

**CORNELL COOPERATIVE EXTENSION OF TOMPKINS COUNTY  
4-H YOUTH DEVELOPMENT PROGRAM COMMITTEE (advisory board)  
POSITION DESCRIPTION**

**4-H Youth Development Program Committee Purpose**

The Tompkins County 4-H Youth Development Program Committee serves in an advisory capacity, providing input and support to staff and to the CCE Board of Directors on local program needs. The 4-H YD Program Committee is key in identifying and prioritizing the needs of youth locally to ensure that Cornell Cooperative Extension's work is relevant and focused, to make the best use of available knowledge, money, time and other resources allocated to the 4-H Program. An effective committee provides input for timely, sound educational programming; adequate resources, responsible program administration; effective staff; and good communications with clientele and decision-makers.

**Responsibilities of the Program Committee**

- Identification and prioritizing of local issues and audiences for 4-H educational programs
- Seek alignment between programs and emerging youth developmental needs
- Provide input, support, and guidance to staff in designing, conducting and evaluating programs
- Make recommendations to the Board of Directors concerning needed staff and staff support.
- Develop awareness, understanding and support for programs with potential program audiences, partners in the community and with decision makers to include program site visits.
- Help identify and participate in fund development efforts in support of the program, including making recommendations on grants and other fund raising efforts.
- Participate in the appraisal of the 4-H Youth Development Team Coordinator performance and help to identify professional development needs

**Qualifications**

- Must be "committed to creating a welcoming, inclusive and affirming environment that values and respects diversity of culture and identity, both within CCETC and the larger community (CCETC Diversity Statement)."
- Desire to assist in providing a high-quality volunteer based program that addresses the needs of youth in and around Tompkins County

**Time Commitment**

The term length is two years with annual re-appointment. 4-H Youth Development Program Committee meets every month for 1 ½-2 hours. There will be information to be reviewed prior to and between meetings. The value of the committee is dependent on active member participation. Members are expected to notify the staff contact if they are unable to attend a meeting. Two unexcused absences in a year will be considered a resignation.

Student and/or Teen membership is desired. The ideal length of service is three years, will consider those able to serve for less than three years.

**Related Commitments**

May be asked to represent the 4-H Youth Development Program Committee on short-term work groups, staff interview teams, or regional advisory groups. Committee members are invited to attend relevant Extension programs of interest to them. Members also communicate Extension priorities and programs to others in the community, working to strengthen Extension's outreach and partnerships.