Executive Board/District Governing Body 4-H Volunteer Appointment Process

A Registered 4-H Volunteer is a volunteer, adult or teen who has completed the full Volunteer Screening process including: application, screening and orientation and has been appointed by the appropriate Extension Executive Board or District Governing Body.

A 4-H Volunteer is a non-paid representative of the of the Extension unit for which they provide services.

The appointment steps are:

1. List "Appointment of 4-H Screened Volunteers" as an agenda item on the Executive Board/District Governing Body agenda.
2. Provide a list of all 4-H volunteers who have been recommended for approval by the VIP Review Committee.
3. Board Chair asks for motion to accept list of 4-H volunteers for appointment as registered 4-H volunteers.
4. Board votes. If all approved, list motion in minutes and attach list of registered 4-H volunteers to the minutes.
5. If board decides to discuss specific individuals on the list they must go into executive session, then go back into open session to take action.

Boards have the authority to "not" appoint all volunteers that are recommended by the VIP Review Committee. Board members must go into executive session to discuss individual volunteers. A decision must be made based on facts provided. If the Board will not approve a potential volunteer, their name is taken off of the list before the Board votes to approve the appointment list.

Extension Councils Entering A District:

A list of all prior county registered 4-H volunteers should be appointed by the new district governing body. The district is a different entity and as stated above, "a volunteer is a non-paid representative of the Extension unit for which they provide services."

Extension Councils entering a District should provide a list of all approved county registered 4-H volunteers. The District Governing Body will consider a motion to accept the registered volunteers for appointment as approved district volunteers. The motion and action taken should be noted in the minutes and the list of approved volunteers should be attached to the minutes.

The district should keep all 4-H VIP documentation together and have one district VIP Review Committee.

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