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
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