will find free resources online on websites such as [www.saskculture.ca](http://www.saskculture.ca) or [charityvillage.ca](http://charityvillage.ca)

## Our Committees:

- **Governance Committee:** insure that the board fulfills its responsibility to govern, oversee policy and direction, and assist with the leadership of the Council so as to support the organization's mission and needs. Recommend and updates board policies and processes designed to provide for effective and efficient governance.
- **Finance Committee:** assist the Board in fulfilling its financial responsibilities by ensuring sound financial procedures are in place by reviewing the financial reports, approving the annual budget, and ensuring audits are conducted.
- **Selections Committee:** review the applications for scholarships, hall of fame, leader and member travel, and chaperone positions, as well as recruit applicants, promote award opportunities and co-ordinate the selection process for these awards.
- **Program Policy:** advise and recommend to the Board of Directors in all matters relating to provincial 4-H policy and procedure development, implementation and enforcement, as well as to educate through communication and interpretation of policies. A sub-committee forms the Resolution committee.
- **Nominations & Resolutions Committee:** Ensures that the nomination and election of directors occurs according to the policies and procedures of the organization and that member and director resolutions are addressed.
- **Risk Management Committee:** responsible for focusing on risk management to assist the board in its oversight of risk. The purpose of the committee is to ensure the existence of a strong risk management culture at all levels of the organization to effectively protect youth, volunteers, and our organizations' assets and reputation.



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# Saskatchewan 4-H Council Board of Directors Nomination Consent Form

**Please Print or Type**

Nominee must be a registered Saskatchewan 4-H member or leader in good standing<sup>1</sup>.

## **Nominee Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Club \_\_\_\_\_ District \_\_\_\_\_

I am a  Registered **4-H Member** applying for the 18-year-old member delegate position  Registered **4-H Leader** applying for a regional leader delegate position<sup>2</sup>.

**Region:**  
NW: 3-Year Term  
NE: 3-Year Term  
SW: 3-Year Term  
SE: 3-Year Term

## **Nominee Questions**

**Please attach an additional sheet of paper with answers to the questions.** Please number your questions for clarity and include your name at the top. Please note, one of these questions will be asked during the election at AGM, and nominees will be asked to speak to it. If you are unable to attend, your answer to the question as provided here will be read on your behalf.

1. What interests you about being a Director on the 4-H Saskatchewan Board of Directors?
2. What do you feel are some of the biggest opportunities for 4-H Saskatchewan as a provincial youth movement?
3. What do you feel are some of the biggest challenges going forward for 4-H Saskatchewan as an organization?

## **Nominee Biography**

4. Please provide a brief biography (approx. 300 - 400 words).  
**This will be used (exactly as provided) as your nominee profile which will be publicly available for voting delegates prior to the election. Please attach your biography on an additional sheet of paper**

Your biography should include your current 4-H role and highlights of your 4-H involvement and experience. You are encouraged to include your background, skills, training, special expertise or work experience, involvement on other boards or community organizations that you feel are relevant to the role. We recommend closing with why you wish to join the Board of Directors and/or what you feel you could contribute to or gain from the experience.

<sup>1</sup> Leader nominees must meet the requirements of a Trained Volunteer (A). Member delegates will need to complete the requirements of a Trained A if elected.  
<sup>2</sup> We are moving to three-year terms for directors, so there are some regions where there are terms available with different lengths. You can apply for both or just one. The three-year term will be elected first, followed by the shorter-term position. You must run in the region that your club is registered in.

## Nominee Endorsements

Each director nominee requires the signatures of **two 4-H Saskatchewan leaders in good standing to endorse/support their nomination**, at least one of which must be from a different 4-H club.

Endorser 1: \_\_\_\_\_ Signature: \_\_\_\_\_

Endorser 2: \_\_\_\_\_ Signature: \_\_\_\_\_

## Nominee Consent and Commitment

**By signing below, I, (print name)** \_\_\_\_\_,

- agree to let my name stand for this position as a director of the Saskatchewan 4-H Council. I understand that nominations can be withdrawn at any time.
- understand this form is a nomination for the position. Information provided will be used to create a biography which will be publicly available in February. The election will take place at the Saskatchewan 4-H Council Annual General Meeting. All nominees present will have the opportunity to speak about their interest and suitability for the position.
- confirm that I am a registered 4-H Saskatchewan member or leader in good standing. Leaders must have valid screening and meet the requirements of a Trained Volunteer (A) to be nominated.
- confirm that I will be at least 18 years old as of the date of AGM (**March 23, 2024**)
- have reviewed the **BOD Job Description** and have contacted the Provincial 4-H office and/or the Nominations Committee Contact with any questions about the position and its responsibilities. It's strongly recommended that nominees request the **Orientation Manual** which provides detailed information about the boards committees and how the board conducts its business.

**I commit to fulfilling the duties of a Director of the Saskatchewan 4-H Council, if elected. I understand:**

- that there are required duties and expectations of this position, including travel to attend board meetings (typically in Saskatoon), attending the Annual General Meeting in Saskatoon, attending Leaderama, as well as other 4-H events in the province. I commit to endeavor to attend board meetings, committee meetings, and 4-H events.
- this is a commitment of up to three years (3-year terms for leaders; 2-year term or members)
- each director also serves on Saskatchewan 4-H Council committees. Directors will be asked for their preferences, but are not guaranteed to serve on those they prefer. I agree to serve on committees as assigned.
- that I must remain a registered Saskatchewan 4-H member/leader in good standing to continue in this position. All directors must meet the requirements of a Trained Leader (A) which includes valid volunteer screening, as well as C2K and YST training. Member delegates can complete this after being elected, before their first meeting. All Directors must also complete SARC Governance Training (15 hours).
- I would take on the **legal responsibility of a director of a non-profit corporation (fiduciary duty)**. I commit to acting honestly, in good faith, and in the best interests of the organization. I agree to uphold the duty of care, the duty of loyalty, and the duty of obedience.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **THE NOMINATION DEADLINE IS January 26, 2024.**

Return form to: 4-H Saskatchewan Nominations Committee

**Mail:** 3830 Thatcher Avenue, Saskatoon, SK. S7R 1A5

**Email:** [manager@4-h.sk.ca](mailto:manager@4-h.sk.ca) **Fax:** 306-933-7730

Questions can be directed to the Nominations Committee Contact:

Trena Hoffus-Preston

[Trena8087@msn.com](mailto:Trena8087@msn.com)