

NB 4-H (Beef, Dairy, Sheep) Committees

Committee Mandate

1. Purpose:
 - i) Committee of the Board: The Committees are 3 separate committees of the NB 4-H Board, with specific powers delegated as set out in this charter. There will be 1 committee for the Royal Dairy Team, 1 committee for the Royal Beef Team, and 1 committee for the Royal Sheep Team.
 - ii) Purpose: To assist NB 4-H in organizing the teams to travel and compete at the Royal Agricultural Winter Fair in Toronto each year. The committees are responsible for fundraising, financial reporting, selection criteria, suggesting rules and changes to the board, working with the members/leaders/chaperones to plan the trip details each year, and promoting animal welfare and good sportsmanship. The committee will be responsible for keeping up to date with any rule changes and reporting them back to NB 4-H council.
2. Code of Conduct/4-H Screening:
 - i) Each member of the committee will be a screened 4-H volunteer in good standing.
3. Composition
 - i) The committee shall consist of (a minimum of 6 members) members:
 - (a) Members of the committee will be selected across the province based on their expertise. Representation from each district will be given priority.
 - (b) A committee chair, treasurer, and secretary will be voted on by the committee.
 - ii) All members must be willing to assist in the (beef, dairy, sheep) show at NB 4-H Provincial Show.
 - iii) Members must submit an application outlining their experience in the industry and why they want to assist with the Royal team to NB 4-H Council, who will then select the committee. Applications will be due May 31st to the Provincial Office.
 - iv) Executive Terms:
 - (a) One-year term
 - (b) Maximum of 3 consecutive terms
 - (c) Once their maximum consecutive executive term is completed, members must take a 1-year break before re-offering to the executive.
 - v) Committee Terms:

In the first year, 2 committee members will be appointed a 1-year term, 2 committee members will be appointed a 2-year term, and 2 committee members will be appointed a 3-year term. Each term position following year one will be 3-year terms and there is no maximum number of terms a screened volunteer can re-apply to the committee.
 - vi) Members of the committee must attend a minimum of 70% of meetings. Unexcused absences could result in removal from the committee subject to board approval.
 - vii) A member of the NB 4-H Council board and or the Executive Director may join in on a meeting at their discretion.
4. Removal and Vacancy
 - i) Any member of the committee may be removed and replaced at any time by the NB 4-H Council Board.
5. Powers of the Committee
 - i) The committee must submit all change requests in writing to the NB 4-H Council Board. The committee shall indicate what the change requested is and why it is important. The committee may send a representative to the NB 4-H Council meeting to answer questions

should the board have any. The committee member will be asked to leave the meeting before the vote is conducted. Once the vote is conducted, the committee will be informed in writing the decision of NB 4-H. All final decisions will be made by NB 4-H Council.

6. Committee Responsibilities

- i) The committee will be responsible for submitting meeting minutes and a detailed financial report to NB 4-H Council after each meeting.
- ii) The committee will be responsible for submitting any change requests to NB 4-H Council in writing for approval.
- iii) Working with the members/leaders/chaperones to arrange fundraising and trip details.
- iv) Working with the Provincial Show Committee to select the judge for the (beef, dairy, sheep) show for the NB 4-H Provincial Show. NB 4-H Council will pay \$125 plus mileage and if the committee choose a judge costing more then the committee is responsible for difference. 4-H NB encourages the committees to consult the youth in the projects to help gather input for the judge selection.
- v) Completing an activity plan for the trip to the Royal – includes breakdown of transportation, accommodations, and meal info.
- vi) NB 4-H Council shall be given notice of the meeting date at least a week prior to the meeting.

7. Committee can choose to offer specific awards that they can present at the Provincial Show. The committee would be responsible for selecting the criteria and the recipients. The committee must share the awards and criteria with the Provincial Show Committee to be updated and added to the show booklet yearly.

8. Financials: NB 4-H Council shall have at least one signing officer on all cheques and access to the committee funds. The committee must work with NB 4-H Council to develop a financial structure of the committee.

9. Committee Time Requirements

- i) The committee shall determine an appropriate meeting schedule for the year following the conclusion of the RAWF in the current year.
- ii) The committee shall aim to meet a minimum of 4 times a year

10. Reporting to the Board

- i) The committee shall appoint a maximum of 2 spokespersons (one from the committee and member of the team) to attend the NB 4-H AGM to report on the team. This would include the interim financial breakdown, the membership and chaperones who attended, statistics from the RAWF show, and any notable details the team wants to share. A final financial report will need to be submitted within three months to be presented at the next board meeting.