



Kansas 4-H Action Team Guidelines

Kansas 4-H Action Teams serve to bring youth, volunteers, and K-State Research and Extension staff together to plan and conduct educational state 4-H programs, events and activities. It assures grassroots involvement, provides leadership opportunities, and creates a cadre of informed, motivated volunteers across the state. Action teams may either be on-going or convened for a specific time to design and implement a specific program or initiative. Decisions regarding the formation of a new team or the dissolution of an existing team lie with the Kansas 4-H State Program Leader and the faculty liaison.

Action team principles include:

- A commitment to the mission of K-State Research and Extension and the Kansas 4-H Program
- Understanding and support of the principles of positive youth development
- Shared partnership of youth, adult volunteers and Extension staff
- An appointed membership aligned with Kansas demographics of differing ages, genders, geographic and cultural representation preferred

Responsibilities and Duties

The role of the action team is to provide guidance, leadership and support of the project area or other aspect of the Kansas 4-H program. The purpose of each action team and area of responsibility are outlined by the Extension administrative and specialist staff. Final accountability for accepting team recommendations and implementing Kansas 4-H programs rests with the designated 4-H Specialists and the Kansas 4-H State Program Leader.

Action Team members may be asked to:

- Participate in team meetings, conference calls, or other means, as requested. Nonparticipation by members may result in removal of that member from the action team.
- Plan and facilitate statewide events appropriate to the purpose of the team
- Train volunteers and youth, and in some cases Extension staff, at various state or area leader trainings
- Review and make suggestions to the Department of 4-H Youth Development regarding learning resources, training materials, awards and recognition programs, as appropriate; or other opportunities that align with the goals of the team
- Promote and encourage participation in the project area or planned program
- Demonstrate proper financial accountability. Action team funds are maintained in a Kansas 4-H Foundation account. The team treasurer and/or 4-H faculty liaison will maintain an account(s) and provide a financial report at meetings, when appropriate. The team treasurer position, if deemed necessary, should be held by an adult member of the team.

Action Team Composition

An action team should be comprised of a minimum of 15 positions and a maximum of 25 positions. Ideally the team will be composed of a balanced distribution of adult volunteers, teens (13 years of age before January 1 of the year applying for the team), and K-State Research and Extension staff members. A faculty liaison (4-H Specialist) will serve as an ex-officio member. The exact composition of membership distribution may ebb and flow over time. Total position needs for each team will be determined by the faculty liaison and the Kansas 4-H State Program Leader.

No more than two members of a household may serve as voting members on an action team at the same time. Additional volunteers are encouraged to assist the action team as needed to plan, conduct and manage state events and activities; however the maximum number of voting members on a team is 25.

Adult volunteers and teens must be a currently registered (screened and appointed) Kansas 4-H volunteer.

Terms of Members

- Adult volunteer positions will consist of a three-year renewable term.
- Teen volunteer positions will consist of a one or two year commitment with the option to renew for another one or two year term as a teen. After a teen is no longer enrolled in 4-H and has reached the age of 18 they may reapply as an adult volunteer.
- Extension staff positions will consist of a three year renewable term. Extension staff should seek the approval of their local Extension director and Extension board to serve on an action team.

Meetings

- An action team meets as occasion warrants, generally no more than two or three times face to face meetings per year.
- Additionally, conference calls or web-based communication may be used to conduct the business of the action team.
- Date, time and location of meetings are determined by a consensus of the action team members and the faculty liaison
- Agendas are to be developed by the chair and distributed to all team members in advance of the meeting.
- Travel and lodging expenses are the responsibility of the individual members.

Application for Membership

- Prospective action team members must apply for membership.
- Renewing members will complete a renewal application.
- Applications are processed and reviewed by the faculty liaison and the chair or an adult representative of the action team. Final appointment will be made by the faculty liaison in cooperation with the State 4-H Program Leader or designee. Notification of appointment will be communicated by the faculty liaison.