DO YOU HAVE.....

SUGGESTIONS FOR THE HORSE PROJECT

A VOICE TO BE HEARD

NEW IDEAS

A DESIRE TO SERVE

WE WANT YOU!

NOMINATIONS DUE

JUNE 18, 2018

SOUTH CAROLINA 4-H

HORSE ADVISORY COUNCIL
South Carolina 4-H Horse Program
Advisory Council Guidelines

NAME:
South Carolina 4-H Horse Program Advisory Council (SC 4-H HPAC)

PURPOSE:
The 4-H Horse Program is one of the largest youth programs offered by Clemson University and South Carolina 4-H. It is a part of the Cooperative Extension Service (CES), the largest outreach program of Clemson University. The land-grant institution, Clemson University, has a public service and agriculture mission that extends the research and resources of the university to the people of South Carolina. CES functions through a unique partnership with federal, state, and local governments supporting a statewide CES organization consisting of field agents, administrative staff, private and public partner organizations and community members to transform university-sponsored research and knowledge into practical programs that improve the welfare of the citizens of South Carolina. The South Carolina 4-H Horse program is just one example of these types of programs.

Input from the general public to Cooperative Extension on research needs and public service priorities are essential to achieving the Extension mission. Therefore, the SC 4-H HPAC has been organized as a mechanism to receive that input.

The South Carolina 4-H Horse Program Advisory Council (SC 4-H HPAC) is a statewide organization made up of South Carolina 4-H professionals and volunteers having responsibility for statewide support of the SC 4-H Horse Program in the following three (3) areas:

- To ADVISE on program development and delivery issues related to the South Carolina 4-H Horse Program. Assisting in identifying needs, wants and desires of South Carolinians on which to base educational programs. Counseling and advising in the development of Extension programs, priorities, and policies.

- To ADVOCATE and PROMOTE the mission and vision of the South Carolina 4-H Horse Program, Cooperative Extension, and its educational programs to key stakeholder groups.

- To EVALUATE the impact of educational efforts and provide advice to guide changes in program emphasis.

SC 4-H HPAC VISION:
Statewide advancement of the South Carolina 4-H Horse Program to our citizens as achieved through passion, commitment and shared values of our organization’s members. This advancement will have a significant impact and influence on the equine industry in South Carolina and our state’s people and economic prosperity.

SC 4-H HPAC MISSION:
The SC 4-H Horse Program Advisory Committee will execute leadership and delivery of the South Carolina 4-H Horse Program by assisting the program leadership in advising, advocating, promoting and evaluating the overall youth equine program offered by the Clemson University Cooperative Extension Service.
SC 4-H HPAC Members:

- 4-H HPAC will comprise of two representatives from each 4-H region (8), chair (1), vice-chair (1), past chair (1), secretary (1), ex-officio members (4), horse industry professionals (4) and the South Carolina 4-H Horse Program Specialist (2) equaling a total of 22 members. South Carolina 4-H regions are shown in Figure 1.

![Figure 1. SC 4-H regions by county](image)

- Members of SC 4-H HPAC shall serve a 2-year team but no more than 4 consecutive years. Individuals may be re-appointed after a one-year absence.

- Each year, elections will be held for two of the four districts (except for the first year in which all districts will hold an election with two districts holding an election for a one-year term). The election schedule is as follows:

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
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<tbody>
<tr>
<td>Upstate</td>
<td>Midlands</td>
<td>Upstate</td>
<td>Midlands</td>
</tr>
<tr>
<td>Midlands (1-year term)</td>
<td>Savannah Valley</td>
<td>Pee Dee</td>
<td>Savannah Valley</td>
</tr>
<tr>
<td>Pee Dee</td>
<td>Vice Chair</td>
<td>Chair</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Savannah Valley (1-year term)</td>
<td>Chair</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>Vice Chair</td>
<td>Secretary</td>
<td></td>
</tr>
</tbody>
</table>

- Appointment to the SC 4-H Horse HPAC is effective on September 1 of the project year.

- Member qualifications:
  - Have a sincere interest in working with the SC 4-H HPAC professional staff, partnership organizations and other member volunteers at the state level.
  - Have high energy and strong commitment to the SC 4-H Horse Program and service initiatives.
  - Become familiar with and advocate the philosophy and mission of the SC 4-H Horse Program.
  - Work and communicate effectively in verbal and written form with SC 4-H HPAC members, partners, local and statewide elected officials and SC 4-H Horse Program professional staff.
• Completed the South Carolina 4-H application and screening process. This includes the volunteer training required by SC 4-H.

• When nominating SC 4-H HPAC members, attention should be given to (1) securing both gender representatives, (2) representation of the SC 4-H regions, (3) statewide geographic areas (urban and rural) and (4) cultural diversity representation.

• Any South Carolina 4-H volunteer, extension agent, and/or state extension professional can make nominations for members. Nominations must be submitted by the first day of the South Carolina State 4-H Horse Show to the South Carolina 4-H Horse Program leadership. (Please see application for more nomination submission information.)

• SC 4-H HPAC elections will be held at the South Carolina State 4-H Horse Show. Each 4-H family (volunteer and/or 4-H member) is allowed one voting ballot used to vote for two representatives in their 4-H regional. For example, the Connor family is made up of a mom that is a 4-H volunteer and two 4-H members; the Connor family will receive one voting ballot. The Shaw family is made up of a mom, dad, and one 4-H member; the Shaw family will also receive one voting ballot. The result of the election will be announced on the last day of the South Carolina State 4-H Horse Show.

• Annually, members will complete a minimum of forty (40) hours of volunteer service to the South Carolina 4-H Horse Program. Volunteer service hours are developed and approved by the SC 4-H HPAC Executive Committee.

• Members must complete the South Carolina 4-H Volunteer application and screening process including required trainings. (This can be completed during the time between the election and first meeting)

• Members will be required to sign a “code of conduct.”

• If an individual resigns from the SC 4-H HPAC and is replaced, the newly elected individual will complete the remainder of the resigning member's term. Members will attend both regularly scheduled SC 4-H HPAC meetings per year. A member absence must be discussed and excused in advance by the SC 4-H Horse Program Specialist(s).

• The SC 4-H Horse Program Specialist will utilize county extension agents, state 4-H staff, outgoing SC 4-H HPAC members and other stakeholders involved in the member nomination process. Extension offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.

• Ex-officio members of the SC 4-H HPAC:
  o South Carolina 4-H Program Team Leader
  o Director of Clemson Extension
  o Associate Director of Clemson Extension
  o Additional members determined by the SC 4-H Horse Program leaders

• Four Horse Industry Professionals will be selected by the South Carolina 4-H Horse Program Specialist to serve on the SC 4-H HPAC. Horse Industry Professionals include, but are not limited to, Cooperative Extension Service Specialists, South Carolina Horseman Council Members, Breeders/Farm Owners and Equine Sales Representatives.

• Advisory members are expected to participate in at least one State 4-H Horse Program event in addition to the State 4-H Horse Show and to participate in at least 75% of all meetings of the Advisory Council. If an advisory member does not remain compliant with the above requirements within a 12-month period, SC 4-H HPAC may recommend to the SC 4-H Horse Program Specialist(s) that this member be removed.

**Officers of the SC 4-H HPAC:**

• The officers of the SC 4-H HPAC shall be Chairman, Vice Chairman, Past Chairman, Secretary, and South Carolina 4-H Horse Program leadership. The term of each officer shall be two years, with
terms beginning September 1 each year. The election of officers shall occur at the State 4-H Horse Show. These officers shall comprise the Executive Committee, which will have the authority to make decisions for SC 4-H HPAC between meetings. Officers cannot serve more than two consecutive terms.

- Any officer vacancy shall be filled by a majority vote of SC 4-H HPAC members present at the next regular or special meeting.
- The SC 4-H Horse Program leadership shall have the authority to assign individual SC 4-H HPAC members’ responsibilities, appoint committees or appoint SC 4-H HPAC members to perform such other reasonable tasks as he or she deems necessary to fulfill the purposes and responsibilities of SC 4-H HPAC.
- The SC 4-H Horse Program leadership shall have the authority to overrule any decision made by the SC 4-H HPAC if the decision does not follow the mission, vision, or policies of South Carolina 4-H and/or Clemson University.

**COMMITTEES OF SC 4-H HPAC:**

Standing Committees – standing committees of the council shall be as follows. These committees shall be chaired by a member of the Advisory Council or an unaffiliated person appointed, voted, and approved by members of the Advisory Council. Council members may be recruited from any volunteer 4-H Horse Program Leader or county 4-H agent. Nominations and elections of standing committee chairs shall be held at the first annual meeting in August/September.

- **State show committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to the annual State 4-H Horse Show. Suggestions and concerns regarding this event should be raised by committee members.
- **Hippology and Horse Bowl contest committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to the annual State Hippology and Horse Bowl contests. Suggestions and concerns regarding this event should be raised by committee members.
- **Horse Judging contest committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to the annual State Horse Judging contest. Suggestions and concerns regarding this event should be raised by committee members.
- **Communications contest committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to the annual State Speech contests. Suggestions and concerns regarding these events should be raised by committee members.
- **Horse Program Creative contest committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to the annual State Horse Program Creative contests. Suggestions and concerns regarding these events should be raised by committee members.
- **Record Book contest committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in reviewing and updating the South Carolina 4-H Horse Program Record Books. This will not be including the judging of the record books for the state contest. Suggestions and concerns regarding formatting, deadlines, etc. of this event should be raised by committee members.
- **Camp committee** - The chair of this committee shall assist the State 4-H Horse Specialist(s) in logistics and specific duties related to all horse related camp experiences offered by the South Carolina 4-H Horse Program. Suggestions and concerns regarding these events should be raised by committee members.
- **Fundraising committee** - The chair of this committee will explore fundraising and donor opportunities on behalf of the State 4-H Horse Program. They will work collaboratively with the State 4-H Horse Specialist and may assign tasks to committee members.
MEETINGS:
The SC 4-H HPAC will meet face-to-face two (2) times per year, e.g. generally these meetings are held at the State 4-H Horse Show and SC 4-H Hippology/Horse Bowl Contest weekend. All members are expected to attend both meetings. Conference calls will be held regularly throughout the year. The chairman, as necessary, may call special meetings. Members will be notified, via appropriate media, of all meetings at least fourteen (14) days prior to the scheduled meeting date(s). There will be extensive use of electronic communications throughout the year to update SC 4-H HPAC members.

2019-2020 TENTATIVE MEETING DATES
September 10, 2019-6:00 pm Conference Call
November 12, 2019- 6:00 pm Conference Call
January 14, 2020- 6:00 pm Conference Call
March 14, 2020- 6:00 pm or after Horse Bowl Awards In-Person in Clemson, SC
May 12, 2020- 6:00 pm Conference Call
June 20, 2020- 6:00 pm in Clemson, SC
August 11, 2020- 6:00 pm Conference Call

PARLIAMENTARY AUTHORITY:
The Parliamentary Authority of SC 4-H HPAC shall be the current and most recent edition of Robert’s Rules of Order.

IMPORTANT DATES
Nomination closing date: June 18, 2019
Election Open: June 19, 2019
Election Close: June 22, 2019 noon
Election Results Announcement: June 22, 2019 2 pm
South Carolina 4-H Horse Program Advisory Council
Nomination Form

**Nominee’s Information:**

Name:__________________________________________________________

4-H County:______________________________________________________

Position (Nominee can be nominated as a regional representative and an officer position):
- [ ] Upstate Representative
- [ ] Midlands Representative
- [ ] Pee Dee Representative
- [ ] Savannah Valley Representative
- [ ] Chairman
- [ ] Vice-Chairman
- [ ] Secretary

Phone Number:__________________________________________________

Email Address:__________________________________________________

**Information on the Person Making the Nomination:**

Name:__________________________________________________________

4-H County:______________________________________________________

Phone Number:__________________________________________________

Email Address:__________________________________________________
South Carolina 4-H Horse Program Advisory Council

Code of Conduct

I accept responsibility to represent 4-H with dignity and pride conducting myself as a positive role model for program participants. Just as it is a privilege for the 4-H to work with individuals who volunteer their time and energies to youth, a volunteer's involvement in 4-H programming is a privilege and a responsibility, not a right. To ensure the safety and well-being of all 4-H program participants, Clemson University 4-H volunteers will:

- Will not have one-on-one contact with minors.
- Uphold an individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional staff while involved in the program.
- Participate in required training programs and use the recommended policies and procedures.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for all youths.
- Will not pick-up minors or drop off minors at their homes, other than the driver’s child(ren), except as specifically authorized by the parent or legal guardian.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by 4-H.
- Not abuse any participant by physical or verbal means and will report such abuse, if observed, accordance with 4-H policies and procedures.
- Refrain from the use of alcohol, tobacco and inappropriate language while serving in the capacity of a 4-H volunteer.
- In order to maintain a line of professionalism and to protect all parties involved, Program Staff should only communicate with program participants in/on open social media forum. Program Staff shall not seek out program participants on social media platforms such as Facebook, Instagram, and Twitter, etc. This restriction is enacted during the period of employment and may be lifted after the program end date.
- Comply with equal opportunity and anti-discrimination laws.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.
- Preserve the confidentiality of information about program participants.
- Refrain from using 4-H volunteer status for personal or business financial gain.

I have read and understand the Code of Conduct outlined above. I understand and agree that any action on my part that contradicts any portion of this Code of Conduct is grounds for the suspension and/or termination of my volunteer status with Clemson University 4-H.

Signature of 4-H Volunteer________________________________________________ Date_______________________

Signature of 4-H Professional______________________________________________ Date_______________________

Please submit this form along with a recommendation letter by June 18, 2019 to:

SC 4-H Horse Program
Attn: Katie Shaw
Post Office Box 23205
Columbia, SC 29224

OR

Berry7@clemson.edu