

4/15/14

Dear Leaders,

Thank you for your continuing dedication to the youth of Whatcom County. The Whatcom 4-H Council is the governing body of the county 4-H system. In a county with no assigned Program Coordinator, your Council essentially functions as a Program Coordinator: assisting in advising WSU on the best ways to manage the clubs, coordinate county events and support countywide recognition and opportunities.

The Council has requested that we make Council Representation mandatory, and we discussed how to do this with the least imposition on your club or your time. We do feel there are many decisions and announcements that need to make it “down the chain of command” that are intended to improve the efficiency and quality of our programs, and there are equally suggestions and needs in the club programs that the Council may be able help you address.

Each club must elect and identify one Whatcom 4-H Council Representative. Any club member 14 or older, leader or parent, is eligible to be the club’s County Representative. The position requires the ability to write, and or speak clearly. The Council Rep has the following responsibilities:

- 1) Attend and/or represent club within the Whatcom 4-H Council
- 2) Retrieve current Council minutes from <http://whatcom.wsu.edu/4h/members.html> (six times per year)
- 3) Read most recent Whatcom 4-H Council minutes at your club’s business meetings (six times per year)
- 4) Prepare and send a club report (on behalf of the club) by e-mail to Whatcom 4-H Council *one week prior* to scheduled council meetings, or attend and make your report in person. (Send to current Council secretary: jhegeberg@gmail.com.)

Club Reports should include:

- 1) A brief summary of what your club is doing (high points)
- 2) Recommendations to the agenda of the Whatcom 4-H Council as desired
- 3) Any response to decisions in previous Council minutes as needed
- 4) Requests for Assistance (name, contact info of person requesting) as needed
Use: http://whatcom.wsu.edu/4h/documents/assistance_application2.pdf
- 5) Other nominations, award applications or recommendations as identified on the Whatcom 4-H calendar as desired

Because elections of new officers and appointment of Council Reps is something that should happen immediately in the new 4-H year, you should be holding your elections in September of the previous year, or at least assigning the Council Rep to begin their duties starting with the October Council meeting.

A representative of the Council will contact you in May to get the name and contact information of the individual your club chooses to assign to this vital task.

Thank you for your cooperation. We believe that the Council Representative position is a vital link in building a solid program.

The 4-H Council Executive Committee