



Virginia Cooperative Extension

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UNIT REPRESENTATIVES FORM

(Two Year Term)

Unit Representative _____

Alternate _____

District _____ Unit _____

January 1, 20____ to January 1, 20____

Name _____ Telephone _____

Address _____

City/State/Zip _____

E-Mail Address: _____

1. Are you a member of the Virginia Association of Adult 4-H Volunteer Leaders, Inc.? If not, check the box to join the Association on the 4-H Adult Volunteer Enrollment form.

Yes _____ No _____

2. Have you read and do you understand the responsibilities of the Unit Representative?

Yes _____ No _____

Comments

I am willing to the best of my ability, to attend all meetings of the Virginia Association of Adult 4-H Volunteer Leaders, Inc. where my presence is required, for the purpose of performing and carrying out the responsibilities of a Unit Representative to the State Assembly.

Signature of Unit Representative

Date

Signature of Unit Agent

Date

Please retain one copy of the completed form in your Unit Office. Send one completed copy by mail, e-mail or fax to VAA4-HVL, Inc. State Secretary, **Leanne Ragland, 315 River Bend Lane, Buckingham, VA 23921; or leanne.ragland@live.longwood.edu; or fax to (434) 969-2772 - Buckingham VCE office.** Also, send one completed copy to your District Association Secretary. Retain one copy for your records.

Form Updated January 2016

Unit Representatives

Responsibilities

To serve as Unit Representative to the State 4-H Assembly for the purpose of voting on all corporate matters of the Incorporated Association of Virginia Adult 4-H Volunteer Leaders.

Examples of matters to be voted on:

1. Election of board members
2. Amending bylaws
3. Dissolutions

Term of Office

Each Unit Representative must be able to serve a two year term of office, being replaced or re-elected as desired by the Unit.

Should circumstances require resignation before the term of office expires, a thirty (30) day notice is desired. Letters of resignation should be written to the Unit President or Agent, and the District and State Presidents or Boards.

Qualifications

Representatives must be:

1. A member of the Incorporated Association of Virginia Adult 4-H Volunteer Leaders (by indicating so on the 4-H Leader's enrollment form/card).
2. Willing and able to attend the meetings of the Incorporated Association of Virginia Adult 4-H Volunteer Leaders.
3. An active 4-H Volunteer leader.

Other Desirable Characteristics

1. Knowledgeable of goals, purposes, and needs of the Unit 4-H Volunteer Leaders and Extension Agents.
2. Capable of communication and working well with 4-H Leaders, Extension Agents, and others.
3. Open-minded, understanding the viewpoint of others.
4. Willing to study all materials received; make written responses as requested on time.
5. Capable and willing to function well as a group member.
6. Supportive of the Incorporated Association and understands its purposes and goals.
7. Willing to tell others about the Association, its goals, purposes and reasoning for serving as a 4-H Volunteer.
8. Willing to consider alternatives prior to making a decision.
9. Sincere about filling the role of unit representative.

Procedure for Selecting Unit Representatives To The State Assembly Virginia Adult 4-H Volunteer Leaders' Association

The Unit 4-H Leaders' Association president and the unit extension agent shall:

1. Obtain a list of all Unit adult 4-H volunteer leaders.
2. Notify all adult 4-H volunteer leaders of pending election of Unit Representatives.
3. Send copies of guidelines for selecting unit representatives to all unit adult 4-H volunteer leaders.
4. Call a meeting; set time and place.
5. At the meeting, discuss guidelines.
6. Discuss qualifications of individual Adult 4-H Volunteer Leaders who could not fill the position and who would be willing to serve.
7. Nominate and elect representatives.
8. Have the elected representatives fill out, sign, and send the "Unit Representatives Form" to the local Extension Office and to the District and State Association Secretaries.