Washington County Youth Development Association
Council Nomination Information

Are you or someone you know from the community interested in becoming more involved with 4-H in Washington County? One of the most rewarding experiences as a volunteer is realizing you made a difference in a child’s life. 4-H offers just those types of experiences. 4-H is currently accepting nominations on our “Youth Development Association Council.” You may nominate yourself as well as others who you think may be skilled and interested. Nominations are open to people from all walks of life both from the greater community and within 4-H.

The role of the Council is to work together to provide leadership and guidance to grow Washington County 4-H programs. The Leadership Council works to ensure all youth in 4-H have positive youth development experiences that build Competence, Confidence, Connection, Character, and Caring attributes which they can carry forward into the community and the larger world. A short description of each position is noted below. You can also contact the Washington County Extension office and speak with a faculty or staff member to gain a greater understanding of the position duties and responsibilities.

Council terms are two years in length with the possibility of an extension. The time requirement is modest, but volunteers have the option to contribute as much time as they desire. The Council meets anywhere from six to ten times per year. You do not need prior 4-H experience and members from the community may serve on the Leadership Council. 4-H is seeking people with a strong passion and commitment to the program.

**Nominations forms are due at the Extension office by February 24th.**
*(All nominations will remain confidential until the Nominee Welcome Meeting scheduled for March 2)*

Please send the attached nomination form via e-mail, FAX, or the old fashion mail system to:

Washington County Youth Development Association  
Attention: Council Nomination Committee  
18640 NW Walker Rd., #1400  
Beaverton, OR 97006  
(503) 821-1119 FAX: (503) 690-3142  
patrick.proden@oregonstate.edu
Washington County Youth Development Association
Council Nomination Form

Please check one or more positions of interest.

___ Chair
___ Co-Chair
___ Co-Chair Elect
___ Treasurer
___ Secretary
___ Youth Member (youth in grades 9-12)
___ Member at Large
___ Youth Stakeholder Group
___ Community Stakeholder Group
___ Volunteer Stakeholder Group

1) Briefly describe yourself/nominee background on other boards or councils.

2) Describe your interest or experience working with youth groups or 4-H.

Nominee:___________________________________ Nominator:_________________________________
Affiliation:________________________________ Affiliation:_________________________________
Address:____________________________________ Address:___________________ ________________
Phone:_____________________________________ Phone:_____________________________________
E-mail_____________________________________ E-mail_____________________________________
Chair/Co-Chairs:
1. Plan meeting agendas with input from Extension staff;
2. Ensure that a safe and balanced environment exists for all Council members;
3. Facilitate regular and special Council meetings;
4. Communicate with Extension partners on a regularly/monthly basis;
5. Appoint members to committees, as appropriate and necessary; and
6. Appoint representatives to positions on the Council that would be vacant between 6 and 12 months prior to a regular selection process.

Chair-Elect:
1. Accept responsibility for facilitating a meeting in the absence of Chair/Co-Chairs;
2. Serve on the Nominating Committee; and
3. Move into the role of Chair/Co-Chair immediately following a term of Chair-Elect.

Secretary:
1. Take minutes at all meetings;
2. Distribute minutes to all members of the Council within 10 days of that meeting;
3. Receive and share formal communication with the Council during meetings;
4. Pick up related correspondence from the permanent address of the Association/Council (OSU Washington County Extension Office);
5. Have access to a secure location at the OSU Washington County Extension Office to file a copy of all minutes and official correspondence;
6. Have access to an assigned OSU Washington County Extension staff member to support Association/Council business; and
7. Work with the Council Treasurer and OSU Washington County Extension staff to send a letter to financial contributors and program donors.

Treasurer:
1. Help ensure appropriate financial management of the Association/Council funds;
2. Pick up related correspondence from the permanent address of the Association/Council, which is the OSU Washington County Extension Office;
3. Track income and expenditures, process bank statements; work with the CPA in accounting.
4. Report to the Association, Council, and OSU Washington County Extension staff at regular business meetings;
5. Receive donations, make deposits;
6. Prepare records for annual reports, including but not limited to: local audit, the IRS, and Oregon Secretary of State;
8. Be involved with helping to establish annual financial goals and developing an estimated budget;
9. Review grant budgets with CPA / bookkeeper; and
10. Have access to a secure, locked, location to file a copy of all records and reports in the OSU Washington County Extension Office.
## Washington County Youth Development Association
### Council Nomination Calendar

Transition schedule from January 5, 2010 meeting of the WCYDA

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Jan. 5-12</td>
<td>Identify club leaders, advisory committees, schedule meet/expose idea Nomination information and form approved</td>
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<tr>
<td>Jan.12th</td>
<td>Nomination forms e-mailed, distributed in person, events, newspapers Nominations actively promoted by current YDA Council. Potential nominees cultivated by current YDA Council</td>
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<tr>
<td>Feb. 24th</td>
<td>Completed nominations forms due at the Extension office</td>
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<tr>
<td>March 2nd</td>
<td>Nominee welcome meeting at the Wa. Co. Youth Development Association meeting (YDA meeting at 6:00 pm, nominees at 7:00pm.)</td>
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<tr>
<td>March 3rd</td>
<td>Ballots distributed to membership by e-mail and postal as needed.</td>
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<tr>
<td>March 19th</td>
<td>Ballots due at Extension office</td>
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<tr>
<td>March 30th</td>
<td>All membership meeting with youth, parents, leaders, and community. Introduce new Washington County Youth Development Association Council.</td>
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<tr>
<td>April</td>
<td>New YDA Council transition/orientation time w/interim council and 4-H Faculty</td>
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<tr>
<td>May-June</td>
<td>New Council takes over roles and responsibilities of WCYDA</td>
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