

Leading By Example

Officer Responsibilities

As an officer of your state association, your first responsibility is to conduct yourself in a manner that brings satisfaction and pride to your membership. When you present a serious and business-like approach during activities, this will encourage other members to respond with more concern to association transactions; the impression you leave on others is often more important than any problem you solve or decision you make. As a member-elected officer, it's your duty to make your association better and to ensure your officer experience, and that of your members, is meaningful and fun!

The officers of junior associations usually consist of a president, vice-president, secretary, treasurer, reporter and directors—as agreed upon by the membership of the association. In addition, other offices may include a second vice president, show secretary, historian, parliamentarian and a membership director.

Depending on organizational needs, goals and the number of members, your junior association may utilize a range of officer positions. Regardless, officer positions exist to provide order and guidance to help all members achieve the goals and objectives of their organization.

The following highlights officer positions and responsibilities:

President

- Arrange all meetings and business sessions
- Decide on dates, locations and other arrangements
- Work closely with the advisors and adult associations to create a meeting agenda
- Conduct business in a structured manner
- Appoint committees; assign the vice president to assist



Vice President

- Conduct meetings in the absence of the president
- Coordinate all elections and oversee the work of appointed and special committees



Secretary

- Keep a record of business and report the minutes of each meeting
- Notify members of meetings and events
- Maintain an updated list of members



Treasurer

- Keep an accurate record of all receipts and expenses
- Collect and dispense funds as directed by the membership
- Report transactions at each meeting
- Work with committees on planning budgets to meet their goals



Reporter

- Promote state association activities such as field days, preview shows, meetings and sales
- Submit press releases to local media outlets
- Oversee publicity and communications



Directors

- Work with officers to establish goals and programs for the state association
- Represent specific geographic area during discussion



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Organizing A Successful Meeting



3201 Frederick Ave. • Saint Joseph, MO 64506
(816) 383-5100 • www.njaa.info

What does it take to have a successful meeting? There are many factors that contribute to successful meetings. Some of these include a feeling of accomplishment among members, a feeling that time committed to the meeting was well spent, or a sense of satisfaction about future goals and objectives set during the meeting. Regardless of what your group considers success, a well-run meeting takes practice and preparation.

Officers and members can implement the following suggestions to help organize a successful meeting:

➤ Inform officers, advisors, directors, members & regional manager of the meeting

- Provide meeting place, start time (and projected finish) and directions if necessary
- Meet in a central location
- Remind committees of their assignments
- Enclose a meeting agenda—remember to include time for preparation and planning of assignments to be discussed

➤ Meeting time and procedures

- Meetings can be formal or informal; however, some formality may ensure each topic is thoroughly discussed. In addition, it is advisable to use orderly procedure during the meeting so all members can contribute to discussion
- Review the agenda at the beginning of the business meeting
- Encourage promptness: start on time, use an agenda!

- The agenda serves as the outline of your meeting and helps ensure all topics and tasks are addressed

- The following is a suggested list of agenda items:

- ✓ President calls meeting to order
- ✓ Secretary's report
- ✓ Treasurer's report
- ✓ Unfinished business
- ✓ New business
- ✓ Adjourn

- Use parliamentary procedure

- Designate a parliamentarian

- Move the meeting along to achieve all meeting objectives

➤ Taking care of business

- Attempt to make progress in every area discussed

- Designate a chairperson for all committees

- Delegate work evenly throughout the membership

- Follow-up with committees—allow time for each chairperson to report on the progress of committee plans, goals and objectives met. This encourages committee action prior to the meeting and helps committees best utilize their time at the meeting

- Set and announce the next meeting date, time and location prior to adjournment

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Creative Meeting Ideas

There are a variety of ways to ensure your experience in your junior Angus association is a valuable one. Often, a combination of education, fun and friendship creates a meaningful and memorable experience. Use the list provided below for possible ideas to guide your organization's meetings and events.

- ❖ Study the history of the breed and the American Angus Association®

- ❖ Learn how to name, register and transfer animals

- ❖ Study pedigrees

- ❖ Learn how to select, feed, fit, show and manage a beef project—organize a seminar or clinic to help accomplish this



- ❖ Study various ways to promote Angus—including marketing tools such as road signs, advertising and publications

- ❖ Learn the advantages of Angus genetics

- ❖ Explore the Association's web site—have members work in groups to research and learn more about the Association's available online tools and educational resources

[http://www](http://www.njaa.info)

- ❖ Learn parliamentary procedure

- ❖ Host an officer training program

- ❖ Have a workshop about the NJAA awards and scholarship programs



- ❖ Work on participation for National Junior Angus Show (NJAS) contests and competitions

- ❖ Host a guest speaker or panel to discuss industry issues and events

- ❖ Partake in a team-building exercise



- ❖ Attend a field day, farm tour or similar field trip

- ❖ Schedule a group outing to attend a local agricultural workshop or seminar

- ❖ Have a brainstorming session for all members to evaluate your association's goals and mission; discuss ways to maintain or improve the success of your organization



- ❖ Brainstorm fundraising opportunities to benefit your association



- ❖ Partake in a fundraiser to support your junior association

- ❖ Brainstorm other creative meeting ideas!