

The Arkansas 4-H Foundation, Incorporated

4-H Asset Management and Operations Committee

Job Description

4-H Asset Management and Operations Committee

The 4-H asset management and operations committee of the foundation shall consist of members who are most familiar with the approaches and operations of the Arkansas 4-H Center. The committee provides guidelines and direction on general maintenance and repair of physical facilities and equipment of the Arkansas 4-H Foundation, Inc. (namely the C.A. Vines Arkansas 4-H Center). The committee develops a strategic plan for the C.A. Vines Arkansas 4-H Center. The committee evaluates program projections in light of physical requirements; plans, develops and recommends capital improvements to meet these requirements and consults with and advises the executive director regarding rules for use of facilities.

Scheduled meetings: four per year

Appointments and Composition

1. Appointments of the chair and members of the 4-H asset management and operations committee shall be made annually by the president of the board with the advice and consent of the board in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of directors.
3. Members of this committee shall be members of the board of directors, subject to the conditions stated in the by-laws. Additional committee members may be appointed and need not be members of the board of directors, subject to the conditions stated in the by-laws.

Responsibilities

1. Develops a strategic plan/long-range master plan for the C.A. Vines Arkansas 4-H Center.
2. Determines and helps secure amount needed for endowed maintenance fund.
3. Develops operational and maintenance budget and recommends physical improvements to the C.A. Vines Arkansas 4-H Center.
4. Makes recommendations to the finance and administration committee.
5. Reviews capital expenditures of more than \$25,000.
6. Reviews and oversees insurance policy for C.A. Vines Arkansas 4-H Center.
7. Works in conjunction with other Arkansas 4-H Foundation committees.

8. Develops and reviews facility risk management plan.
9. Develops and reviews disaster recovery plan.