



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

Finance Committee

The Finance Committee is a volunteer committee serving under the direction of the Treasurer. The Finance Committee is responsible for assisting the Treasurer in coordinating all budgeting and accounting activities under the oversight of the 4-H Analyst and the Associate Director of 4-H Program and Policy. It is comprised of a representative and diverse group of youth and volunteers to collaborate and assist in all financial related needs for that year. The scope will include:

- Follow UC policies and procedures established to document financial activity in accordance with laws and regulations
- Handle funds properly and in accordance with the 4-H Management Board Constitution and Bylaws and the 4-H Policy Manual
- Oversee and assist with the management of the Management Board funds
- Assist in the development and adherence to the organization's budget
- Stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary
- Fill out all UC paperwork required for processing contracts, check/reimbursement requests and other financial/business matters of area events and activities

The committee is under the direction of the Treasurer. The Finance Committee members provide leadership and guidance to:

- Developing the annual Budget
- Providing treasurer workshops to disseminate best practices across the state

Responsible to: the Management Board Treasurer and under the oversight of Whitney Bell, 4-H Analyst, webell@ucanr.edu and Shannon Horrillo, Associate Director of 4-H Program & Policy, sjhorrillo@ucanr.edu.

Committee Member Responsibilities:

- Assist the treasurer in managing the annual budget and any additional financial and administrative responsibilities
- Attend all scheduled Finance Committee meetings
- Complete action items assigned at meetings and participate in subcommittee work
- Hold discussions confidential, so that decisions can be disseminated using appropriate protocol

Committee Membership:

The Finance Committee is comprised of up to 12 members, including:

- State Management Board Treasurer
- One youth and one adult representative from each of the four areas in the UC ANR 4-H YDP
- Youth, adult volunteers, program partners and collaborators that provide specific expertise related to financial responsibilities

Meetings:

Meetings will be held on an ad-hoc basis. Some travel to face-to-face meetings may be required. Conference calls will be scheduled as needed.

Term of Appointment

Youth shall serve a one-year term and adults shall serve a two-year term, with eligibility to apply for reappointment to another term.