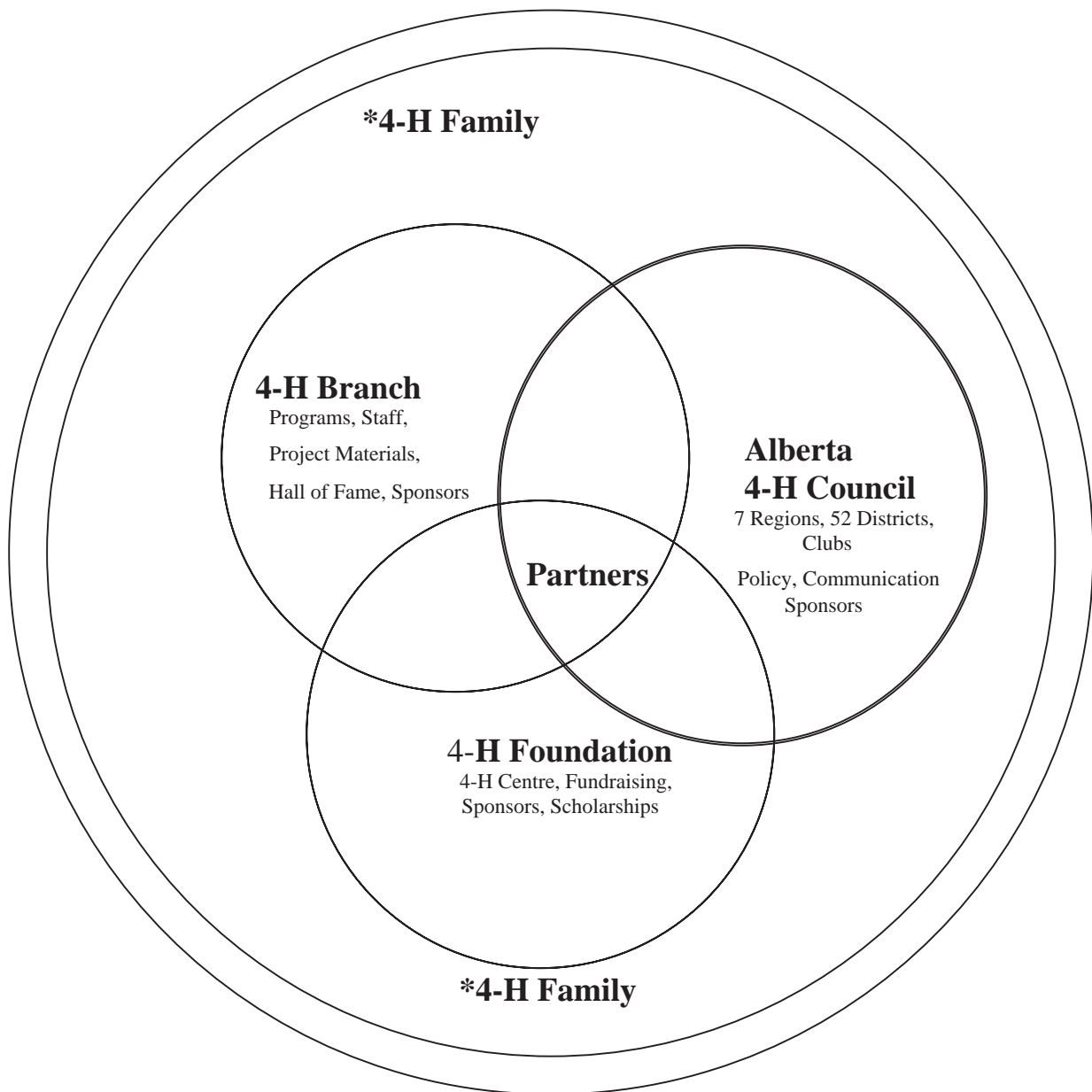


4-H IN ALBERTA – ALBERTA 4-H COUNCIL’S PARTNERS RELATIONSHIPS

The 4-H Foundation of Alberta and The 4-H Branch

The circle on the outside is to represent all of the 4-H projects and members in Alberta 4-H.



*** 4-H Family** - is all inclusive and includes the Alumni, Ambassadors, Branch, Clubs , Councils, Foundation, Key Leaders, Leaders, Members, Sponsors and Volunteers (the list is in alphabetical order to show equity) Approved by Alberta 4-H Council, November 2003

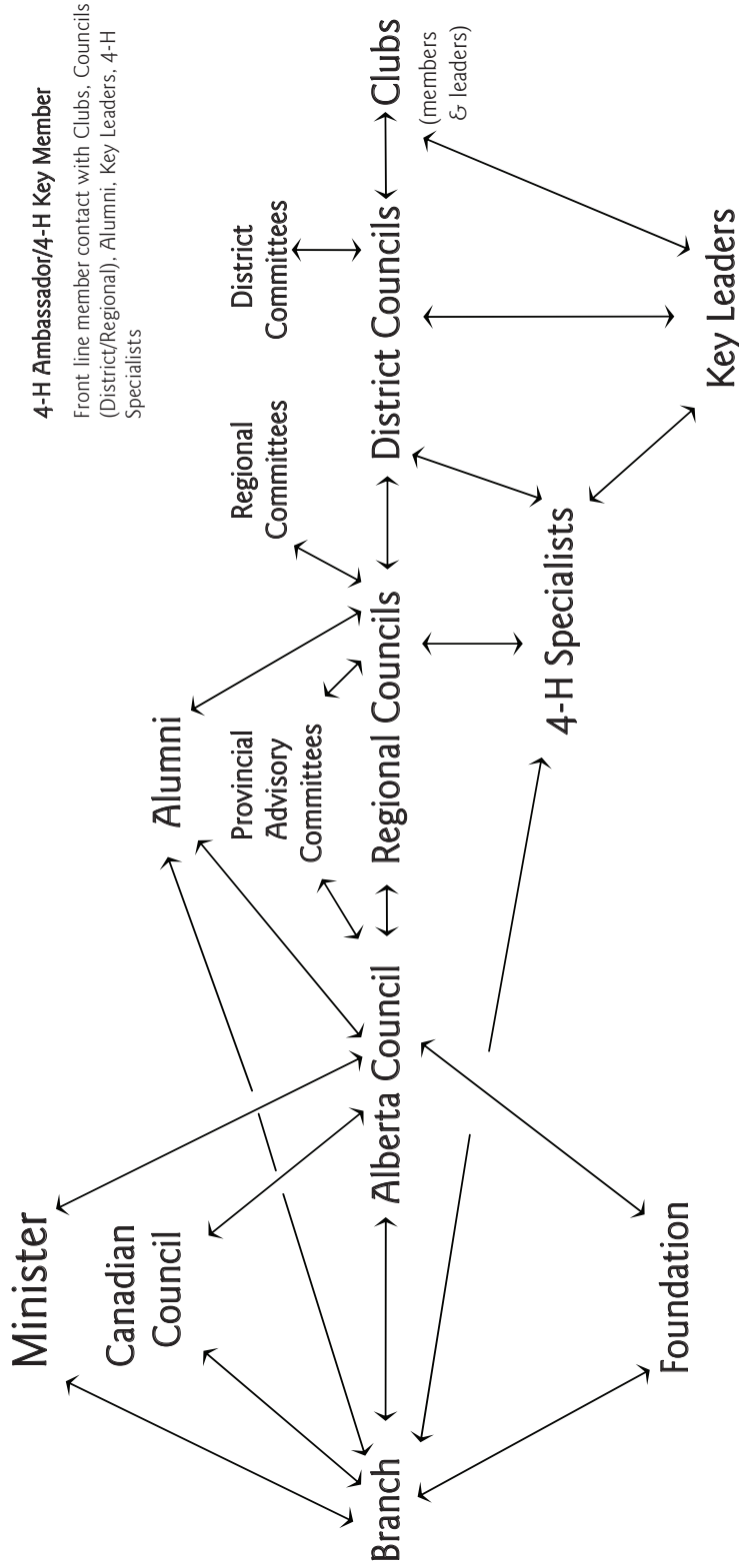
4-H Partners in Alberta and their Roles in relation to those of the Alberta 4-H Council

The roles as described below do not include committee functions.

Roles	Council	Foundation	Branch
1. To represent the grass-roots views and needs of the 4-H Family	Lead	Support	Support
2. To develop, advocate and communicate 4-H policy	Lead	Support	Lead
3. To guide policy implementation	Lead	Support	Support
4. To govern the grievance process and act as the last level of appeal	Lead	Support	Support
5. To provide representation on 4-H committees	Lead	Lead	Lead
6. To provide the Alberta 4-H insurance program for volunteers, leaders and members	Lead	Support	Support
7. To promote the 4-H program	Lead	Lead	Lead
8. To liaise with the Minister of Agriculture and Rural Development, responsible for the Alberta 4-H program	Policy Lead	Financial Lead	Support

ALBERTA 4-H LINES OF COMMUNICATION AND ACCOUNTABILITY (MARCH 2006)

Alberta 4-H Lines of Interaction



Line of Interaction reflect **accountability**, and having an obligation, and a responsibility for **communication** which involves the activity of relaying information between individuals and groups.

4-H Joint Partners Committees Include: Fund Raisers, Marketing, BAC, PEAC, Scholarship, Hall of Fame, Communications, Leaders Screening and 4-H Partners' Liaison

March 2006

4-H IN ALBERTA ROLES AND RESPONSIBILITIES

4-H Program Mission - To develop youth as self-reliant, contributing individuals with marketable skills to succeed in today's society.

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Definition			
Who	<ul style="list-style-type: none"> ◆ two elected representatives from each region, the coordinator and assistant coordinator of the Alberta 4-H Alumni, Ambassadors, past president, and Canadian 4-H Council representative. Ex officio members include one Ambassador, the Branch Liaison (an appointed representative from the 4-H Branch of Alberta Agriculture and Rural Development (ARD). 	<ul style="list-style-type: none"> ◆ up to ten 4-H specialists, Administrative support staff, one Branch Head, and about 12 temporary/seasonal staff. 	<ul style="list-style-type: none"> ◆ not less than seven members at large; ◆ one member to the position of Treasurer; ◆ immediate past president of Alberta 4-H Council ◆ all appointed by the 4-H Foundation of Alberta <p>Ex officio members are the immediate past chair of the 4-H Foundation, Chief Executive Officer of the Foundation, and the 4-H Branch Liaison (a designated member of the 4-H Branch of ARD).</p> <p>Foundation staff includes a CEO and several office and 4-H Centre staff.</p>
Mission	<ul style="list-style-type: none"> ◆ to enhance the Alberta 4-H program by encouraging and involving the 4-H family* by leading policy development, implementation and governance. <p>*4-H Family – the 4-H family is all-inclusive and includes Alumni, Ambassadors, Branch, Clubs, Councils, Foundations, Key Leaders, Leaders, Members, Sponsors and Volunteers (the list is in alphabetical order to show equality)</p>	<ul style="list-style-type: none"> ◆ to achieve the 4-H Program Vision by effectively managing resources. 	<ul style="list-style-type: none"> ◆ to seek, receive and administer resources to enhance 4-H in Alberta.

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Provincial 4-H Policy	<ul style="list-style-type: none"> ♦ to co-lead in the development, advocating and communication of policy development ♦ to lead the policy implementation process ♦ liaise with the Minister of ARD and lobby on behalf of the 4-H program 	<ul style="list-style-type: none"> ♦ co-lead the development, advocation and communication of 4-H policies 	<ul style="list-style-type: none"> ♦ to support and provide input and support of 4-H policies upon request
Financial			
Program Budget	<ul style="list-style-type: none"> ♦ provide funding and support for specific 4-H events as requested by Branch 	<ul style="list-style-type: none"> ♦ control and direct the branch budget, and specific programs and sponsor trust funds 	<ul style="list-style-type: none"> ♦ manage and invest funds for use by 4-H, and manage endowment and scholarship funds
Sale Items	<ul style="list-style-type: none"> ♦ sell provincial 4-H pins 	<ul style="list-style-type: none"> ♦ promote availability of saleable items and support sales 	<ul style="list-style-type: none"> ♦ coordinate and sell souvenirs
Sponsors	<ul style="list-style-type: none"> ♦ liaise with and lobby sponsors; identify and direct sponsors to the foundation and assist nurturing sponsors 	<ul style="list-style-type: none"> ♦ recruit and nurture sponsors and identify and direct these to the foundation, when appropriate 	<ul style="list-style-type: none"> ♦ recognize, recruit and nurture sponsors; identify and direct them to the Branch, when appropriate
Donations	<ul style="list-style-type: none"> ♦ identify donors 	<ul style="list-style-type: none"> ♦ identify donors 	<ul style="list-style-type: none"> ♦ seek, receive, administer and recognize donations.
Grants	<ul style="list-style-type: none"> ♦ seek and apply for grants 	<ul style="list-style-type: none"> ♦ administer provincial and federal grants 	<ul style="list-style-type: none"> ♦ seek and apply for grants
Fund- raising	<ul style="list-style-type: none"> ♦ promote and assist with 4-H fundraising activities 	<ul style="list-style-type: none"> ♦ provide fundraising information to clubs ♦ facilitate fundraising workshops 	<ul style="list-style-type: none"> ♦ assist, organize and promote provincial fundraising activities

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Marketing			
Promotion	<ul style="list-style-type: none"> serve on 4-H marketing committee; personal contact; promote 4-H philosophy and program 	<ul style="list-style-type: none"> coordinate 4-H marketing committee; reimburse marketing committee expenses; produce promotional materials and displays; personal contact; coordinate 4-H Premier's Award; promote 4-H philosophy and program 	<ul style="list-style-type: none"> serve on 4-H marketing committee; personal contact; promote 4-H philosophy and program; market Alberta 4-H Centre, scholarship and endowment funds; recognize donors
Ambassadors	<ul style="list-style-type: none"> help promote utilization of the ambassadors; serve as resource, when needed 	<ul style="list-style-type: none"> select and coordinate ambassadors; promote their utilization; assist in funding; organize training; resource 	<ul style="list-style-type: none"> help promote utilization of the Ambassadors
Alumni	<ul style="list-style-type: none"> serve as a resource, as needed. Note: Alumni clubs are autonomous; individual 4-H alumni often serve as resource people for clubs and councils 	<ul style="list-style-type: none"> serve as a provincial contact; manage and maintain related records 	<ul style="list-style-type: none"> maintain a record of alumni

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Member			
Projects	<ul style="list-style-type: none"> ◆ provide input on projects and program development; apply for special funding, when appropriate 	<ul style="list-style-type: none"> ◆ research, develop, print and distribute materials; training; organize events; maintain and recognize current sponsors 	<ul style="list-style-type: none"> ◆ seek sponsorship
Programs	<ul style="list-style-type: none"> ◆ serve as resource people and promote; apply for special funding, when appropriate 	<ul style="list-style-type: none"> ◆ research, develop, finance, promote; staff, administer and evaluate; maintain and recognize current sponsors 	<ul style="list-style-type: none"> ◆ serve as resource people; receive provincial member program fees; seek program sponsors; administer scholarship finances; make 4-H Centre available for 4-H programs (4-H has first priority)
Recruitment	<ul style="list-style-type: none"> ◆ general promotion of 4-H program; help maintain a positive image 	<ul style="list-style-type: none"> ◆ deliver training workshops on member recruitment, utilize ambassadors and alumni clubs; help maintain a positive image 	<ul style="list-style-type: none"> ◆ general promotion of 4-H program, help to maintain a positive image
Recognition	<ul style="list-style-type: none"> ◆ provide input and feedback to 4-H Branch regarding appropriate programs and resources 	<ul style="list-style-type: none"> ◆ develop and supply recognition programs and resources 	<ul style="list-style-type: none"> ◆ formal presentations of some scholarships

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Leader			
Projects	<ul style="list-style-type: none"> provide input/feedback on projects and programs 	<ul style="list-style-type: none"> research, develop, print and distribute materials; provide training; organize events; maintain and recognize sponsors 	<ul style="list-style-type: none"> assist in resource recruitment
Programs	<ul style="list-style-type: none"> serve as a resource; promote; provide input/feedback 	<ul style="list-style-type: none"> research, develop, finance, staff, administer and promote; maintain records; and recognize sponsors 	<ul style="list-style-type: none"> receive provincial leader program fees; serve as resource people; seek program sponsors; make 4-H Centre available for 4-H programs
Recruitment	<ul style="list-style-type: none"> generally promote; assist with leader screening guidelines; recruit directors 	<ul style="list-style-type: none"> deliver training workshops; develop and administer screening procedures and serve as consultants; encourage foundation director applications 	<ul style="list-style-type: none"> general promotion; recruit and elect foundation directors and committee members
Recognition	<ul style="list-style-type: none"> provide input; serve on 4-H Hall of Fame committee; recognize retiring council members 	<ul style="list-style-type: none"> develop and administer a recognition policy; provide programs and resources; maintain a database 	<ul style="list-style-type: none"> recognize its retiring directors and donors
Administration			
	<ul style="list-style-type: none"> acquire insurance coverage for members and leaders (liability, loss of income and AD&D, Directors and Officers Liability) administer special events such as anniversary provincial rallies act as an administrative and advisory link between 4-H clients and the branch administer its operational budget 	<ul style="list-style-type: none"> recruit, screen, train and supervise 4-H government staff maintain 4-H records maintain provincial and regional 4-H offices provide administrative support services for the provincial council provide grants to councils, alumni groups, foundation, and advisory committees 	<ul style="list-style-type: none"> recruit, screen, train and supervise foundation staff manage and operate the Alberta 4-H Centre administer 4-H scholarships, the Legacy Fund, and Special Funds (for example – Healy Estate, Leaders in Agriculture Tuition Awards) administer Alberta 4-H Council, Ambassador and Provincial Committees Funds

Function/ Agency	Alberta 4-H Council	4-H Branch	4-H Foundation of Alberta
Communication			
Internal	<ul style="list-style-type: none"> ◆ act as a link between clubs and the Branch, and clubs and the foundation; ◆ provide representatives to serve on special committees such as Partners Liaison, others; ◆ upon request, send a representative to a Branch staff meeting; ◆ ensure open communication between partners 	<ul style="list-style-type: none"> ◆ distribute information to clients; coordinate; finance; ◆ provide representatives to serve on the Partners Liaison Committee; ◆ ensure open communication between partners ◆ develop resources/ tools for effective communication to clients and stakeholders (press releases, the Alberta 4-H Magazine, displays and so on 	<ul style="list-style-type: none"> ◆ provide representatives to serve on the Partners Liaison Committee; ◆ ensure open communication between partners
External	<ul style="list-style-type: none"> ◆ provide a representative to serve on the Canadian 4-H Council; submit articles to the <i>Alberta 4-H Magazine</i>; ◆ recognize 4-H sponsors and stakeholders and ◆ attend provincial and regional events as needed 	<ul style="list-style-type: none"> ◆ distribute information to clients; coordinate; finance; representatives serve on the Partners Liaison Committee; ◆ ensure open communication between partners ◆ develop resources/ tools for effective communication to clients and stakeholders (press releases, the <i>Alberta 4-H Magazine</i>, displays, and so on); ◆ represent Branch/4-H program on various committees (Canadian 4-H Council; others); ◆ recognize sponsors and stakeholders 	<ul style="list-style-type: none"> ◆ submit articles to the <i>Alberta 4-H Magazine</i>; ◆ press releases; displays; ◆ Alberta 4-H Centre ◆ advertisements; ◆ recognize sponsors, ◆ attend provincial and regional events, as needed

