



## GRIEVANCE PROCESS

# Grievance committee position description

### PURPOSE OF THE COMMITTEE

The purpose of the committee is to provide a means by which to respond to the concerns of 4-H members and their parents/guardians relating to 4-H activities, rules and decisions. The grievance process provides a way for a member's and parent's/guardian's concern to be heard and responded to by a committee of peers.

### COMMITTEE MEMBERS RESPONSIBILITIES

The committee members will be responsible for the following duties and skills.

- Listen with an open mind to the grievance presented.
- Keep information presented during the grievance hearing and the discussions held during the decision-making time confidential.
- Be consistent in the way decisions are made.
- Ask appropriate questions to ensure all relevant information is presented.
- After conferring with other members of the committee, make a decision regarding the grievance.
- Take responsibility for writing the written resolution to grievance hearings.
- Know the grievance process and how it directly relates to the 4-H program.
- Complete a contract/contact form.
- Committee members must remove themselves if they have a personal connection/conflict of interest with the 4-H member or family filing or named in the grievance.
- Committee members will serve a one-year term during the 4-H calendar year (October - September). Members may succeed themselves one time.

### SKILL SET NEEDED

Committee members must have the ability to remain impartial, the ability to keep information confidential, and the ability to be consistent with the decision making process.

### AUTHORS

**Developed by** Sharon Davis, Brad Rugg, Marcia Woeste and Tracy Ignaszewski.

**Reviewed by** the Policy Task Force (Tamie Bremseth, Anita Harris, Jodi Hintzen, Patrick Jirik, Trisha Sheehan) and reviewed and adopted by the 4-H Program Design Team, 2013.