Kent County 4-H
Small Animal Developmental Committee
Purpose and Function

**PURPOSE:**
This group brings together volunteer adult and teen leaders, interested individuals and Extension staff to identify the continuing development of the Kent County 4-H small animal project areas. This committee is responsible for promoting the development of 4-H projects in the rabbit, cavy, poultry, goat and dog areas through project awareness, leader and member training and educational opportunities, exhibits, shows and recognition.

**METHODS:**
The committee is responsible for the following specific activities and events:

**Educational Events -** local, district and state (not limited to this list)
- Animal science seminars
- County training events
- Local regional and state workshops
- Kettunen Center workshops
- State 4-H Rabbit, Cavy, Poultry, Goat and Dog shows, expositions and contests

**Teams:** Encourage members to increase their knowledge, try new things and learn about new species.
- Judging team(s)
- Quiz Bowl team(s)

**Recognition and Scholarship:** Promote and support award opportunities for Kent County 4-H Youth
- County medal awards
- State 4-H Awards Program
- MI 4-H Rabbit Scholarship

**Subcommittees:** Developed as needed.

**RESPONSIBILITIES**

**Adult Committee Members**
Each committee member shall promote youth development in 4-H by:
1. remembering that 4-H is a youth development organization.
   - Everything we do is to promote positive development of young people.
2. exhibiting a positive attitude
3. displaying a positive moral model
4. displaying a positive learning environment to increase one’s skills
5. upholding honesty and integrity
6. exercising care of health and safety for self, others, and animals
7. sharing one’s knowledge and skills for the benefit/betterment of all
MEETINGS
The Small Animal Committee will meet four times a year.

Each meeting will include time for individual project areas to meet, and also for the group to meet as a whole.

A special meeting may be called by any three members. A decision may be made by five members at a special meeting.

A quorum at any meeting will consist of ½ of the committee membership plus one for a decision to be made.

MEMBERSHIP
Interested individuals, 4-H volunteer leaders and teen leaders and the MSU Extension staff as ex-officio members (overall responsibility rests within the MSU Extension Office.) A Chairperson, Vice-Chair, Secretary and Treasurer will be appointed, serving a two year term on a rotating basis. For the start up year of 2010, all four offices will be filled. From that point out, the vice-chair and secretary will be elected in odd numbered years, and the chair and treasurer will be elected in even numbered years. It would be a general understanding that the vice chair will move into the chairperson role.

Chairperson: Responsible for setting agendas and meeting announcements to members; conducts Small Animal Developmental Committee meetings; works with MSU Extension Educator and office.

Vice Chair: Takes over leadership in the absence of the chairperson. Shall be the representative to the Kent County 4-H Council.

Secretary: Takes minutes of all meetings and distributes to members and MSU Extension Office in a timely fashion. Keeps accurate roll and provides a listing of committee members to the membership. Receives and presented any correspondence at the meetings. Composes and mails letters when directed by committee.

Treasurer: Responsible for accounts and financial status and reports on same at each meeting. Files written reports at the MSU Extension Office. Completes annual financial report and submits to MSU Extension Office.