

Congratulations and thank you for taking an active interest in your District 4-H Council. As a Club Representative, you have a very important task assigned to you: Assisting in Making District Decisions. Here are some guidelines to help you in completing your duties as a Club representative, and understanding the District as a whole...



District Council Handbook CLUB REPRESENTATIVE

Fall 2018

Preparing for 4-H's "AGM"

Every year, the Saskatchewan 4-H Council holds its Annual General Meeting (AGM), where 4-H'ers from across the province attend to determine the direction of 4-H. These 4-H members and leaders vote on policy and bylaw changes, engage in meaningful conversations with other 4-H delegates, and have fun!

Each District 4-H Council is responsible for sending one member and one leader delegate to AGM. Each delegate has voting privileges during the meeting.

At their **Fall** District Council Meetings, the District should bring forward any "**Resolutions**", which are basically lengthy motions that will be made at AGM. These resolutions must be submitted by a District 4-H Council; Therefore, they must be motioned, seconded and approved by Club representatives at the Fall District 4-H Council meeting, and submitted to 4-H Saskatchewan by the deadline.

AGM Delegate Duties

AGM Delegates are expected to fully attend and participate in the Annual General Meeting of the Provincial 4-H Council, using proper parliamentary procedure. District delegates:

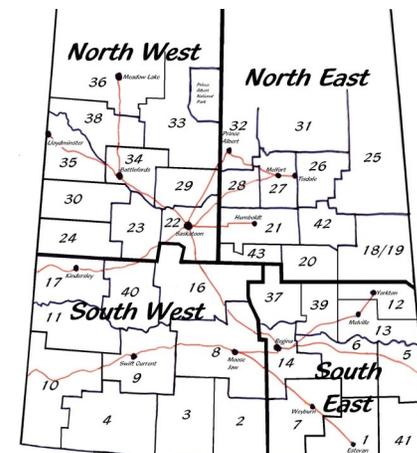
- Represent the thoughts and ideas of their District 4-H Council
- Report Provincial Council business to the District 4-H Council
- Fully attend and participate in Regional Meetings held during the Annual Meeting of the Provincial 4-H Council
- Speak to any resolutions made by their District 4-H Council

At the **Spring** District Council Meeting, the Regional 4-H Specialist will bring a series of "**Resolutions**". The resolutions are to be discussed at length by each District 4-H Council so your District reps know how to vote on the resolution on your District's behalf.

4-H Districts & Regions

4-H Saskatchewan has four Regions throughout Saskatchewan. Each region contains between nine and 11 4-H Districts. A District 4-H Council is normally comprised of the clubs in its geographical boundaries.

There are around 40 4-H Districts in Saskatchewan, and were formed using the Government of Saskatchewan's Agricultural Extension Districts, which place several Rural Municipalities into one grouping.



Purpose of Districts

- Create opportunities for members and leaders to interact and participate in events with other 4-H'ers.
- Ensure that your 4-H Club has input into policies and by-laws
- Allow 4-H'ers to compete in District events such as Public Speaking and Curling
- Allow 4-H'ers to learn from each other, work as a team together, and make friendships beyond the Club level.

DID YOU KNOW? The number of club representatives granted voting privileges during council business will depend on each council. Some councils encourage as many club delegates to attend as possible, however they limit how many votes each club has.

4-H Club Rep Duties

Each 4-H Club is responsible for sending two member and two adult representatives to the District 4-H Council Meeting (s). Club representative duties include:

- Fully attend and participate in district council meetings using parliamentary procedure
- Represent the thoughts and ideas of their 4-H Club.
- Report to their 4-H Club regarding District Council business

District Executive

Each District 4-H Council has an Executive with each executive position having a series of duties that must be completed. Although duties can vary from District to District, the following duties are common throughout. Please note that an executive's responsibilities should be included in your district council's constitution.

General Duties

- Set the tone and behaviour of members (participation, attendance, volunteering spirit, etc.)
- Present the objectives and operation of the organization as clearly as possible.
- Keep informed and up to date on issues and information
- Provide leadership and direction
- Lead the way in recognizing the work of other volunteers
- Effectively and responsibly manage the finances of the district
- Encourage and train new executive members to take over their positions.

* **IMPORTANT NOTE:** After executive elections, ensure that your District **makes and passes a proper motion to change the signing authority for the District's Bank account**, including the names of the new signing authorities. Signing authorities are usually the President and Treasurer. The President and Treasurer will need to take a copy of these meeting minutes with you to the bank to change authorities.

Specific Duties

PRESIDENT:

- Prepares the agenda for District Meetings with the aid of the executive of Regional 4-H Specialist
- Manages and conducts the meetings using parliamentary procedures
- Respectfully directs the activities of the District Council and presides at meetings, maintaining order and keeping the meeting going.
- Is a signing officer * (*- see note below)
- Delegates necessary tasks to other officers and committees of the council
- Generally, is a member of the most organized committees
- Spokesperson for the District Council organization

VICE PRESIDENT:

- Provides assistance to the President
- Learns about the President's role, and the District Council organization
- Familiarizes self with all Executive duties.
- Performs any executive officer's duties in their absence.

SECRETARY

- Records and distributes minutes of all council meetings to clubs in District and to the Regional 4-H Specialist
- Receives news, reviews, present and answers the organization's correspondence as directed by the council or its executive
- Sends out notice of council meetings
- Files all correspondence, records and keep material as necessary

TREASURER:

- Prepares financial statements for presentations at meetings
- Controls the Council's budget by monitoring expenses
- Invests monies / makes payments as directed by the District membership
- Prepares audited financial statements
- Prepares an annual operating budget
- Maintains accounts (pays bills, receives income, etc.)
- Makes recommendations with regards to financial matters of the council

Other Positions

These positions are not in all District 4-H Councils. If your Council feels it should have one of these positions, discuss it at your next meeting and hold an election.

LEADER ADVISOR:

If a 4-H youth member is elected to an executive position, a Leader Advisor is often elected to advise the member in completing their duties, but does not do the task for them.

The leader advisor helps ensure the executive members' duties are completed.

PAST PRESIDENT:

The past president offers advice and assistance to the new executive

They provide a sense of continuity from one year to the next

PUBLIC RELATIONS OFFICER:

Promotes events to the community and 4-H clubs through the use of posters, flyers, newsletters, media, etc.

The Regional Event Rotation

Each District is placed on a Regional Event Rotation, and takes turns hosting Region-wide events including **Regional Public Speaking** and **Regional Curling**. These events are open to all Districts in your Region, and are held on a yearly basis. Your District is responsible for organizing and hosting the event, and completing all necessary duties.

Usually all the Clubs in the District will help plan the Regional event, with one person taking on the role of Committee Chairperson. There are How-to-Host event handbooks available, and your Regional 4-H Specialist is always there to guide you.

Regional Rotations are discussed and confirmed at the Regional Meeting at AGM. Ask your Regional 4-H Specialist when your District is scheduled to host a Regional event.

As well, each *Region* is responsible for hosting *Provincial* events in certain instances. If your District is interested in hosting a Provincial 4-H event, be sure to discuss this at your next Spring meeting, before AGM.



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