



Using Committees with your 4-H Club

One way to help your club accomplish more is to implement committees in your club or group. These smaller groups carry out specific tasks and are focused on one topic. They can be on-going committees (standing committees) or short-term (special or ad-hoc committees). Let's explore some information about how committees can help your club or group:

Standing Committees:

Standing committees handle part of the club's regular business. They are active throughout the year and have duties that are generally constant over time and clearly stated. They are appointed each year and serve for the entire year. The size of the club often determines how many standing committees are needed. Small clubs may use committees but include all members on the committees. Committee work could be done on alternating meeting dates or prior to the start of the business meeting. A few examples:

Community Service Committee: This group helps plan and organize regular club or group community service projects – planning out the who, what, when, where, and why for clubs – and presenting options for the club

Fundraising Committee: Based on what you have budgeted to do this year, this committee sets up options for fundraising for the club. They explore what options exist. Then plan out the details for the fundraiser(s).

Promotion & Marketing Committee: How can your club and group promote what you are doing? What marketing can you use? T-shirts? Flyers? Booths and Banners? What are options? Present to the group, and then make it happen.

Activities and Events Committee: Does your club want to have a holiday party? What about a summer gathering? The committee comes up with options, the club decides, and the committee can implement!

Special or Ad-Hoc (Temporary) Committees:

Special committees carry out a specific task for a limited period of time. Some groups tend to put every issue into a committee; other clubs spend time discussing when a committee could resolve the issue more easily. Avoid overuse or underuse of special committees. The responsibilities of a special committee need to be clearly stated so the group can complete its responsibility.

Special or Ad-hoc Committees are intended to go away.

Examples:

Your club meeting is having a lengthy discussion on (INSERT TOPIC). If conversation is going too long, the President can ask for a committee to continue conversation outside of the meeting. If the club or group agrees, and motion passes, the conversation can be referred to committee. Then the item can be added to "old business" on the next meeting agenda if the committee has made any progress. Be sure your President/Chair follows up with the committee appointed!