

The Dane County 4-H Leaders Association, Inc.

Who is it? The Dane County 4-H Leaders Association, Inc. is made up of all Dane County 4-H adult, enrolled youth and their parents/guardians.

The Dane County 4-H Leaders Association does not discriminate in the treatment of individuals, in the admission or access or its programs and activities, or in the provision of services and is in compliance with the most current UW-Extension Equal Opportunity/Affirmative Action statement.

What is its purpose? The purpose of this Association shall be:

- To provide a forum for the exchange of ideas and problem solving discussion relating to 4-H programs, leadership and membership.
- To promote better understanding of the 4-H program with every 4-H unit or club in Dane County.
- To encourage family involvement in 4-H programs.
- To promote 4-H membership and youth leadership development.
- To assist and encourage development of new clubs or units and support local 4-H clubs or units.
- To offer recommendations on financial and policy concerns to the Dane County 4-H Association Board of Directors
- To strive for good public relations, mutual improvement and general welfare of the community.

When do they meet? There shall be at least three (3) scheduled business meetings a year of the Dane County 4-H Leaders Association, Inc. Meetings shall be held on the third Tuesday of any month designated. These meetings generally are held in August for the distribution of the Enrollment Packets, in April for the handout of the Fair Packets and in November for the election of officers. Members are to be notified of meetings not less than seven (7) nor more than sixty (60) days prior to the meeting date. Notices are published in Hi-Lights.

Who are the Officers and Representatives? The Dane County 4-H Leaders Association, Inc. elects officers at its annual meeting: vice-president, secretary and treasurer. The secretary and treasurer are elected for two (2) year terms and may serve a maximum of two (2) consecutive terms. The vice president is elected to serve as vice-president, president and past president over three (3) consecutive years. The Association also elects at its annual meeting eight (8) directors at large (four adults and four youth). They are elected for staggered two-year terms and a maximum of two (2) consecutive terms. Directors should be from clubs in various geographic areas of the county, with no more than one (1) adult and one (1) youth from the same club. Official listings of directors at large will have each name followed by that individual's year of election. The association will also elect five (5) representatives to the Dane County Fair Board (4 adults and 1 youth). If an elected officer cannot serve the full term, the remainder of the executive board may appoint a person to replace that officer until the time of the next election.

What are the duties of the Officers?

President: The President shall preside at all meetings of the Dane County 4-H Leaders Association, Inc., Board of Directors, and Executive Committee; and shall perform the usual duties of a presiding officer; shall serve as an ex-officio member of each committee; shall call special meetings of the Association or Board for due cause; shall act as parliamentarian unless he/she designates otherwise.

Past President: The Past President shall serve as consultant to the President; shall serve as chair of the 4-H Promotion Committee; shall lead evaluation of educational programs and organizational operations at a designated Association meeting.

Vice-President: The Vice President shall act in the capacity of president in the absence of the president or when called to the chair by the president; shall serve as chair of the Nominating Committee; shall serve as public relations officer for the Association.

Secretary: The Secretary shall keep minutes of all meetings of the Dane County 4-H Leaders Association, Inc., Board of Directors, and Executive Committee; shall send a copy of the minutes to the Dane County Extension Office ten days prior to the next meeting; shall handle all correspondence of the Association and Board.

Treasurer: The Treasurer shall keep an account of all receipts and disbursements of the Dane County Leaders Association, Inc., shall submit a financial report at each meeting of the Board; shall submit an annual financial report of the Association; shall submit the books for review within 30 days of the end of the fiscal year; and serve as a member of the Finance Committee.