



JFAO EXECUTIVE POSITION DESCRIPTIONS

President

Updated August 2009

Mandate:

To set the agenda as JFAO's leader and speak publicly as the official voice of JFAO. To guide the executive and JFAO as a whole in following the mission, "to build future rural leaders through self-help and community betterment."

Specific Roles & Responsibilities:

- 1) Responsible for the direction and leadership of the following committees:
 - **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
 - **Nominations & Resolutions** - Responsible for seeking out candidates for executive and organization representative positions before each AGM and encouraging them to run. Recruits replacement nominees in the event of any by-election. Responsible for reviewing resolutions submitted throughout the year and ensuring resolutions are properly worded and organized for the AGM, and that carried resolutions are immediately passed on to the appropriate committee or the Board for review.
 - **Awards & Recognition** – Oversees and promotes all aspects of awards and recognition within JFAO. This includes the President's Rose Awards, 5/10/15 year member awards, club milestone awards, Agricultural Club of the Year, Club of the Year, March Conference Competitions & Communications Awards, Scholarships, and any new volunteer recognition strategies.
- 2) A member of the following committees:
 - **Planning** – Responsible for the maintenance of JFAO's long term direction and Strategic Plan, looking at future directions for JFAO, visioning, identifying program needs, and determining courses of action to ensure the integrity of content in current JFAO programming.
 - **Finance** – Responsible for monitoring and meeting targets in the budget for the current year, preparing the budget for the upcoming year, monitoring the JFAO investments to ensure best return for least risk, ensuring the fiscal well-being of JFAO and that the audit and all other financial requirements are completed.
 - **Policies & Procedures** - Responsible for the interpretation, review and upgrading of JFAO's By-laws, Policies, and procedures, and to ensure they are followed, including eligibility for voting, elections, and participation in provincial events.
 - **Ex-Officio** member of all other standing committees.
- 3) Ensures organization representatives are performing their duties as liaisons between JFAO and designated external organizations to increase the profile of JFAO. Oversees executive and assists past president as required.
- 4) Responsible for setting the agenda of JFAO, confirming meeting details and ensuring they are communicated. Must submit an article for every issue of the JFAO newsletter and the Annual Report to update all members on actions and the status of JFAO.

Eligibility Requirements:

- Must have been a JFAO member in good standing for three years with provincial involvement.
- Intention to run may be declared in advance or at the Annual General Meeting.



JFAO EXECUTIVE POSITION DESCRIPTIONS

Past-President

Updated August 2009

Mandate:

To chair the Board of Directors, be an experienced resource to the executive and assist with the President's duties when required.

Specific Roles & Responsibilities:

1) Chair of the following committees:

- **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
- **Operations** - Oversees the day-to-day operation of the business of JFAO, the office, contracts, and employees, including any hiring.
- **Policies & Procedures** - Responsible for the interpretation, review and updating of JFAO's By-laws, Policies, and procedures, and to ensure they are followed, including eligibility for voting, elections, and participation in provincial events.

2) Liason between the Executive and the following committee:

- **Competitive Events** – Ensures hosting of the provincial competitive events is fairly shared throughout the province. Assists local clubs in hosting events, including current year events, with registration, PD assistance, answering questions, as well as upcoming year events, with bid and budget preparation, pre-budget approval, idea sharing etc. and coordinates with the Public Relations committee for media coverage of all competitive events.

3) A member of the following committees:

- **Finance** – Responsible for monitoring and meeting targets in the budget for the current year, preparing the budget for the upcoming year, monitoring the JFAO investments to ensure best return for least risk, ensuring the fiscal well-being of JFAO and that the audit and all other financial requirements are completed.
- **Planning** – Responsible for the maintenance of JFAO's long term direction and Strategic Plan, looking at future directions for JFAO, visioning, identifying program needs, and determining courses of action to ensure the integrity of content in current JFAO programming.
- **Awards & Recognition** – Oversees and promotes all aspects of awards and recognition within JFAO. This includes the President's Rose Awards, 5/10/15 year member awards, club milestone awards, Agricultural Club of the Year, Club of the Year, March Conference Competitions & Communications Awards, Scholarships, and any new volunteer recognition strategies.

3) Must submit any required reports for JFAO newsletters and the Annual Report to update all members on actions and activity within the Past President's responsibilities.

Eligibility Requirements:

- Must have been the JFAO President in the past year. May be first-year alumni.



JFAO EXECUTIVE POSITION DESCRIPTIONS

Executive Director of Finance

Updated August 2009

Mandate:

To oversee all financial aspects of JFAO, including ensuring the availability of up to date monthly financial statements, preparing and maintaining the annual budget, and preparing for the yearly audit. Ensures payments are distributed in a timely manner and investments are properly managed.

Specific Roles & Responsibilities:

1) Chair of the following committee:

- **Finance** – Responsible for monitoring and meeting targets in the budget for the current year, preparing the budget for the upcoming year, monitoring the JFAO investments to ensure best return for least risk, ensuring the fiscal well-being of JFAO and that the audit is completed.

3) A member of the following committees:

- **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.

4) Must ensure information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on activity and the status of the organization.

Eligibility Requirements:

- Must have been a JFAO member in good standing for two years with provincial involvement.
- Intention to run may be declared in advance or at the Annual General Meeting.



JFAO EXECUTIVE POSITION DESCRIPTIONS

Executive Director of Fund Development

Updated August 2009

Mandate:

To oversee all aspects of fund development for JFAO, including donor and sponsor recruitment and recognition.

Specific Roles & Responsibilities:

1) Liason between the Executive and the following committees:

- **Fundraising** – Responsible for organizing one major fundraising event per year, donor relations and conducting the yearly Fall (August) alumni direct mailing, searching out opportunities for new sponsorship, retaining sponsors and ensuring obligations under the Benefits of Partnership program are met, assisting other committees with corporate event or project sponsorship, planned giving, grants, etc.

2) A member of the following committees:

- **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
- **Finance** – Responsible for monitoring and meeting targets in the budget for the current year, preparing the budget for the upcoming year, monitoring the JFAO investments to ensure best return for least risk, ensuring the fiscal well-being of JFAO and that the audit and all financial requirements are completed.

3) Must ensure an article/information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming fundraising initiatives.

Eligibility Requirements:

- Must have been a JFAO member in good standing for two years with provincial involvement
- Intention to run may be declared in advance or at the Annual General Meeting.



JFAO EXECUTIVE POSITION DESCRIPTIONS

Executive Director of Membership

Updated August 2009

Mandate:

To recruit and retain members for JFAO.

Specific Roles & Responsibilities:

1) Liason between the Executive and the following committees:

- **Members' Programs** – Responsible for JFAO's internal programs for members, including managing and updating the JFAO membership database, processing and updating membership cards by March Conference, and compiling membership statistics. Responsible for implementing new ideas for membership recruitment and retention, coordinating the Club Handbook, new member kits, and new club kits. Responsible for selecting the MC Coordinator by August and LC Chair by November, and overseeing their organizing and implementing of provincial workshops, including leadership training/camp, executive training, Communications, Social Recreation, business skills, etc. Encourages and supports local/regional training workshops and identifies additional Provincial Director training needs.
- **March Conference** – Responsible for planning, organizing, implementing, and promoting March Conference, required to meet the needs of the President for the AGM & Banquet, prepares and meets the conference budget, ensures the program meets the overall goal, directions, and mission of JFAO.
- **Leadership Camp** – Responsible for planning, organizing, implementing, and promoting Leadership Camp, prepares and meets the camp budget, ensures the program meets the overall goal, directions, and mission of JFAO.
- **Workshops --** Responsible for planning, organizing, implementing, and promoting Communications, Social Recreation, Executive, or other Workshops through the year, recruiting expert speakers and resources, booking locations and lunch, and ensuring the program meets the overall goal, directions, and mission of JFAO.

2) A member of the following committees:

- **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.

3) Must ensure an article/information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and membership initiatives.

Eligibility Requirements:

- Must have been a JFAO member in good standing for two years with provincial involvement
- Intention to run may be declared in advance or at the Annual General Meeting.



JFAO EXECUTIVE POSITION DESCRIPTIONS

Executive Director of Marketing

Updated August 2009

Mandate:

To ensure JFAO takes full advantage of all available marketing and promotional opportunities, both internally and externally, including ensuring ALL opportunities and activities are fully promoted to JFAO members, and that JFAO is positively placed in front of the public on a regular basis through promoting JFAO involvement and community leadership development.

Roles & Responsibilities:

- 1) Liason between the Executive and the following committees:
 - **Public Relations** – Responsible for coordinating and implementing JFAO's Marketing strategy, coordinating the display booth that promotes JFAO at trade shows, fairs, club, and provincial events, coordinating provincial media releases and media coverage of all JFAO activities and events in conjunction with the event committees, marketing JFAO to potential new members, working with clubs to develop their own marketing strategies and PR campaigns. Responsible for ensuring the Annual Report, JFAO newsletters, and website are produced and fully utilized. Responsible for the purchasing, advertising, and selling of promotional materials for JFAO.
- 2) A member of the following committees:
 - **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
- 3) Must ensure an article/information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives and that all other executive ensure their respective committees provide information.
- 4) Develops strategies to ensure that a positive and enthusiastic image of JFAO is portrayed to the public and to encourage current and new members to get involved.

Eligibility Requirements:

- Must have been a JFAO member in good standing for two years with provincial involvement
- Intention to run may be declared in advance or at the Annual General Meeting



JFAO EXECUTIVE POSITION DESCRIPTIONS

Executive Director Community & Int. Programs

Updated August 2009

Mandate:

To ensure the smooth operation of the JFAO Exchange program and JFAO's community and agricultural awareness programs, including providing support for community betterment projects.

Roles & Responsibilities:

- 1) Liason between the Executive and the following committees:
 - **Travel & Hospitality** – Assists hosts and delegates by organizing the incoming schedule and ensuring basic needs are met. Aggressively promotes trips, and organizes the selection process and orientation of incoming & outgoing delegates. Works with the committee to plan the Ambassadors' Reunion Banquet in conjunction with the incoming delegate rotation.
 - **Ambassadors' Banquet** – Responsible for organizing the Ambassadors' Reunion each summer for all members to promote the JFAO Exchange program and recognize past delegates, current visiting delegates, and delegate hosts.
 - **Agricultural Awareness** – Organizes and promotes the agricultural programs of JFAO, working with the members' programs committee to provide training programs specific to young farmers, manages and promotes the Ontario Century Farm sign program and any local, regional, international agriculture tours. Develops new agricultural programs for JFAO. Works closely with the Ontario Young Farmers Forum to ensure the continuity of the program and the meeting of member needs.
- 2) A member of the following committees:
 - **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
- 3) Must ensure an article/information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.
- 4) Ensures that all incoming and outgoing delegates have everything they need to make their trips successful.
- 5) Plays a key role in ensuring excitement is built into JFAO's membership on the travel opportunities and hosting opportunities available to them.

Eligibility Requirements:

- Must have been a JFAO member in good standing for two years with provincial involvement
- Intention to run may be declared in advance or at the Annual General Meeting.



JFAO POSITION DESCRIPTIONS ORGANIZATION REPRESENTATIVES

Alumni Representative

Updated August 2008

Mandate:

To maintain communication between the JFAO Alumni and the JFAO Executive and Board and ensuring records are up-to-date.

Roles & Responsibilities:

- 1) Liason between the Executive and the alumni, and report to each JFAO Board of Directors meeting.
- 2) An ex-officio, non-voting member of the following committees:
 - **Executive** – Responsible for any JFAO business that occurs between meetings of the Board of Directors. Looks at long term solutions to improve the image, sponsorship, and membership of JFAO. Provides and receives input to/from the Planning, Policies & Procedures, and Operations Committees. Maintains link to the Alumni Association.
 - **Alumni** – Responsible for maintaining and updating JFAO's alumni database, organizing alumni events & reunions, communicating mentorship opportunities to the alumni, bringing alumni resources to the attention of the executive, and assisting the alumni with archiving JFAO's history..
- 3) Must ensure an article/information is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming alumni programs and initiatives.

Term: From installation until the following JFAO AGM.

Eligibility Requirements:

- Must have been a JFAO member in good standing for one year.
- Intention to run may be declared in advance or at the Annual General Meeting



JFAO POSITION DESCRIPTIONS ORGANIZATION REPRESENTATIVES

OFA Representative

Updated August 2008

Mandate:

To provide input as JFAO's elected member of the OFA Policy Advisory Council and maintain communication between the OFA and JFAO.

Roles & Responsibilities:

- 1) Liason between the JFAO Agricultural Awareness committee and OFA by attending meetings of both the JFAO Board of Directors, the Agricultural Awareness Committee, and OFA.
 - **Agricultural Awareness** – Organizes and promotes the agricultural programs of JFAO, working with the members' programs committee to provide training programs specific to young farmers, manages and promotes the Ontario Century Farm sign program and any local, regional, international agriculture tours. Develops new agricultural programs for JFAO. Works closely with the Ontario Young Farmers Forum to ensure the continuity of the program and the meeting of member needs.
- 2) Report back to each JFAO Board of Director's meeting on OFA's activities and initiatives.
- 3) Must ensure any OFA information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.

Term: From the OFA AGM the November following election, until the following November.

Eligibility Requirements:

- Must have been a JFAO member in good standing for one year.
- Intention to run may be declared in advance or at the Annual General Meeting



JFAO POSITION DESCRIPTIONS ORGANIZATION REPRESENTATIVES

Royal Agricultural Winter Fair Representative

Updated August 2008

Mandate:

Maintain communication between the RAWF and JFAO. Provide for JFAO participation in RAWF planning and execution.

Roles & Responsibilities:

- 1) Liason between the Agricultural Awareness/Public Relations committee and RAWF by attending meetings of both the JFAO Board of Directors, the Agricultural Awareness Committee, and RAWF.
 - **Agricultural Awareness** – Organizes and promotes the agricultural programs of JFAO, working with the members' programs committee to provide training programs specific to young farmers, manages and promotes the Ontario Century Farm sign program and any local, regional, international agriculture tours. Develops new agricultural programs for JFAO. Works closely with the Ontario Young Farmers Forum to ensure the continuity of the program and the meeting of member needs.
- 2) Report back to each JFAO Board of Director's meeting on RAWF's activities and initiatives.
- 3) Must ensure any RAWF information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.

Term: April-April

Eligibility Requirements:

- Must have been a JFAO member in good standing for one year.
- Intention to run may be declared in advance or at the Annual General Meeting



JFAO POSITION DESCRIPTIONS ORGANIZATION REPRESENTATIVES

4-H Ontario Representative

Updated August 2008

Mandate:

Maintain communication between JFAO and 4-H. Ensure JF members are aware of paid or volunteer opportunities with 4-H and any JF events open to 4-H members are promoted. Encouraging 4-H members to consider joining JF in the future and JF members to become 4-H leaders.

Roles & Responsibilities:

- 1) Liason between JFAO and 4-H to provide both organization with information on the other's activities and the opportunities for members of each to be involved in the other.
 - **Members' Programs** – Responsible for JFAO's internal programs for members, including managing and updating the JFAO membership database, processing and updating membership cards by March Conference, and compiling membership statistics. Responsible for implementing new ideas for membership recruitment and retention, coordinating the Club Handbook, new member kits, and new club kits. Responsible for selecting the MC Coordinator by August and LC Chair by January, and overseeing their organizing and implementing of provincial workshops, including leadership training/camp, executive training, Communications, Social Recreation, business skills, etc. Encourages and supports local/regional training workshops and identifies additional Provincial Director training needs.
- 2) Report back to the Members' Programs committee and to each JFAO Board of Director's meeting on 4-H Ontario's activities and initiatives.
- 3) Must ensure any 4-H information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.

Term: From election until the following JFAO AGM.

Eligibility Requirements:

- Must have been a JFAO member in good standing for one year.
- Intention to run may be declared in advance or at the Annual General Meeting



JFAO POSITION DESCRIPTIONS ORGANIZATION REPRESENTATIVES

Rural Ontario Institute Representative

Updated March 2010

Mandate:

Maintain communication between the Rural Ontario Institute and JFAO, specifically in regards to the Steps to Leadership Program. (www.stepstoleadership.ca)

Roles & Responsibilities:

- 1) Liason between the JFAO Members Programs committee and ROI by attending meetings of the JFAO Board of Directors, the Members Programs Committee, and ROI.
- 2) Provide input to the Rural Ontario Institute to assist with the development of the Steps to Leadership program and other initiatives relevant to JFAO.
- 2) Report back to each JFAO Board of Director's meeting on ROI and the Steps to Leadership program activities and initiatives.
- 3) Must ensure any information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.

Term: 1 year

Eligibility Requirements:

- Must have been a JFAO member in good standing for one year.
- Intention to run may be declared in advance or at the Annual General Meeting