



# Effective 4-H Advisory Groups: A Checklist for Success

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A 4-H advisory group is a group of individuals whose role is to provide advice and support to the 4-H Youth Development Program. 4-H advisory groups may be formed to address the needs of the overall 4-H program, or of a specific audience, program, or 4-H project area. The groups are formed and function under the supervision of the paid 4-H staff responsible for the county or a specific program area. Many factors define an effective 4-H advisory group. The following is a checklist which might help 4-H advisory groups to determine whether they are effective.

## **An Effective 4-H Advisory Group:**

- ✓ has a clearly defined purpose and goals that support the mission of the 4-H Youth Development Program.
- ✓ actively promotes openness to and acceptance of a diverse range of people, with the goal to be inclusive, rather than exclusive.
- ✓ provides members with a position description which outlines their roles, responsibilities and expectations.
- ✓ includes opportunities for input from both youth and adults.
- ✓ has a set of by-laws, which are consistently followed and reviewed periodically to make sure the group is operating fairly, efficiently and within the mission of the 4-H Program.
- ✓ utilizes a committee structure which allows for small groups of members to set goals and accomplish tasks outside of meeting time.
- ✓ sets and follows an agenda for each meeting.
- ✓ operates in cooperation, collaboration and partnership with the paid 4-H staff.
- ✓ includes volunteers who serve in leadership roles, fulfilling their roles as described in the by-laws.
- ✓ capitalizes on the skills, knowledge, talents and resources of all members.
- ✓ actively participates in all phases of program planning—providing advice; planning, conducting, and evaluating educational programs; and securing financial support for program efforts.
- ✓ shows concern for the group's growth and promotes outreach to eligible nonmembers.
- ✓ promotes the 4-H program to all potential youth and adult clientele, as well as other stakeholders.
- ✓ enhances the image of the 4-H Program by serving as positive role models.
- ✓ maintains open, frank, and honest communication among the membership and with the paid staff.
- ✓ keeps the concern for the physical, social, and emotional well-being of 4-H youth at the forefront of all decisions that are made and actions that are taken.



A review against this checklist periodically will help to ensure that the 4-H advisory group is functioning effectively to meet the needs of the 4-H Program and its clientele. If any items are not

checked during the review, the group should work in consultation with the paid 4-H staff to develop a plan of action to address the relevant issues in the future.

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