

District 7 4-H Project Development Committees Co-Advisors (Agent Position)

Committee	Agent Advisor 2012-13	Agent Advisor 2013-14
Beef	Jerry Kidd	Vance Christie
Clothing & Textiles	Debbie Hailey	Linda Wells
Consumer Education	Sandy Taylor	Kristy Powell
Food & Nutrition	Jacque Behrens	Milissa Wright
Horse	Luther Dunlap	Kit Horne
Natural Resources	Rocky Vinson	Rocky Vinson
Photography	Jan Yanez	Karen DeZarn
Sheep/Goats	Steve Sturtz	Tyler Bobinmyer
Shooting Sports	Wade Hibler	Nick Gonzales
Swine	Ross Benson	Zach Wilcox

Duties of Co-Advisors:

- 1. Plan a 45 minute quality training for the Fall Meeting to support the project.**
2. Plan a business meeting agenda for Fall Meeting
3. If no officer elections are held, then the group is not obligated to conduct additional training or activities during the year.
4. If officer elections are held, co-advisors will work with officers to plan at least one training or activity during the year to support the project.
5. Conduct orientation with officers following officer elections. Review officer duties and other basic information about Project Committees. (Materials will be provided)
6. Work with officers to select a date, facilities and develop a promotional flyer or letter to promote the event. Promotional materials must be submitted to the District Office at least 60 days in advance of the event.
7. Keep open communication through e-mail, phone and/or mail with officers and encourage them to take leadership.
8. Make sure that any activities sponsored by the committee are financially self-sufficient. The District Office will provide insurance for all Project Committee activities. Any other expenses associated with an activity will need to be covered with a registration fee. A budget worksheet is provided to each committee to assist in budget planning. Work with the District Office on how registration will be handled – through a county or 4-H Connect. Any profit made off of an activity will be kept in District funds and be available for future activities of that project committee.
9. Assist committee with developing committee reports and any recommendations to submit to the District 7 4-H Program Development Committee.