

## **FJAA Job Descriptions**

### **1. President**

The President shall call and conduct all meetings, shall fill by appointment all temporary vacancies in office and all committees not otherwise provided for; co-chair the Program Committee, and perform any other duties pertaining to the office of president. President shall work with the secretary and advisors to notify members of meetings and information important to the membership of the Association

President shall be required to attend every meeting, the State Fair and field days except under special circumstances (family responsibilities, death, emergencies, etc.)

- a. Call and arrange all meetings.
- b. Preside and conduct business at all meetings according to parliamentary procedure.
- c. Appoint committee chairmen.
- d. Shall be ex-officio, a member of all committees.
- e. Make appointments to fill vacancies with the approval of the FJAA Executive Board.
- f. Present a record of activities at the of the Florida Angus Association.
- g. Serve as member of the Executive Board for one year following the expiration of his/her term.
- h. Check on meeting arrangements with advisors
- i. Prepare agenda.

### **2. Vice President**

Shall preside in the absence of the president and perform all duties pertaining to that office.

- a. Serve in the absence of the president
- b. Keep in touch with all committees and their progress and report this information to the president.
- c. Perform other such duties as the president may assign.
- d. Learn parliamentary procedure.
- e. Submit yearly calendar of events

### **3. Secretary**

The Secretary shall keep a roll of all members with their addresses. He/she shall record in a book kept for that purpose all proceedings of the Association, conduct all correspondence of the association and such duties as pertain to the office of secretary and co-chair the membership committee. The Secretary shall send a copy of the minutes from all meetings to the chairman of the scrapbook, the President and the Advisors.

- a. Take sufficient notes to write accurate minutes of the meetings.  
Minutes should include: what is done, not what is said by the members. Principle motions and all notes should be recorded.
- b. Read the minutes at meeting.
- c. Prepare and mail minutes to juniors, advisors, and other officers after each meeting.
- d. Keep official records of association activities.
- e. Preside at meetings in the absence of the president and vice-president.
- f. Write letters as required.

#### **4. Treasurer**

The Treasurer shall keep an accurate record of all receipts and expenses, collect and request the disbursing of funds as directed by the membership, give a report of such at each meeting and such duties as pertain to the office of treasurer. The treasurer shall serve as chair of the financial committee.

- a. Report money on hand and the amount paid out at each meeting. Written financial statements should be prepared for each meeting.
- b. Keep copies of bills and receipts.
- c. Collect all monies.
- d. Keep record of membership current.

#### **5. Reporter**

The Reporter shall collect and distribute any information that will be helpful to the Association and work with the adult advisors, officers and committees if needed, send a report of all Florida junior activities to the Florida Angus Association secretary for publication in the Florida Angus publication, and co-chair the publicity committee.

- a. Publicize all important events, programs, news articles, pictures, and activities pertaining to the association.
- b. Maintain a scrapbook of association activities.
- c. Display scrapbook at the annual meeting of the FJAA and FAA.
- d. Submit information for 2 newsletters per year and send to juniors, advisors, and booster club members. (Spring/Fall)

#### **6. Historian**

The Historian shall develop and maintain a scrapbook of memorabilia in which to record the TJAA's history, research and prepare items of significance of the organization's history, assist the Reporter in providing photography, displays, and news releases for the organization and cochair the publicity committee

#### **7. Chaplain**

The chaplain should open all meetings with an invocation of blessing upon the members, and a suitable eulogy should be delivered before the club upon the death of any of its members.

#### **Qualities of Qualified Board Members:**

- 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 fellow FJAA members, advisors, staff, sponsors, and the general public and project a positive image as a leader of the

FJAA.

- Team Player
  - Serve as a member of a team and always maintain a cooperative attitude.
- Youthful
  - Enjoy working with young people and spending time with them and their families
- 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