



**Riverside County 4-H Youth Development Program
INCENTIVES & RECOGNITION COMMITTEE CHAIR
JOB DESCRIPTION**

General Description

The Incentives & Recognition Committee Chair is a middle manager and provides leadership to and coordinates the awards program for the Riverside County 4-H Youth Development Program (YDP). The Incentives & Recognition Chair is responsible for leading training events related to record books and awards. The Incentives & Recognition Chair coordinates the Incentives & Recognition Management Committee and any related ad-hoc committee(s).

Objectives

1. To build and lead an Incentives & Recognition Management Committee that supports the program vision and plan.
2. To identify and create new methods of recognizing members and adult volunteers.
3. To ensure recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.
4. To analyze and evaluate existing competitive and recognition programs to ensure they follow the principles of positive youth development and 4-H YDP policies.
5. To conduct trainings and other education and outreach to ensure competitive and recognition programs are available and publicized to all 4-H members and adult volunteers.
6. To stay informed of new developments in the State 4-H Incentives and Recognition Program and associated policies and adjust the county Incentives & Recognition Program.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially the incentives and recognition program.
2. Interest in administrative and management functions and tasks relating to incentives and recognition.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organization skills.
9. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Team, Program Development Team, Committee and Committee Chair concepts in the county and the ability to communicate it to others.
10. Willing to participate in the screening necessary to become a 4-H Adult Volunteer to serve as a Committee Chair.





Specific Responsibilities

1. Follow and abide by the Incentives & Recognition Committee Chair Job Description.
2. Provide leadership to and manage the 4-H Youth Development Incentives and Recognition Program. Ensure the program is consistent with 4-H Policy Handbook, [Chapter 13: Incentives & Recognition](#).
3. Develop and oversee the Incentives & Recognition budget subject to approval by the Management Team. Authority to re-budget between line items or change the budget as needed given the budget remains within the amount allocated.
4. Lead training events related to record books and awards.
5. Serve as an active member of the 4-H Program Development Team and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the team.
 - b. Serve as an important link between the 4-H Program Development Team and the Incentives & Recognition Program Development Committee and the various event/activity committees. Keep the team informed by giving reports as to their plans, what they are doing and how they are functioning.
 - c. As needed, recommend new Committee Chair positions to the Management Team for approval.
6. Serve as the chairperson of the Incentives & Recognition Program Development Committee. As chairperson, be responsible for:
 - a. Operation of the committee, including setting meeting dates (approximately 4-6 per year), reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection, and orientation of committee members.
 - c. Development, implementation, monitoring and evaluation of a dynamic awards program.
 - d. Provide leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in the incentives and recognition program.
 - e. Keep the Management Team apprised of all dates of events, trainings, etc. to be put on the county calendar.
 - f. Ensure that any fundraising activities to support the incentives and recognition program are coordinated with the Resource Development Committee Chair and within the confines of the overall fund development plan.
 - g. Special emphasis on Affirmative Action/Outreach.
7. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Team.
8. Work closely with the 4-H YDP and Office staff.
9. Attend scheduled orientation and training sessions for Committee Chairs as well as ad-hoc committee meetings.





Relationships

The Incentives & Recognition Committee Chair will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Team. The Committee Chair operates with the other Committee Chairs in the county, as well as other adult volunteers, members and participants in the 4-H YDP, especially those working in the Incentives & Recognition committee. Committee Chair orientation will be closely coordinated with the 4-H YPD staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Term of Appointment

Committee Chairs shall serve a one-year term, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, the position expires on June 30th of each year and is eligible for reappointment on July 1st. A reappointment meeting with the CES* occurs in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Incentives & Recognition Committee Chair.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

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