**4-H EXPANSION AND REVIEW COMMITTEES**

Each county is required to have an active Expansion and Review Committee. This is an expectation of USDA as a part of Extension’s Civil Rights compliance policies.

**Purpose**

The purpose of an Expansion and Review Committee is to provide assistance to the county 4-H Program Coordinator in:

* Reviewing and identifying communities where the 4-H program is not being extended.
* Identifying audiences not being reached by 4-H (i.e. gender groups, racial groups, geographically isolated groups, grade groups, etc.).
* Determining needs of communities and audiences not being reached and assist in development of program and method to reach them.
* Establishing long term goals for the county program.
* Assisting in the development of procedures to secure volunteer adult leadership.

The 4-H Expansion and Review Committee should become a permanent part of the 4-H advisory system, with the purpose of implementing a balanced 4-H expansion program. Balanced programming includes attention to certain factors such as age, sex, rural or metropolitan/urban residence, disability status, minorities and varied youth needs and interests.

The 4-H Expansion and Review Committee is an additional tool to help 4-H Program Coordinators provide leadership for the local 4-H Youth Development program. The committee should review and report progress periodically to the 4-H Program Coordinator. They can also recommend changes and new approaches to programming when needed. This committee should be concerned with facilitating overall 4-H program operations and the delivery of educational services to 4-H members and adult volunteers in the county in collaboration with the county 4-H Council.

**Committee Membership**

To maximize effectiveness, the members of a county 4-H Expansion and Review Committee should be capable, positive, and enthusiastic about the 4-H program. They should be representative of and respected by their peers and know the county and their community as well. Membership is recommended to be two-thirds adults and one-third 4-H members. It is important that youth voice be represented in this process. The committee must represent the ethnic makeup of the county, geographic location, and

be balanced in gender. It is recommended that the adult representation be 4-H leaders and other adults interested in youth. Youth representation should come from current 4-H membership and other youth in the community who can add insight into the needs and interests of the county. Rotating terms should be established for committee membership.

**Frequently Asked Questions**

**Is this a separate committee or a function of county 4-H Advisory Committee?**

The USDA Affirmative Action Plan requires the establishment of a separate county 4-H Expansion and Review Committee. There is one exception, however. The existing county 4-H Advisory Committee may serve as the county 4-H Expansion and Review Committee if such a committee is:

 1) active and functioning effectively;

 2) meets the membership requirements specified for county 4-H Expansion and Review Committees; and

 3) the committee agrees to carry out the functions of a county 4-H Expansion and Review Committee.

In most situations, the county 4-H Advisory Committee tends to be very busy and extra attention is needed for expansion and review. As a separate committee, an appropriate link must be established between the county 4-H Expansion and Review Committee and the county 4-H Advisory Committee. All reports and recommendations should be shared with the county 4-H Advisory Committee for action.

**How frequently is an Expansion and Review Committee required to meet?**

The committee should meet at least twice a year or more often if needed.

**What reporting is required from 4-H Expansion and Review Committees?**

A copy of each the minutes from each meeting are to be placed in the county 4-H Affirmative Action/Civil Rights file. Copies of the minutes are to be sent to the Children & Youth Institute Director/State 4-H Leader.