

# COLLEGIATE 4-H



# TASKFORCE FACILITATION GUIDE

## Taskforce Representatives

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### *Western Region*

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## INTRODUCTION

The National Collegiate 4-H Organization was formed in 1916 originally as an honorary society for those interested in future careers within Extension. Today, nearly 90 years later, Collegiate 4-H'ers represent all majors and interests from all walks of life and can be found on land grant, public, and private institutions of higher learning all across the United States.

The National Collegiate 4-H Taskforce was appointed following discussions with USDA officials at the 2005 National Collegiate 4-H Conference held in Pittsburgh, Pennsylvania on February 10-13, 2005. At that time, members, advisors, and elected leadership saw the need to reevaluate the direction and focus of Collegiate 4-H. As a service to the organization, the outgoing National Action Board (2004-05) worked with those USDA representatives present at the 2005 National Conference to formulate the structuring of the Taskforce, creating a committee of appointed outgoing NAB members to serve as a board of inquiry to address issues of concern by the membership at large. After gathering the stakeholder information and summarizing it, the Taskforce is to report back to the National Action Board with a recommendation report for issues of concern to be addressed and changes implemented following any necessary voting by the membership at the 2006 National Collegiate 4-H Conference, to be held in Columbus, Ohio on February 23-26, 2006.

The goal of the Taskforce is to gather stakeholder input to help formulate solutions to bring the organization into the 21<sup>st</sup> Century and to provide the organization with a defined purpose and make it stronger. Through regional listening sessions conducted by Taskforce member/facilitators, six key questions will be addressed concerning:

- Collegiate 4-H Image
- Communication
- Governance
- Relationships
- Opportunities
- Other Concerns and Ideas

The Taskforce representatives from each region will be responsible for facilitating an open forum to solicit feedback from the stakeholders. If possible, this forum should be held as a special session during each region's respective regional conference. For those regions not holding a regional conference, a suitable online or teleconference forum will need to be set up and appropriately advertised for maximum participation. Also, for those members not able to attend a listening session, efforts will be made for the regional taskforce members to be accessible by e-mail to gather input or through the online message board dedicated to the Taskforce.

## ***GUIDELINES FOR CONFERENCE LISTENING SESSIONS***

At least one member of the Taskforce will attend each region's conference to serve as the chief facilitator of the listening sessions. If possible, both members should be present. Anyone else enlisted to assist with the listening session should thoroughly read the Facilitation Guide as well.

The suggested format of the conference listening sessions will include listing each of the six issues to be addressed on a posterboard/flip chart/dry erase board or some manner of allowing everyone access to the topics. No set time limit should be imposed per question, but each one should be discussed in-depth with all suggestions/comments/concerns recorded on the board. The Taskforce also will recommend that the issues be broken up over time for better scheduling flexibility and to provide a break, however, a total of three hours is the recommended cumulative time suggested to adequately cover all six issues.

It is important for the facilitators to remember to keep the stakeholders on task but not guide their opinions. The focus should be on the problems themselves, solutions can be addressed but should not be focused on because it may detract from stakeholders' focus on the problems.

### ***VOTING PROCEDURES***

Dot voting is suggested as a primary way for each stakeholder to express their top concerns once the issue lists have been discussed. Members should vote for their top two suggestions/comments/concerns under each of the six issues by placing a sticker (dot) next to it on the board. Stickers (dots) will be tallied and the top five prioritized concerns will be submitted from the region regarding that specific issue. The taskforce member/facilitators will generate a report from their region's listening session to the Taskforce as a whole. The Taskforce will then meet to discuss the reports and summarize areas of concern and suggested solutions for the final report due January 3, 2006 to the National Action Board.

### ***SUPPLY LIST***

The following materials can serve as a recommended supply list for the conference listening sessions. It would be wise to discuss room needs and conference attendance with the conference program coordinator to ensure that time and resources for the listening sessions will be available during the conference.

- Posterboard
- Markers
- Dots
- Pencils
- Paper
- Flip Charts
- Post It Notes
- Masking tape

## **GUIDELINES FOR OTHER LISTENING SESSIONS**

Those regions who may not be meeting at a regional conference are still responsible for cultivating stakeholder feedback and identifying the top five prioritized concerns regarding each of the six issues. It is imperative that every stakeholder from these regions feel they have had an outlet to express their concerns to the Taskforce by whatever means the data may be gathered. Some suggested formats for this include well-advertised teleconferences, online chat sessions with the Taskforce member/facilitator serving as a moderator, online message boards designated for feedback from a specific region as can be found on the current Taskforce message board, e-mails to the Taskforce representatives, and discussion at the club level with feedback given to the Taskforce representative. These are only suggestions and many other ways of gathering feedback do exist.

## **GUIDEPOST QUESTIONS**

The following six issues include guidepost questions to aide the Taskforce member/facilitator in facilitating the listening sessions. Most of this information was generated by current feedback or questions present on the Taskforce message board. Not all questions must be answered but all issues need to be addressed.

- Issue 1—Collegiate 4-H Image
  - What is Collegiate 4-H?
  - What does Collegiate 4-H do?
  - Why did you join Collegiate 4-H?
  - Why is Collegiate 4-H important to you?
  - Does the current mission statement describe Collegiate 4-H well?

*Mission statement from current constitution:*

WE THE MEMBERS OF THE NATIONAL COLLEGIATE 4-H ORGANIZATION, IN ORDER TO PROVIDE SERVICE TO YOUTH ON ALL LEVELS OF SOCIETY, ENHANCE PERSONAL DEVELOPMENT OF THE MEMBER, AND TO PROMOTE AND ENCOURAGE ENROLLMENT IN THE ORGANIZATION, DO HEREBY ESTABLISH THIS NATIONAL COLLEGIATE 4-H ORGANIZATION.

*Motto:* CONTINUING TO SHARE, SHARING TO CONTINUE

- Issue 2—Communication
  - How do we reach you?
  - How does your club communicate?
  - How does your club get regional and national information?
  - What would be the easiest way to contact you?

- *Issue 2—Communication (Continued)*
  - What form of media do you read?
  - What is the best way of conveying information to you?
  - How could response time be improved with leadership and members?
  - How could timely responses be encouraged at all levels?
  - What type of PR would you respond to?
  - What content/information would you like to access at [collegiate4h.org](http://collegiate4h.org)?
  - What resources should the new National Advocacy Team work on creating for clubs?
  
- Issue 3—Governance
  - What should the duties of the elected leadership (local, regional, and national) be?
  - What should be the make-up and design of regional and national leadership teams?
  - There are Advocacy and Web Teams for Collegiate 4-H at the national level, should there be others and what should they be?
  
- Issue 4—Relationships
  - Should Collegiate 4-H clubs be chartered on the county or state level?
  - Should Collegiate 4-H be a database of young 4-H volunteers?
  - How should regions interact with other regions?
  - How should clubs interact with other clubs?
  - How could we better communicate with other 4-H/USDA entities? (i.e., NAE4-HA, N4-HYDC, National 4-H Council, USDA/Headquarters, National 4-H Trust)
  
- Issue 5—Opportunities
  - What 4-H events do Collegiate 4-H'ers participate in at the county, state, and national level?
  - Do Collegiate 4-H'ers represent 4-H or Collegiate 4-H at these events?
  - What role do Collegiate 4-H'ers play in these events?
  - What other events should we become involved with?
  - How can the National Service Project be improved?
  
- Issue 6—Other Concerns and Ideas
  - Any other comments that have not been stated and don't fall into another topic?
  - Time will be allowed here for members to express concerns that were not addressed earlier

## GUIDEPOST QUESTIONS

The following six issues include guidepost questions to start you on the creative thinking process. Please don't feel you are limited to the issues and questions presented below, we are eager to represent the current beliefs and concerns of the Collegiate 4-H membership. Not all questions must be answered but all issues need to be addressed. Your participation in this listening session will be used along with feedback from other regions to help guide new initiatives for the National Collegiate 4-H Organization—this is your chance to use your voice and we want to hear what you have to say!

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### *WEBSITES FOR FURTHER INFORMATION*

#### Collegiate 4-H Taskforce Blog

- <http://c4htaskforce.blogspot.com/>

#### Collegiate 4-H Taskforce Message Board

- <http://www.ca4h.org/collegiate4h/bb/>

#### *Coming Soon!* Collegiate 4-H Taskforce Homepage

- <http://collegiate4h.org>

