

# CLOVERSIGHT COMMITTEE

## Roles & Responsibilities

Role	Requirements	Job Description	Time Commitment	Appointed Member 2025-2026
CES Staff	4-H YDP Staff member	Leadership team oversight – policy, program management, document approval, etc.; appoints management team members	STAFF	Rita Jakel (staff)
Document Manager	Approved Adult Volunteer	Co-Operations Manager, oversight of C-S Committee, creates and distributes meeting minutes, manages document storage	Year-Round:	Amanda Chan (MGG)
Document Youth Co-Manager*	Approved Senior Member	Creates and distributes meeting agenda; supports the Document Manager	Year-Round	
Finance Manager	Approved Adult Volunteer	Co-Operations Manager, oversight of C-S Committee, oversees budget development, approval and distribution; manages C-S banking and financial decisions	Year-Round	Vanessa Walters (YLC)
Finance Youth Co-Manager*	Approved Senior Member	Supports the Finance Manager	Year-Round	Sam Walters (YLC)
4-H Grows Manager	Approved Adult Volunteer	4-H Grows Committee oversight; committee liaison to C-S Committee	Year-Round	Carla Taylor (TT)
Inspiring Leaders Manager	Approved Adult Volunteer	Inspiring Leaders Committee oversight; committee liaison to C-S Committee	Year-Round	Bri Jokerst (TT)
Events Manager	Approved Adult Volunteer	Events Committee oversight; committee liaison to C-S Committee	Year-Round	Sandy Jacobs (MGG)

## OPERATIONS COMMITTEE

### Roles & Responsibilities

Role	Requirements	Job Description	Time Commitment	Appointed Member 2025-2026
Document Manager	Approved Adult Volunteer	Co-manager, oversight of C-S Committee, creates and distributes meeting minutes, manages document storage	Year-Round	Amanda Chan (MGG)
Document Youth Co-Manager	Approved Senior Member	Creates and distributes meeting agenda; supports the Document Manager	Year-Round	
Finance Manager	Approved Adult Volunteer	Co-manager, oversight of C-S Committee, oversees budget development and approval; manages management team banking and financial decisions	Year-Round	Vanessa Walters (YLC)
Finance Youth Co-Manager	Approved Senior Member	Supports the Finance Manager	Year-Round	
Scholarship Committee Manager	Approved Adult Volunteer	Oversees the review and approval of scholarship applications	Year-Round, busiest in Spring	Sandy Jacobs (MGG) & Helen Chen (TT)
Talent Recruiting Committee Manager	Approved Adult Volunteer	Oversees finding and nominating managers and youth co-managers	Year-Round, busiest in Spring; low time-commitment	
Talent Recruiting Committee Youth Co-Manager	Approved Senior Member	Supports the Talent Recruiting Manager	Year-Round, busiest in Spring; low time-commitment	

## 4-H GROWS COMMITTEE

### Roles & Responsibilities

Role	Requirements	Job Description	Time Commitment	Appointed Member 2025-2026
CES Staff	4-H YDP Staff member	Leadership team oversight – policy, program management, document approval, etc.; appoints management team members	STAFF	Rita Jakel (staff)
4-H Grows Manager	Approved Adult Volunteer	4-H Grows Committee oversight; committee liaison to C-S Committee; supports outreach documentation efforts countywide	Year-Round	Carla Taylor (TT)
4-H Grows Youth Co-Manager	Approved Senior Member**	Creates and distributes meeting agenda; supports the 4-H Grows Manager	Year-Round	
Adult Liaison to SoCal Collab	Approved Adult Volunteer	Attends all SoCal Collaborative meetings (monthly, via Zoom)	Year-Round, ~1 hour per month	Denisse Castillo (FFBS)
Adult Liaison to SoCal Collab	Approved Adult Volunteer	Attends all SoCal Collaborative meetings (monthly, via Zoom)	Year-Round, ~1 hour per month	Mark Beckman (MGG)
Youth Liaison to SoCal Collab	Approved Senior Member	Attends all SoCal Collaborative meetings (monthly, via Zoom)	Year-Round, ~1 hour per month	
Youth Liaison to SoCal Collab	Approved Senior Member*	Attends all SoCal Collaborative meetings (monthly, via Zoom)	Year-Round, ~1 hour per month	
Open House Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event, evaluate event success and effectiveness	May- Aug.	
Open House Youth Co-Manager	Approved Senior Member**	Plan, develop budget, oversee event, evaluate event success and effectiveness (Aug. event)	May- Aug.	
Pizza & Planning Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event, evaluate event success and effectiveness	Sep. - Jan.	Karina Ducoulombier (TT)
Pizza & Planning Youth Co-Manager	Approved Senior Member**	Plan, develop budget, oversee event, evaluate event success and effectiveness	Sep. - Jan.	Anabella Keene (TT)

4-H Boutique Manager	Approved Adult Volunteer	Manage boutique inventory and setup and staff boutique at select county events; Propose new swag & pricing to Cloversight committee	Year-Round	
4-H Boutique Youth Co-Manager	Approved Senior Member**	Manage boutique inventory and setup and staff boutique at select county events	Year-Round	

\*may be filled by intermediate member

\*\*not limited to one youth

## INSPIRING LEADERS COMMITTEE

### Roles & Responsibilities

Role	Requirements	Job Description	Time Commitment	Appointed Member 2025-2026
Inspiring Leaders Manager	Approved Adult Volunteer	Oversees Inspiring Leaders Committee; oversees Incentives & Recognition Program; brings event details to C-S Committee	Year-Round	Bri Jokerst (TT)
Inspiring Leaders Youth Co-Manager	Approved Senior Member	Creates and distributes meeting agenda; supports the Inspiring Leaders Manager	Year-Round	
Inspiring Leaders Committee	Approved Adult or Youth Member	Assists with implementing the Incentives & Recognition program by attending committee meetings, helping with small projects and events.	Year-Round	Kristine Dane (OABB)
Inspiring Leaders Committee	Approved Adult or Youth Member	Assists with implementing the Incentives & Recognition program by attending committee meetings, helping with small projects and events.	Year-Round	Ziva Bodenschatz (MGG)
Inspiring Leaders Committee	Approved Adult or Youth Member	Assists with implementing the Incentives & Recognition program by attending committee meetings, helping with small projects and events.	Year-Round	Andrea Canfield (MGG)
Inspiring Leaders Committee	Approved Adult or Youth Member	Assists with implementing the Incentives & Recognition program by attending committee meetings, helping with small projects and events.	Year-Round	
Leadership Development Manager	Approved Adult Volunteer	In conjunction with the Inspiring Leaders Manager, supports the work of the Inspiring	Year-Round	Helen Chen (TT)

		Leaders Committee; brings event details to C-S Committee		
Leadership Development Youth Co-Manager	Approved Senior Member	Creates and distributes meeting agenda; supports the Leadership Development Manager	Year-Round	
Record Book Program Manager	Approved Adult Volunteer	Year Round. Oversee Record Book training; plan, develop budget, oversee event, evaluate event success and effectiveness	Year-Round, busiest in Spring-Fall	
Record Book Program Youth Co-Manager	Approved Senior Member*	Year Round. Creates and distributes meeting agenda; supports the Record Book Manager	Year-Round, busiest in Spring-Fall	
Ambassador Coaches (minimum 2)	Approved Adult Volunteers	Year Round. Oversee the Ambassador Program	Year-Round	Bri Jokerst (TT) Susie Franklin (OABB)
Clover-Joyed Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	June-October	
Clover-Joyed Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Clover-Joyed Event Manager	June-October	Liliana Taylor (TT) Norah Flores (TT)
Spring Showcase Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	February - June	
Spring Showcase Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Spring Showcase Manager	February-June	
Summer Experience Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	November-June	Bri Jokerst (TT)
Summer Experience Youth Co-Manager	Youth Member	Assists the Adult Manager in all aspects of event planning and running the event.	November-June	
Summer Experience Committee Member	Approved Adult Volunteer	Attends committee meetings and takes on specific tasks ahead of the event and during the event.	November-June	
Summer Experience	Approved Adult Volunteer	Attends committee meetings and takes on specific tasks ahead of the event and during the event.	November-June	

Committee Member				
Summer Experience Committee Member	Summer Experience Committee Member	Attends committee meetings and takes on specific tasks ahead of the event and during the event.	November-June	
Summer Experience Committee Member	Summer Experience Committee Member	Attends committee meetings and takes on specific tasks ahead of the event and during the event.	November-June	
4-H Youth Volunteer Service Award Manager	Approved Adult Volunteer	Creates an OC 4-H system to replace the PVSA and serve as administrator; Collect award data; Order awards for October Cloverjoyed.	June-Oct	Helen Chen (TT) Kathy Nguyen (OABB)
4-H Youth Volunteer Service Award Youth Co-Manager	Youth Member	Supports adult manager with all tasks, providing youth voice to guide the program	June-Oct	Adara Crane (MGG)

## EVENT COMMITTEE

### Roles & Responsibilities

Role	Requirements	Job Description	Time Commitment	Appointed Member 2025-2026
Events Committee Manager	Approved Adult Volunteer	Oversees the Events Committee, brings event details to C-S Committee; supports event managers and their committees	Year-Round	Sandy Jacobs (MGG)
Care & Share Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	June-November	Frances Sharp (TT)
Care & Share Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Care & Share Event Manager	June-November	
Food Fiesta Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	October-January	Sandy Jacobs (MGG)
Food Fiesta Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Food Fiesta Event Manager	October-January	Jaz Jacobs (MGG)

Fashion Revue Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	November-March	Sheyla Jacobs (MGG)
Fashion Revue Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Fashion Revue Event Manager	November-March	
Field Day Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	November-March	
Field Day Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Field Day Event Manager	November-March	Iris Nguyen (TT)
Imaginology Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	November-April	
Imaginology Event Youth Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Imaginology Event Manager	November-April	
Sundaes on Sunday Event Manager	Approved Adult Volunteer	Plan, develop budget, oversee event committee, evaluate event success and effectiveness	February- April	Karina Ducoulombier (TT)
Sundaes on Sunday Youth Event Co-Manager	Approved Senior Member*	Creates and distributes meeting agenda; supports the Sundaes on Sunday Event Manager	February- April	Brody Keene (TT)

\*may be filled by intermediate member, not limited to one youth