



Wisconsin Association of
Extension 4-H Youth
Development Professionals
Association Handbook

Approved by Board of Directors on December 15, 2023

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Wisconsin Association of Extension 4-H Youth Development Professionals Overview

Mission of WAE4-HYDP

- To promote, strengthen, and advocate the Extension 4-H Youth Development profession while providing a safe forum, camaraderie, support, and recognition of its members.

Objectives of WAE4-HYDP

- To foster the well-being of the members and integrity of the WAE4-HYDP.
- To assess and address personal and professional improvement.
- To involve the WAE4-HYDP membership in issues pertaining to the Extension 4-H Youth Development profession.

Benefits of Membership in WAE4-HYDP

- A framework through which professionals may work for improvement and recognition of the youth development profession. A group identity for the professional. Members have the same concerns and needs.
- Recognition to members for professional achievement.
- Opportunity for members to participate in professional improvement experiences.
- A link with the National Association of Extension 4-H Agents.

WAE4-HYDP Constitution and By-Laws

ARTICLE I: Name

- The name of this Association shall be the “Wisconsin Association of Extension 4-H Youth Development Professionals.” WAE4-HYDP shall be an acronym of the organization.

ARTICLE II: Objectives

- The objectives of the Association shall be to improve the general status and welfare of 4-H youth development professionals and to encourage professional improvement.

ARTICLE III: Membership

Section 1: Membership in WAE4-HYDP is available to youth development professionals who have responsibility for University of Wisconsin-Madison, Division of Extension 4-H Youth Development programming.

Section 2: Membership or participation is in no way limited nor prohibited by virtue of a person’s race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, or veteran status.

Section 3: The membership dues of this Association will be determined by the Association. The membership year will begin on January 31st to coincide with the NAE4-HYDP membership year. Complimentary state memberships will be given to Youth Development professionals hired after the annual meeting until the next renewal date.

Section 4: Life Membership

- WAE4-HYDP Life membership is open to retiring Association members at a fee of twice the regular State membership dues. Life members have voting rights and are eligible for an office or directorship.
- NAE4-HYDP Life membership is open to retiring Association members at a fee three times the regular national membership dues. At the national level, life members have voting rights and are eligible to hold offices.
- If retirees are interested in joining both WAE4-HYDP and NAE4-HYDP as a life member, WAE4-HYDP will pay half of the total (WAE4-HYDP and NAE4-HYDP) life membership fee.

Section 5: Non-voting membership in WAE4-HYDP is available at a minimal fee to university students interested in pursuing a career as a 4-H Youth Development professional.

ARTICLE IV: Officers and Elected Representatives of the Association

Section 1: The officers of the Association shall consist of the President, President-Elect, Secretary, and Treasurer.

Section 2: Officers, except the President, shall be elected by the total membership prior to the annual meeting. President-Elect assumes Presidency immediately following his/her installation.

Section 3: Members who have served on the Leadership Team (referenced Article VII) in any past year are eligible to be nominated for President Elect. It is preferred that candidates for Secretary and Treasurer also meet the qualification of previously serving on the Leadership Team.

Section 4: President and President-Elect shall serve a one-year term. Secretary and Treasurer shall serve a two-year term. All shall take office immediately following their installation with the exception of the Treasurer, who shall take office at the beginning of the new fiscal year.

Section 5: Voting regions for WAE4-HYDP will be Eastern, Northern, and Southern and State Staff.

Eastern Region Includes: Marinette, Oconto, Outagamie, Brown, Door, Kewaunee, Manitowoc, Calumet, Winnebago, Fond du Lac, Sheboygan, Washington, Ozaukee, Waukesha, Milwaukee, Racine, Kenosha, Waupaca, Shawano, Menomonie

Northern Region Includes: Ashland, Bayfield, Douglas, Burnett, Washburn, Sawyer, Price, Rusk, Barron, Polk, St. Croix, Dunn, Chippewa, Clark, Eau Claire, Pepin, Pierce, Buffalo, Trempealeau, Jackson, Wood, Portage, Marathon, Langlade, Lincoln, Taylor, Oneida, Vilas, Iron, Forest, Florence

Southern Region Includes: Green Lake, Marquette, Adams, Juneau, Waushara, La Crosse, Monroe, Vernon, Crawford, Richland, Sauk, Columbia, Dodge, Grant, Iowa, Lafayette, Dane, Green, Rock, Walworth, Jefferson, Dodge

State Staff: UW-Madison Campus or headquartered across the state

Section 6: Directors, the 4-H Foundation Board Representative, and Three Joint Council of Extension Professionals (JCEP) Representatives shall be elected prior to the annual meeting of the Association and shall take office immediately following their installation.

Section 7: Directors shall serve a two-year term for their recognized administrative unit.

Section 8: Members may serve as a director for more than one term; terms shall not be consecutive.

Section 9: A director transferred to another recognized administrative unit shall resign that directorship.

Section 10: If a director vacancy occurs through resignation, transfer, termination, or retirement, members from the same recognized administrative unit shall elect a new director to fulfill the term.

Section 11: The 4-H Foundation Representative shall serve a two-year term elected prior to the annual meeting by all members.

Section 12: Three JCEP Representatives shall each serve a three-year term elected in alternating years prior to the annual meeting by all members

Section 13: If officer vacancies occur, the Board of Directors shall elect (or appoint) a new officer to replace the same. Officers shall serve their complete term of office, even if transferred to another recognized administrative unit.

ARTICLE V: Meetings

Section 1: Annual Meeting. The Annual meeting shall be conducted in conjunction with the Joint Council of Extension Professionals Conference typically held annually each spring and shall be for the purpose of electing officers, receiving reports of officer and committees, and for any other business that may arise.

Section 2: Special Meetings. Special meetings may be called by the President or by the Board of Directors and shall be called upon the written request of at least 10% of the members of the Association. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least three days before the meeting.

Section 3: Quorum. A majority of members (one half plus one) shall constitute a quorum for Association meetings. Life and collegiate members are not included in the membership count when determining a quorum.

Section 4: Electronic Meetings: Regular meetings of the association may be conducted using forms of electronic communication that are accessible by all members. This includes, but is not limited to telephone conferences, video conferences, and internet-based voice and video conferences. Electronic meetings can be used for meetings of the full membership (annual meeting), Board of Directors, and Standing and Ad Hoc Committees.

- It is not necessary for a physical meeting site to be established for a meeting to be valid.
- The Association will be responsible for connection fees related to the audio conferences if necessary. Consultation with the Association Treasurer should occur to determine if budgeted funds allow.
- Meeting participants will be responsible for any equipment needed to connect to their respective meetings.
- At the beginning and end of each meeting, the chair or individual serving in the role of chair will conduct roll call to determine if quorum is present during the electronic meeting.
- Any meeting participant can call for a quorum check during the course of a meeting.

ARTICLE VI: Board of Directors

Section 1: The Board of Directors shall consist of the Association Directors, Officers, and the immediate Past-President.

Section 2: Boards Duties and Powers: The Board of directors shall have general supervision of the affairs of the association between business meetings; determine the hour and place of meetings; make recommendations to the association; and perform such other duties as are specified in these bylaws.

Section 3: Board meetings. Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall occur at least quarterly at a time agreed upon by its members. The president shall initiate the scheduling of all Board meeting. Special meetings may be called upon the written request of three members of the Board.

Section 4: A simple majority of the people on the board must be present to conduct business at the Board of Directors meetings.

ARTICLE VII: Leadership Team

Section 1: The leadership team shall consist of the Board of Directors, Standing and Ad Hoc Committee Chairs, and elected representatives to other organizations.

Section 2: The Leadership team shall provide regular reports and updates to allow the Board of Directors to adequately fulfill their duties. They will serve as non-voting advisory members of the leadership team by virtue of their position (ex-officio).

ARTICLE VII: Committees

Section 1: Standing committees shall consist of Awards and Recognition, Communications, NAE4-HYDP Conference, Professional Development Funds and Professional Concerns. With the exception of the NAE4-HYDP Conference committee, each standing committee shall be composed of at least one member from each recognized administrative unit. Representation shall be determined by the recognized administrative unit. Standing committees shall have a chairperson and chairperson-elect elected by the committee members. The term of chairperson shall be one year. The NAE4-HYDP Conference Committee Chair will be appointed annually and will recruit a committee as needed.

Section 2: Ad hoc committees will be appointed by the Board of Directors as needed.

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IX: Amendment of By-Laws

These by-laws may be amended by a two-thirds vote of members present at any meeting or any special meeting called for that purpose. One-half of the membership shall constitute a quorum. When possible, notice of by-laws amendments will be available prior to the annual meeting.

ARTICLE X: Dissolution Clause

Upon dissolution of the Association any assets shall be turned over to any recognized organization with similar objectives in a manner consistent with the exempt nature of the Association

WAE4-HYDP Board Member Election Process

Election of Officers

1. President-Elect
2. President
3. Secretary
4. Treasurer

Procedure

1. Nominations will be made by a Nominations Committee.
2. Committee will be made up of Immediate Past-President who will serve as Chair, and two non-Board members selected by the Chair.
3. Two members should be nominated for each office. Write-ins can be made.
4. Elected by the voting membership, including active and life members, via ballot prior to annual meeting. Student members do not participate in the election process.
5. Publicity for new officers, the 4-H Foundation Representative, and the JCEP Representative will be the responsibility of the Nominations Committee.

Terms

1. One year for President and President-Elect.
 - a. If officer resigns from Board, the Board will elect or appoint successor.
2. Two-year terms for Secretary and Treasurer, and 4-H Foundation Representative.
 - a. Secretary will be elected on odd numbered years.
 - b. Treasurer will be elected on even numbered years.
 - c. 4-H Foundation Representative will be elected on even numbered years.
 - d. If officer resigns from Board, the Board will elect or appoint successor.
3. Three-year term for three JCEP Representative
 - a. One representative elected each year
 - b. If officer resigns from Board, the Board will elect or appoint successor.

Eligibility

1. Candidates for President Elect will have served on the Leadership Team in any past year.
2. It is preferred that candidates for Secretary and Treasurer have also served on the Leadership Team in any past year.
3. Any member may be a candidate for 4-H Foundation or JCEP Representative.
4. Nominees must be a paid member by January 31st of the current membership year.

Election of Directors

Procedure

1. Nominated and elected by WAE4-HYDP members in each recognized administrative unit.
2. At least two per recognized administrative unit should be nominated.
3. Election will be held prior to annual meeting.

Term & Rotation

1. Two-year term
2. Suggested rotation of directors:
 - a. Even years – State Staff and Eastern Regional Directors
 - b. Odd Years – Northern and Southern Regional Directors

Eligibility

1. All members are eligible for nomination.

Suggested Process

- Nomination suggestions from membership must be sent to the Nominations Committee chair by a designated date.
- Ballot will be distributed to each voting member after the Nominations Committee has prepared the ballot. To be eligible to vote, an individual must be a paid member in the current membership year.
- Ballots returned no later than the date determined by the Nominations Committee.

Role of WAE4-HYDP Board Members

President

- Chairs meetings of the Board and of the Association.
- Prepares written meeting agendas.
- Acts as a contact for members and/or committee chairs on issues and concerns.
- Responsible for double checking progress of committees or persons designated for various tasks.
- Initiates the audit process at the close of each fiscal year or at such time as the Board determines the books and accounts of the Association shall be examined.
- Appoints, with Directors, a qualified auditor or an Association committee to audit the books and make a written report to the membership.
- Initiates the process of a Fall/Winter Board of Directors Meeting to dive into association issues or needs in greater depth.
- Disseminates information received from NAE4-HYDP and to keep informed of events on local, state and national levels.
- Attends National JCEP Conference sponsored by National JCEP with fees paid by NAE4-HYDP and reports back to the State Association.
- Acts as a goodwill ambassador of WAE4-HYDP.
- Regarding the Annual Meeting: prepare agenda and run the meeting; solicit reports from committee's and members; prepare a report regarding National JCEP Conference; seek an appointed Parliamentarian; bring along gavel and Bascom Hill Oak excerpt;

President-Elect

- Presides at the meetings in the absence of the President and assumes that office if the President is unable to complete the term of office.
- Participate in NAE4-HYDP North Central Region State Leadership Meetings (typically quarterly) as able.
- Recruit and compile listing of committee chairs and chair-elects; update these on blogsites. With President, identifies state contacts for National Committee representation at NAE4-HYDP Conferences.
- Attends the annual Public Issues Leadership Development Conference in Washington D.C. or designates a member to attend in their place. (Hierarchy for PILD Delegates is: first, president-elect; second, board members; third, members at large; delegate to be identified by January 1st.)
- Coordinates a New Member's Workshop as opportunities arise, explaining the roles and opportunities of the Association.
- Responsible for recruiting and reporting WAE4-HYDP and NAE4-HYDP membership with assistance from the Regional Directors (work with president to update recruitment form).
- Regarding the Annual Membership Meeting: some incoming presidents will provide a gift for all members; a "thank-you" gift to the outgoing president has also been offered; prepare sign-up sheets for various committee's; print certificates for new members and bring them along to the meeting; prepare a report on PILD Conference; prepare a report on membership; prepare a few words looking forward to the upcoming year; reach out to new

members and share all materials, provide guidance on how to navigate these materials; make sure that retiree's/lifetime members know how they can participate in this meeting.

- Regarding the Annual Awards Banquet: Send out an invitation to all retiree's and lifetime members to ensure they know how to register for JCEP and the banquet, send out an invitation to the new members to ensure they know about some of the "customs" and "traditions" of the banquet such as: dress is semi-formal, service award recipients must ask someone to present their award to them, pictures are taken prior etc.

Secretary

- Records minutes of the Board of Directors and of the Annual Meeting.
- Sends a copy of the minutes to the President of the Association for review as soon as possible following the meeting.
- Utilizes E-mail to send Association minutes to membership.
- Responds to all correspondence of the Association as directed by the President. ● Maintains an up-to-date record of Association minutes, Committee reports, and correspondence.
- Keeps a permanent file of the Association and forwards appropriate information to the WAE4- HYDP archives in the State 4-H Office.
- Provides electronic letterhead and logo to Officers and Directors as requested ● Assumes duties following the Annual Meeting, however, the outgoing Secretary follows up on Annual Meeting minutes, thank-you letters, and correspondence.

Treasurer

- Receives and distributes all funds of the Association.
- Keeps accurate financial records of the Association.
- Considers savings accounts or time certificates for additional income from money not needed in the active checking account.
- Prepares annual budget with assistance from Board of Directors.

Immediate Past President

- Chairs WAE4-HYDP Nominations Committee.
- Coordinates publicity for new Officers and Directors.
- Coordinates the updating of the Association Handbook.
- Serves as a voting member on the WAE4-HYDP Board of Directors.
- Facilitates a Leadership Forum with the appropriate Division of Extension Institute Director(s); State 4-H Program Leadership Department of Extension Faculty Chair, Department of Extension Faculty – Youth Development Section Leadership; Committee on Academic Staff Issues (CASI) Representative, Retiree Representative when possible, and WAE4-HYDP president and president-elect.
- Contact recent retirees and invite them to become life members of the association.
- Participates annual retiree gathering as available, or designates another representative from the association.
- Updates list of memorialized members.

Directors

- Represent their recognized administrative unit
 - Communicate needs and suggestions to the board
 - Communicate board actions and issues to the recognized administrative unit membership
- Ensure representation on all Association committees
- Actively participate in all board discussions
- Encourage membership of district colleagues and collect dues to submit to President Elect.
- Inform new 4-H Youth Development professionals about WAE4-HYDP and NAE4-HYDP. Share information on free WAE4-HYDP membership if hired between annual meeting and new membership year. Inform President Elect of membership decision.
- Update Association promotional information.

- Encourage university students and para-professionals interested in pursuing a career as a 4-H Youth Development professional to seek a non-voting membership in WAE4-HYDP.

Life Member Liaison

- Share information to life members about annual meeting date, and opportunities for retirees to engage with the association (professional development).
- Attend and share updates from association at annual retiree gathering.
- Help to maintain Life Member contact information.
- Help maintain the Life Member blog page.

4-H Foundation Representative

- Serve as an advisory member to the WAE4-HYDP Board
- This is an elected position for a term of two years
- Serve in an advisory role to the Foundation Board
- Report to the WAE4-HYDP Board on a regular basis
- Be willing to make a commitment of time and skills to the Foundation Board
- Participate in and help support the Foundation's Special Events, when possible
- Be conscientious in preparing for and attending Foundation Board and committee meetings (up to four per year) and serve as an advisor to various Foundation committees
- Be a good will ambassador for the Foundation and for 4-H, to spread the word about the Foundation and 4-H
- Be actively involved in helping the Foundation move toward accomplishing its goals, and help to review the mission, goals, and progress of the Foundation
- WAE4-HYDP will support this representative with mileage reimbursement as determined annually by the WAE4-HYDP Board

Joint Council of Extension Professionals (JCEP)-WI Board Representatives (3)

- JCEP is the partnership of Extension professional associations (WAE4-HYDP, WACCA, WEAFCFS, WEECDA and ESP) to promote communication, cooperation, and professionalism among all Extension Educators.
- Each Association has three representatives on the JCEP Board.
- Any member of WAE4-HYDP is eligible to be a JCEP Representative
- Election occurs in conjunction with the annual Board Member election
- Serves on both the JCEP Board (as a voting member) and WAE4-HYDP Board (as a nonvoting member) for a three-year term

WAE4-HYDP Committees

- The committees are the backbone of WAE4-HYDP. The role of Association committees is to give overall leadership to a certain area. This includes gathering ideas and suggestions from the members, and planning and organizing the related activities.
- Every Association member is eligible to be on a committee. There is no prerequisite or need to be asked. The membership of committees includes at least one representative for each recognized administrative unit. Standing Committees shall have a chairperson and chairperson elect elected by the Committee members. The term of chairperson shall be one year.

Role of Committee Chair

The committee chair has the responsibility to:

- Maintain two-way communication between the committee members and the Association Board by bringing concerns or requests for action from committee members to the Association Board and carry discussions, recommendations or requests for committee action from the board to the committee.
- Prepare a written statement of committee activity or progress for Annual Meeting.
- Attend Board meetings and provide committee reports.
- Serve as NAE4-HYDP Committee Contact. If unable to attend NAE4-HYDP Conference, designate someone to attend committee meetings held during national conference.
- Participate in the respective committee meeting at the NAE4-HYDP Annual Conference.
- Speak for WAE4-HYDP in all discussions and decisions of the NAE4-HYDP Committee.
- Continually update the NAE4-HYDP Committee on issues raised or actions taken by WAE4-HYDP that are relevant to the business of NAE4-HYDP.
- Serve as a resource for WAE4-HYDP Board of Directors and committees concerning actions taken or issues raised by NAE4-HYDP that are relevant to the business of WAE4- HYDP.

Audit Committee

Purpose

- To conduct an annual audit of the financial accounts of the Association

Functions

- Review all bank statements, treasurer's reports, and ledger sheets
- Submit a brief written report to the Association President, informing them of the audit, including points of interest and suggestions for the future.

Members

- Current Treasurer of the Association
- Two volunteers at large of the Association, selected at the Annual Meeting at JCEP
- It is suggested that volunteers at large be within reasonable driving distance of each other to hold a face-to-face meeting with the Treasurer

The Treasurer will:

- Plan for the audit to occur between July and August since the books from the fiscal year will be closed and the new year of transactions will begin
- Provide all bank statements, treasurer's reports and ledger sheets from the fiscal year

Awards and Recognition Committee

Purpose

- Assure the recognition of worthy Association members at Annual Awards and Recognition Banquet.

Functions

- Solicit Association membership for successful programs and communications efforts to be recognized.
- Initiate recognition for Distinguished Service Award, Air Force Recruiting Salute Award, Achievement in Service Award, Meritorious Service Award (member and non-member), Friend of WAE4-HYDP Award, Successful Program Awards, Communicator Awards or other awards when appropriate and process nominations for the NAE4-HYDP for recognition.
- Check Association membership for those to be honored who have completed 25 years of service to Extension.
- Check Association members for those to be honored who are retiring or have retired.
- Arrange for Awards and Recognition Banquet. Work with conference program committee regarding facilities, meals, awards, emcee, and program.
- Publicize honorees. Write and submit news releases to honorees' local newspaper, to the Entre' Nous blogsite, and other media sources.
- Maintain contact with NAE4-HYDP Member Recognition and National Conference Committees. Committee chairman serves as state contact and has the responsibility to forward information about state honorees to National Committee.
- Explore additional forms of recognition.
- Provide up-to-date information for association web site regarding awards and recognition.
- Solicit applicant(s) for NAE4-HYDP Professional Development Awards and NAE4-HYDP First Time Conference Attendee Scholarship <https://www.nae4hydp.org/#>

The WAE4-HYDP Awards Information Booklet is posted at <https://blogs.extension.wisc.edu/wae4hydp/recognition>

Communications Committee

Purpose

- Provide a vehicle of communication between the membership of WAE4-HYDP, publicize news of the Association to other outlets, and support the means by which new 4-H Youth Development Professionals are made aware of the Association and its functions.

Functions

- Administer a WAE4-HYDP Blog Site - as a tool to support timely communication between Association members.
- Identify and implement strategies using technology and other means to provide regular and timely communication to all Association membership. Regular communications will include such topics as:
 - Committee reports and board actions.
 - Concerns facing Youth Development professionals, including professional activities and professional improvement opportunities.
 - Additional news, information, or resources as they arise.
- Communicate Association news to other information sources, such as the NAE4-HANAE4- HYDP News and Views.

Past issues of Entre Nous can be found at <http://blogs.ces.uwex.edu/wae4hydp/entre-nous-archives>

NAE4-HYDP Conference Committee

Purpose

- Promote and coordinate activities related to NAE4-HYDP Conference among state Association members.

Functions

- Pre-conference Responsibilities
 - Prepare promotion.
 - Promote National Conference at the annual meeting; distribute promotional materials and present a verbal report.
 - Explain National Conference First Timers Scholarships: promote availability, distribute Handbook applications, select and recognize recipients.
 - Serve as a clearinghouse for transportation: explore costs, publicize transportation options, survey membership for transportation plans.
 - Plan and publicize Conference communication system: headquarters room or options.
 - Arrange and conduct pre-Conference meeting for WAE4-HYDP delegates, if requested.
- During Conference Responsibilities
 - Coordinate all arrangements while at Conference, including: WAE4-HYDP delegation meetings; Presentations from National candidates; State’s Night Out; and recognition of award recipients.
 - Work with President and President-Elect on other tasks as requested.
- Post-Conference Responsibilities
 - Encourage State Contacts and other delegates to share information upon returning home.
 - Prepare written and verbal summary reports for annual meeting.

Professional Concerns Committee

Purpose

- To identify, review, and act on professional concerns of the Association membership.

Functions

- Promote a balance in the professional/personal aspects of the 4-H Youth Development Professional’s life.
- Monitor and evaluate the status of 4-H Youth Development Professionals.
- Work to develop a greater understanding of the educational role of the 4-H Youth Development Professional both internally and externally.
- Continue to clarify the roles of Department, Program Area, and Association.
- Promote opportunities for 4-H Youth Development Colleagues to interact in informal settings.

Professional Development Funds Committee

Purpose

- The Professional Development Funds committee promotes the growth of our WAE4HYDP members by encouraging them to apply for professional development funding throughout the year. The committee reviews application submissions of individual members and allocates funding made available by the Association annually.

Committee Membership

- 4 members: 2 Association Regional Directors, 1 Lifetime Member, Association Treasurer
- 2024-2025 – Eastern (1 year) & State Staff
- 2025-2026 – State Staff & Southern
- 2026-2027- Southern & Eastern
- 2027-2028- Eastern & Northern
- 2028-2029 Northern and State Staff
- Regions will rotate representatives with 2-year terms. The Treasurer will serve a 2- year term
- Lifetime members will serve a 1-year term. The chair will be determined by committee members at their meeting during the annual JCEP Conference.

Leadership Forum

Purpose

- To provide the opportunity for discussion among the Department of Extension Faculty- Youth Development Section, Committee on Academic Staff Issues (CASI), WAE4-HYDP Retirees, and the 4-H Youth Development Program Area about issues and opportunities in each respective entity as membership is common.

Members

- Individuals representing the association include Past President (Chair), President and President Elect.
- Other participants should include:
 - Appropriate Division of Extension Institute Director(s)
 - State 4-H Program Leadership
 - Department of Extension Faculty Chair
 - Department of Extension Faculty – Youth Development Section Leadership
 - Committee on Academic Staff Issues (CASI) Representative
 - Retiree Representative when possible

Function

- Share upcoming issues, concerns, policies and opportunities relevant to entities involved
- Discuss how staff workload may change in response to changing responsibilities. Discuss implications and monitor to ensure changes in workload don't negatively impact effectiveness of youth development professionals
- Solicit input for discussion items from membership
- Confirm nominee for WI to the National Hall of Fame, forward to State Program Area Director for final recommendation.

National Association of Extension 4-H Youth Development Professionals (NAE4- HYDP)

NAE4-HYDP is a globally recognized, culturally diverse network for 4-H youth development professionals. Membership is open to local, regional, state or national Cooperative Extension staff who works with 4-H youth programs. Affiliate membership is available to other youth development professionals, former NAE4-HYDP members, and supporters.

- Opportunities for professional recognition and awards at state, regional and national level
- Travel and educational scholarships and grants
- Annual NAE4-HYDP conference, featuring professional improvement seminars, poster sessions, research papers and exhibits
- Leadership development opportunities through association leadership positions and leadership development conferences

Mission

NAE4-HYDP is an inclusive, diverse organization engaging youth development professionals by:

- Providing cutting edge professional development through a variety of delivery methods
- Encouraging leadership development and mentoring across generations
- Cultivating networking to strengthen positive youth development programming globally
- Integrating scholarship, research, and practice

Vision

- NAE4-HYDP is the global leader in building positive youth development professionals.

Values

- Accomplishing our vision and mission requires many values, we choose to focus on the values of:
 - Learning
 - Inclusivity
 - Excellence
 - and the actions reflected in our professional standards

Additional information on NAE4-HANAE4-HYDP Membership Benefits can be found at their website:

<https://www.nae4hydp.org/page/Benefits>

Resolution Defining the 4-H Professional

Why is it necessary to define the profession? Since a profession is to contribute to society, we must be able:

- to tell society what we profess, what expertise we have to offer.
- to help ourselves and others evaluate the success of our profession.
- to determine what is necessary for in-service professional improvement.
- to determine areas of needed research.
- to define and develop a curriculum to prepare people for our profession, and to further define entry level requirements to the profession.

Whereas, the profession of youth development

- a) is the science and art which focuses upon factors that influence the physical, social and psychological development of youth;
- b) has an inter-disciplinary knowledge base which includes such areas as education, human development, sociology, and the sciences;
- c) has as its objective to strengthen the knowledge, skills and attitude of youth which help them meet their personal needs and the needs of society;

Whereas, the 4-H PROFESSIONAL is one who

- a) practices the profession of youth development through an educator/manager role which facilitates and enhances the human development process;
- b) involves the potential audience in designing learning experiences for volunteer adult and youth learners in non-formal settings;
- c) uses these designed learning experiences to influence the various factors (among which are adults, peers, the family, the community) which impact on the sequential development patterns of youth.
- d) uses mature, enlightened judgments related to decision making in the teaching-learning process, the management process, the human development processes, and the democratic process, there be it;

Resolved, that the WISCONSIN ASSOCIATION OF EXTENSION 4-H YOUTH DEVELOPMENT PROFESSIONALS suggests to the University of Wisconsin-Extension Administration and University of Wisconsin-Extension Cooperative State Research, Education, and Extension Service (CSREES) that consideration be given to these components of youth development in regard to defining entry levels of the 4-H PROFESSIONAL, and also to consider these components when educating and evaluating the 4-H PROFESSIONAL; and it be further

Resolved that the WISCONSIN ASSOCIATION OF EXTENSION 4-H YOUTH DEVELOPMENT PROFESSIONALS continually examine the role and definition of the 4-H PROFESSIONAL.

Professional Standards for NAE4-HYDP

Adopted by the NAE4-HANAE4-HYDP Board October 25, 2001

We, as NAE4-HANAE4-HYDP members adhering to the 4-H Mission and the policies and guidelines of the Extension System, acknowledge our responsibility to develop and implement age-appropriate learning opportunities for youth and families in safe and nurturing environments. We recognize the worth and dignity of every individual. We believe that the development of life skills enables youth to become caring, competent, confident, connected and contributing citizens who will build strong foundations for our nation's future. We will strive to be appropriate role models and to maintain the respect and confidence of colleagues, youth, volunteers, parents and/or legal guardians and the communities we serve.

To uphold these commitments, we as NAE4-HANAE4-HYDP professionals affirm the following:

Our Commitment to Youth

- Provide safe, nurturing environments that allow youth to reach their full potential.18 WAE4-HYDP Handbook
- Use developmentally and age-appropriate methods and materials to meet learning style differences.
- Maintain appropriate relationships with youth in all settings: never encourage, solicit or engage in a sexual or romantic relationship with youth; never touch youth out of anger or with intent to harm or in an inappropriate way for personal gratification.
- Manage youth behavior justly and fairly to avoid embarrassment and humiliation.
- Recognize achievement based on the performance, effort and ability of the participant.
- Value diversity and treat all youth as individuals in a fair, respectful and consistent manner.
- Set examples as positive adult role models.
- Hold in confidence information learned in a professional practice, except for professional reasons or in compliance with pertinent regulations or statutes.

Our Commitment to Volunteers

- Value the role of volunteers in the success of 4-H programs.
- Provide the orientation and training necessary to equip volunteers for success in their roles.
- Treat all volunteers in a fair, respectful and consistent manner.
- Acknowledge the efforts of volunteers.
- Provide incentives to volunteers to help them advance and excel as leaders of youth.

Our Commitment to our Partners

- Seek to understand the needs and interests of partners.
- Identify appropriate resources and develop effective relationships with partners.
- Maintain the integrity of the NAE4-HYDP mission and goals.

Our Commitment to the Extension System

- Ensure that 4-H is an integral and integrated part of the comprehensive Extension System.
- Recognize that research and knowledge supported by public universities provides the basis for our youth development and methods.
- Recognize that 4-H supports the positive youth development missions and goals of the land grant universities.
- Recognize a responsibility to support all Extension professionals and staff.
- Recognize the responsibility for, and the importance of, accountability in the management of funds and other assets, both public and private.

Our Commitment to the Profession

- Value and encourage lifelong learning for all people.
- Pursue growth and development in the practice of the profession; use and share that knowledge to improve educational opportunities, experiences and performance of youth, volunteers and colleagues.
- Uphold and defend positive youth development.
- Uphold and defend the youth development profession.
- Recognize the importance of professionalism in dress, oral and written communication and behavior.
- Promote a clear understanding of the principles of professional ethics.

Our Commitment to Self and Family

- Recognize the need and right for personal, family and social development outside of the Extension role.
- Recognize the need and right to pursue emotional, physical and spiritual health.
- Actively seek to maintain a healthy balance within work and family.
- Advocate with peers, supervisors and administrators for consideration of personal and family needs within the work environment.