

RESPONSIBILITIES OF THE NJAA BOARD

In general, the responsibilities of the NJAA Board members are to develop and carry out programs and events to serve the junior members, and to promote the Angus breed. More specifically, Board members attend NJAA Board meetings at which ideas and programs, both new and old, are discussed, and decisions concerning NJAA activities are made. The Board chairman attends one meeting of the American Angus Association Board of Directors each year in order to relate these NJAA activities to the adult Board.

NJAA Board members are also expected to attend and help organize various shows, field days, and conferences where junior members participate. Board members should be willing to answer questions and provide information to junior members at all times throughout the year, as they are the source of leadership for the organization.

In addition, NJAA Board members represent the Angus breed, and as such attend inter-breed conferences and events when NJAA participation is requested. With regard to scheduling conflicts, it is understood that school and serious family matters take precedence. However, it is also expected that NJAA directors place NJAA duties above all other extra-curricular activities unless special arrangements are made with the director of events and education well in advance. With the decision to become an NJAA Board candidate it is agreed that NJAA responsibilities will be given top priority over sports, social activities, camps, cattle exhibition, etc... during those times that conflicts arise.

Finally, members of the NJAA Board of Directors serve as role models for the younger junior members. Therefore the board members should always strive to conduct themselves in a manner proper to the occasion.

NJAA BOARD OF DIRECTORS RESPONSIBILITIES

The primary responsibility of a NJAA board member is to serve the National Junior Angus Association in local, district, state, regional and national activities in a way that will inform, motivate and inspire current and potential NJAA members, Angus breeders, parents, community leaders, teachers, and leaders in business and industry.

More specific responsibilities include:

- Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the national staff.
- A term on the NJAA Board is a two-year commitment. You are expected to attend four meetings a year in addition to events and shows you are assigned.
- Serve as a consultant to the American Angus Association activities committee.
- Strive to constantly execute the National Junior Angus Association program of activities and assist the states in the execution of their program of activities.
- Participate in making visits to Angus and industry events.
- Represent the National Junior Angus Association at all times including local, state, regional and national activities as scheduled by the Events and Education department.
- Plan and conduct the Leaders Engaged in Angus Development (LEAD) Conference.
- Plan and conduct Raising the Bar conferences.
- Plan and conduct Green Coats: Coast to Coast events when asked or assigned.
- Help plan and conduct events and activities and the National Junior Angus Show.
- Prepare and submit, in a timely fashion (within 30 days of an event), an expense report and other reports as requested by the Events and Education department.
- Keep-up to-date with all correspondence.
- Every NJAA director will write new NJAA member post cards each month.
- Each month on the 25th day email an update to all directors and advisors.
- Each NJAA director is assigned to several states. Directors are expected to correspond with the state association advisors and or junior officers quarterly. Necessary materials will be provided.
- Every NJAA director is required to write two articles for the *Directions* newsletter and one article for the *Angus Journal* each year.
- Use wholesome and appropriate language in all speeches and informal conversations, including social media.
- All NJAA directors serve as committee chairmen and members of various committees that require extra time throughout the year.
- Plan, prepare, read, study, listen, review and practice to continually improve public speaking skills.
- Stay up-to-date on the Angus business, the beef industry and agricultural facts and issues.
- Develop positive relationships with NJAA members, advisors, staff, sponsors, and the general public and project a positive image as a leader among American youth.
- Seek out and accept constructive criticism and evaluation of my total performance.
- Serve as member of a team, always maintain a cooperative attitude.
- Follow and abide by the signed Code of Conduct and Showing Guidelines contract.

NJAA BOARD OF DIRECTOR RESPONSIBILITIES

Required Travels:

National Junior Angus Show (NJAS)*

- Assist in cattle check-in and oversee contest registration
- Carry out and facilitate all of the NJAA sponsored contests
- Attend NJAA Annual Meeting, staff meeting, and junior board meeting
- Work the show (ring steward, announcing, pictures, line-up, official book, etc)
- *Approximate length: 8 days*

National Angus Convention & Trade Show

- Attend all nightly activities (Foundation Reception, Angus Reception, and Angus Banquet)
- Attend AAA Annual Meetings
- *Approximate length: 3 days*

Two* assigned shows each year.

- Shows include: Atlantic National, Eastern Regional, All-American Angus Futurity, Northwest Preview, Fort Worth, American Royal, NAILE, National Western Stock Show
- *Approximate length: 3 – 6 days*

Fall Board Meeting* in St. Joseph, MO

- *Approximate length: 3 days*

Spring Board Meeting* at designated location

- *Approximate length: 3 days*

Certified Angus Beef Building Blocks Seminar* in Wooster, OH

- Attend once in your term
- *Approximate length: 2 days*

Youth Beef Industry Congress (YBIC) Conference

- Attend once in your term
- *Approximate length: 4 days*

LEAD Conference*

- Oversee leadership Conference
- *Approximate length: 6 days*

Raising the Bar (if assigned)

- Facilitate conference
- *Approximate length: 4 days*

Green Coats: Coast 2 Coast

- Training held at state association show or meeting.

- *Approximate length: 1 -3 days*

GOAL Conference

- Canadian's leadership conference
- *Approximate length: 4 days*

*Events are required by all NJAA Board of Directors

IMPORTANT REMINDERS FOR TRAVEL REQUIREMENTS

- You can't attend a show as a junior board director if you plan on showing 2 or more head. (besides NJAS everyone is required)
- You are on the junior board, and you will not be able to go help, fit, do a tail, blow, wash, etc. any siblings, friends, mom, dad, etc. if it is a required show for you. Please let them know in advance that they will need to find help, and you won't be able to help them.

If you have a conflict, you must contact Jaclyn, or Chelsey ASAP, and they will help you find a replacement.

EVENT DETAILS AND RESPONSIBILITIES

- LEAD Conference
 - Assist in planning, introductions, create and execute a workshop
- Raising the Bar
 - Create a workshop, present workshops, oversee ice breakers, and carry on responsibilities as a junior board member in attendance
- Green Coats, Coast to Coast
 - Conduct state trainings based on needs of association
- *Directions* Newsletter
 - Two articles per year (Spring and Fall)
- Next Generation column of *Angus Journal*
 - One article per year (assigned month)
- NJAA Facebook page:
 - Remain active on Facebook page
 - Interview juniors for spotlight articles
- New Member Postcards
 - 15 postcards a month with a welcome message to new junior Angus members
- Angus Foundation responsibilities:
 - Heifer package sold in Denver
 - Contact possible donors to thank them, and inform them of heifer package offerings
 - Golf tournament at NJAS
 - Recruit players and sponsors
 - Two junior board members attend this tournament
- Thank You notes
 - Send a short note to the generous people that support the NJAA with their time and/or money. After the completion of shows/events a list will be sent out with your assigned people that you are required to write a note for.
- Monthly updates
 - On the 25th of every month there is an email update that is sent between the 12 board members, advisors, and Director of Junior Activities.
- Conference Calls
 - There may be several called conference calls throughout the year before a meeting, show, or big event
- Expense Reports
 - At your required events, you will be responsible to keep up with receipts and fill out an expense report that will be submitted within the month of that event for reimbursement.

QUALITIES OF A NJAA BOARD DIRECTOR:

- **Stidious**
 - You must be a good student. You will be expected to miss class throughout the year to fulfill various NJAA responsibilities. You will be responsible for talking with your professors to discuss absences and missed work.
- **Professional**
 - Participate and enjoy attending Angus and industry events, speaking about current issues with adult board members, American Angus Association staff, and other professionals in the Angus industry.
- **Friendly**
 - Develop positive relationships with NJAA members, advisors, staff, sponsors, and the general public and project a positive image as a leader of the NJAA.
- **Honesty**
 - All of your dealings with any person should be done in an honest and transparent manner. If you don't know the answer, be honest and then find the answer.
- **Integrity**
 - Be the type of person parents want their junior members looking up to, even when no one is watching.
- **Dedication**
 - Being selected to wear a green jacket is an honor and privilege. Making the National Junior Angus Association a top priority is a must.
- **Team Player**
 - Serve as a member of a team and always maintain a cooperative attitude.
- **Flexible**
 - Be prepared and comfortable making changes when situations arise. You may be asked to do something outside of your comfort zone, embrace the challenge.
- **Youthful**
 - Enjoy working with young people and spending time with them and their families
- **Creative**
 - The NJAA board is responsible for coming up with numerous ideas for articles, contests, spotlights, workshops, and so much more
- **Respectful**
 - This can be a high pressured job and it is important to maintain a level head and always treat those around you with the respect they deserve.

COLLEGE ATTENDANCE

Attending a college or university while serving as a NJAA board member is certainly permissible and, in fact, may strengthen the board member's ability to carry out his or her duties due to the course work in agriculture, communications, etc. However, based on past experience, students in this situation should be aware of the following points:

- In order to get the most from class, a good student must avoid being absent from class as much as possible.
- Serving as a board member is a two year commitment which was made of the board member's own free will prior to or while attending college, therefore, board members in college will be expected to miss some class time in order to fulfill various NJAA responsibilities.
- The Director of Events and Education will send letters to professors or instructors, upon request of the board member, explaining the reasons for the absences caused by the NJAA activity. Board members should provide the Director with the name, course number, and email address for the each instructor to who a letter should be sent to.
- At the beginning of each school term, each board member should make a special point of speaking individually to each professor or instructor who records attendance and explain your NJAA commitment along with projected absences for that term. The board member is encouraged to remember to ask for permission to be absent, not telling the instructor of the intended absences.
- The Director can only back up your explanation to the instructor and give credence to the reasons for your absence. It is still the instructor's decision as to whether your absences will be excused.
- NJAA board members who find themselves in academic difficulty (probation) should discuss this fact with the Director as soon as it becomes apparent. This situation will be treated as confidentially as possible, although it may be appropriate to inform the national chairman so he/she will thus understand the reason for any subsequent imbalance in work load.
- Board members will not be asked to miss midterm or final exams and we will work to schedule accordingly.
- Under no circumstances should a board member abuse absences privileges for purposes other than to perform approved official NJAA business. If such cases of abuse are detected, the instructor teaching the course involved will be informed that the board member was not conducting approved national business on the date in question and the absences is the board member's alone to account for. This procedure is deemed necessary in order to preserve the integrity of the organization's reputation among the instructors and to thus make it possible for future enrolled board members to be excused when needed.
- The board member will give as much advance notice as is possible and practical to give concerning unexpected duties and changes in schedules.

NJAA OFFICIAL DRESS CODE POLICY

Green Jackets

- ALWAYS pack and wear your official green jacket. Even on days you are not scheduled for official work, you are more noticeable in your jacket. Sponsors and supporters appreciate you being there and often comment of the presence of "Green Jackets."
- You should have your jacket cleaned periodically throughout your term. Dry cleaning after every event is not necessary (unless you develop a habit of wadding your jacket and shoving it into your bag....which is discouraged).

Hats

- Hats should always be properly formed and cleaned.
- DO NOT wear a hat, in which you normally work cattle, this is not appropriate.
- If you do not own a nice dress hat – don't wear one at all.

Pants

- When working the show ring, pants need to be black or khaki.
- At all other times, pants are to be black, khaki or a very dark blue.
- NO faded, stonewashed, frayed, or extremely baggy jeans or pants.

Shirts

- When working the show ring, shirts should be button-ups. Nice blouses and sweaters are also appropriate for girls.
- Guys must wear a tie at all times in the ring.
- Ladies may wear a matching scarf.
- You are encouraged to wear CAB and Angus attire at special events.

Shoes

- Shoes in and out of the show ring should be a nice leather boot or shoe. Again, do not wear the shoes in which you worked cattle in the week before.
- No Sperrys or "boat shoes" will be allowed when you are working the show ring.

Nametags

- Your gold nametag (pin) should be worn on your green jacket at all times.
- Your silver nametag (magnetic) should be worn on your official Junior Board shirts when the green jacket is not worn.

Formal Occasions

- You will be asked to dress-up for banquets, award functions, receptions, etc. To most of these functions, green jackets are required, so please remember:
 - Plan accordingly, and remember to have some dressier clothes for these occasions.
 - NJAA Board of Directors should be classy, not trendy.
 - NO jeans or casual shirts.

- Girls

- *Skirts must be at or an inch above the knee. These are appropriate only if you are comfortable moving and sitting in them.*
- Short skirts must be avoided and are inappropriate.
- No midriffs must be seen.
- Dresses and tops with low necklines are not appropriate.
- Black, brown, or dark colored shoes are most appropriate. Shoes with a blocky heel and average height will be more appropriate for comfort and safety reasons. Comfort is key.
- It is encouraged to wear hose when you are wearing a dress or skirt.
- Guys
 - Ties are required to all formal occasions.
 - Sweater or sweater vests may be worn over a shirt and tie.
 - Black, brown, or dark colored shoes are most appropriate.

When not performing specific Junior Board duties, attire is much more flexible. On check-in and set-up days your attire is virtually at your discretion, but please remember that you are always representing the National Junior Angus Association and the Angus breed in general, so please dress in good taste.