



JFAO Club Handbook

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"To Build Future Rural Leaders Through Self-Help & Community Betterment"



Who

Junior Farmers (JFAO) welcomes anyone between the ages of 15 and 29 as of January 1. Members tend to be rural youth, but contrary to our name many of us are not farmers, and by the time we finish the program, we're not all that junior! Members come from all walks of life, occupations and backgrounds.

What

Members form clubs and participate in a variety of activities in their home communities and with other members from across the province. We compete in sports and cultural events, fundraise for charities, take road trips to community centres around the corner or hours from home for dances, travel abroad and host international delegates, and generally have fun doing all kinds of activities from East to West.

When

At the club level, activity varies greatly. Most clubs meet once a month with any number of activities during the month between business meetings. Provincially, events are held throughout the year and members are free to participate in as much or as little as they are willing and able to, within their own schedule. Like anything else in life, what members get out of the program is directly proportional to what they put in. So don't be shy – get out to events and reap the benefits that membership offers!

Where

There are active JF clubs in most counties in Southern Ontario. Clubs meet in members' homes, fair board offices, schools or community halls. From there, activities take them into their community and across the province in a variety of ways. In addition to the many local and provincial events, the inter-provincial and international exchanges take Junior Farmers across Canada and around the world each year and bring guests into our members' homes every summer.

Why

For over 70 years, JFAO has played an important role in the development of leaders – most visibly in the rural and agricultural sector. JFAO alumni know the value of the training they received in JF and support our continued efforts to help shape the next generation of leaders. Our alumni also fondly recall the fun and lifelong friendships that began during their time as members. The real beauty of Junior Farmers is that the skill development is disguised in so much fun!

JFAO provides opportunities for young people of all backgrounds, but especially those in rural Ontario, to take on the challenge of exploring their individual talents and potential to develop personally while being involved in improving their communities, networking, and having fun.



Members are guided by the motto "Self Help and Community Betterment", and the mission "to build future rural leaders through self help and community betterment," as they conduct **positive** social and educational activities which satisfy their personal needs and interests while conducting service projects which meet the needs of their community.

Programs and opportunities provided by JFAO and its affiliated clubs help to develop in members a sense of **social and environmental** responsibility, the ability to provide **effective leadership**, and an awareness of **good citizenship within the community and world around them.**



Affiliation Requirements

In order to be recognized as JF clubs in the province of Ontario, clubs are required to undertake a continuing program of activity throughout the year, following the JFAO motto "Self Help and Community Betterment", and the mission "to build future rural leaders through self help and community betterment."

Specifically, to be affiliated with JFAO, each year each club is required to:

- a) Submit a current club photo, labeled with members' names and executive positions(to be used for archiving purposes).
- b) Complete at least one community betterment project.
- c) Complete at least two of:
 - i) A Joint JF/Youth Activity
 - ii) A Conservation Project, or
 - iii) An Agricultural Education Activity,
- d) Have at least one event reported on by television, radio or print media.
- e) Submit a minimum of five photos taken during different projects or activities.
- f) (Optional) Submit one article (newspaper clipping, photo, or facts) about a past club in the area for archiving purposes.
- g) Have a meeting or part of a meeting on:
 - h) The structure and purpose of JFAO.
 - i) Effective meeting procedures.
- j) h) Submit a copy of the official minutes from two club meetings.

To have the full voting rights of an affiliated club, each club must:

- a) Forward the written reports on the requirements specified above to the Policy and Procedures Committee by 12:00 p.m. on the day of the January Board of Directors Meeting (Affiliation Report template available online).
- b) Have their annual financial statement examined by a person who is not a member. The financial statement must be submitted to the Policy and Procedures Committee by January 31.





JFAO Logos

Use of any JF logo or seal, the name JFAO, JF, Junior Farmers, etc. requires the permission and approval of the JFAO Marketing Director. Copies of logos are available from the JFAO Marketing Director. JFAO has a relationship with a preferred supplier that already has prepared copies of the logo for the production of club clothing.



History of JFAO

Junior Farmers has developed as a result of many people's efforts over the last 100+ years. JFAO, which serves as the means through which our mission and principles may be developed and maintained throughout Ontario, provides co-ordination and leadership to clubs and opportunities to network through a variety of inter-club competitions, activities, and exchanges. JFAO gives future leaders a voice in related organizations and the chance to become leaders of today while maintaining a connection with our roots.

Over the years, JFAO has continued to initiate and change programs, when necessary, to meet the needs and interests of its members. As a result JF clubs have continued to be popular with rural young people, with some urban in the mix as well.

In the Beginning

Junior Farmer clubs in Ontario were formed long before JFAO came to be. In 1914, agricultural short courses were conducted by the Agricultural Representatives in several counties. As a result of these, Junior Farmer Improvement Associations were formed in the Counties of York, Peel, Durham (previously Ontario), Middlesex, South Simcoe and Oxford. These Associations were developed to provide an opportunity for young men in the community to discuss farming. In 1915, the first Junior Institutes were formed for young rural women, mainly to assist with the war effort. Elgin County girls formed "sewing circles" and Manitoulin Island formed the first Girl's Branch of the Women's Institute. Many more Junior Institutes were formed within the next few years.

Often Junior Farmer Improvement Associations and Junior Institutes banded together to form County Associations. Both groups met the same night in the same place, but in different rooms for their appropriate programs with possibly a social hour later that evening.



The Provincial Association

With the start of World War II, Junior Farmers felt a need for better organization. In 1944 the Minister of Agriculture, the Honorable Thos. L. Kennedy, offered to pay traveling expenses for 2 delegates, one boy and one girl from each County and District where Junior Farmers' were active, to attend an organizational meeting.

A group of forty-eight young men and women, from all counties in Ontario where Junior Farmer Clubs and Junior Institutes were in operation, met in an attic room at the Parliament Buildings in Toronto, Ontario, on April 4, 1944. After a full discussion, they decided unanimously to form the Junior Farmers' Association of Ontario, to include both males and females.

The fourteen provisional directors were: Bernard Valiquette, Arnprior; Ernest Miller, Perth; William Nightingale, Belleville; Charlie Lane, Oakwood; Gordon Orr, Maple; Charlotte McCullough, Georgetown; Raymond Jagelesvki, Walkerton; Lloyd Rouse, Beamsville; Warne Emmott, Brantford; Harry Gehrin, Delhi; Raymond Arbogast, Stratford; Harry McCracken, Longwood; Janet Munro, Embro; and Howard Laidlaw, Norval.

At a subsequent Director's Meeting, Gordon Orr was elected President, Howard Laidlaw, Vice-President, Warne Emmott and Charlotte McCullough, executive officers, and Mr. A. H. Martin, Assistant Director of the Agricultural Representatives Branch, became Secretary-Treasurer.

The Motto & Mission

The motto "Self Help and Community Betterment", can be credited to the Strathroy JF Club in Middlesex County. This club was the first to be formed in Middlesex in 1914. The motto was later officially adopted by the Provincial Association. The Mission of JFAO is "to build future rural leaders through self-help and community betterment."

Constitution and Bylaws

The objectives of JFAO, as established in the constitution, are to provide opportunities while creating a deeper and more permanent interest in rural and social life in the community under the motto "Self Help and Community Betterment".

The original constitution made provision for 16 elected directors, each representing 2-5 counties, on the Provincial Board of Directors. In 1949, a major revision of the constitution took place and each county and district where a club existed was given a representative. These representatives were called Provincial Directors (PDs). The President was, and still is, allowed to hold office for one year, and remains a member of the executive for another year as Past President. In 2005 the constitution was changed to allow each *club (in the case there is more than one club in a county/region/district)* a Provincial Director.



Geographical Divisions

The counties and districts were originally divided into 5 geographical Zones. Zone 6 was added at the 1955 Annual Meeting and included all of Northern Ontario. Zone 7 was created in 1961 to include the counties of Grey, Bruce, Perth, and Huron. The Zones are organized as follows:

Zone 1: Dundas , Frontenac, Glengarry, Grenville, Lanark, Leeds, Ottawa (Carleton), Prescott, Renfrew, Russell, Stormont.

Zone 2: Durham East, Durham West, Haliburton, Hastings, Kawartha Lakes (Victoria) Lennox & Addington, Northumberland, Peterborough, Prince Edward.

Zone 3: Dufferin, Halton, Peel, Simcoe North, Simcoe South, Toronto, University of Guelph, Wellington, York.

Zone 4: Brant, Haldimand, Niagara, Norfolk, Oxford, Waterloo, Hamilton (Wentworth).

Zone 5: Elgin, Essex, Kent, Lambton, Middlesex.

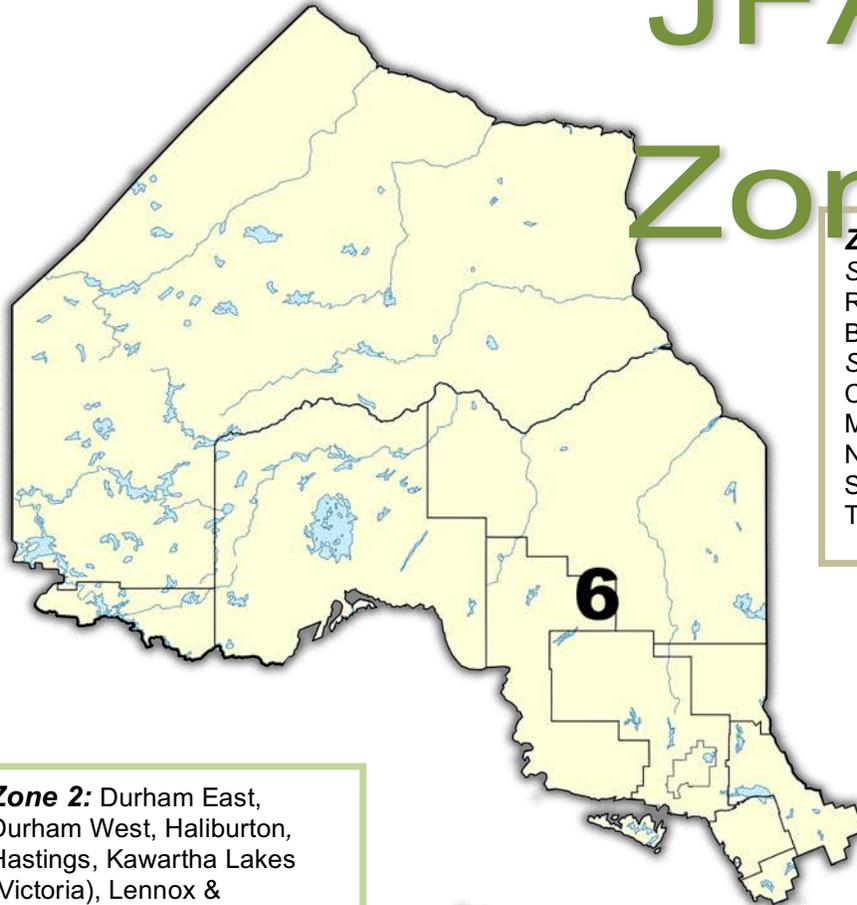
Zone 6: *Section A* - Kenora, Rainy River, Thunder Bay.
 Section B - Algoma, Cochrane, Manitoulin, Muskoka, Nipissing,
 Parry Sound, Sudbury, Temiskaming.

Zone 7: Bruce, Grey, Huron, Perth.



JFAO

Zones



Zone 6:
Section A - Kenora, Rainy River, Thunder Bay.
Section B - Algoma, Cochrane, Manitoulin, Muskoka, Nipissing, Parry Sound, Sudbury, Temiskaming.

Zone 2: Durham East, Durham West, Haliburton, Hastings, Kawartha Lakes (Victoria), Lennox & Addington, Northumberland, Peterborough, Prince Edward.

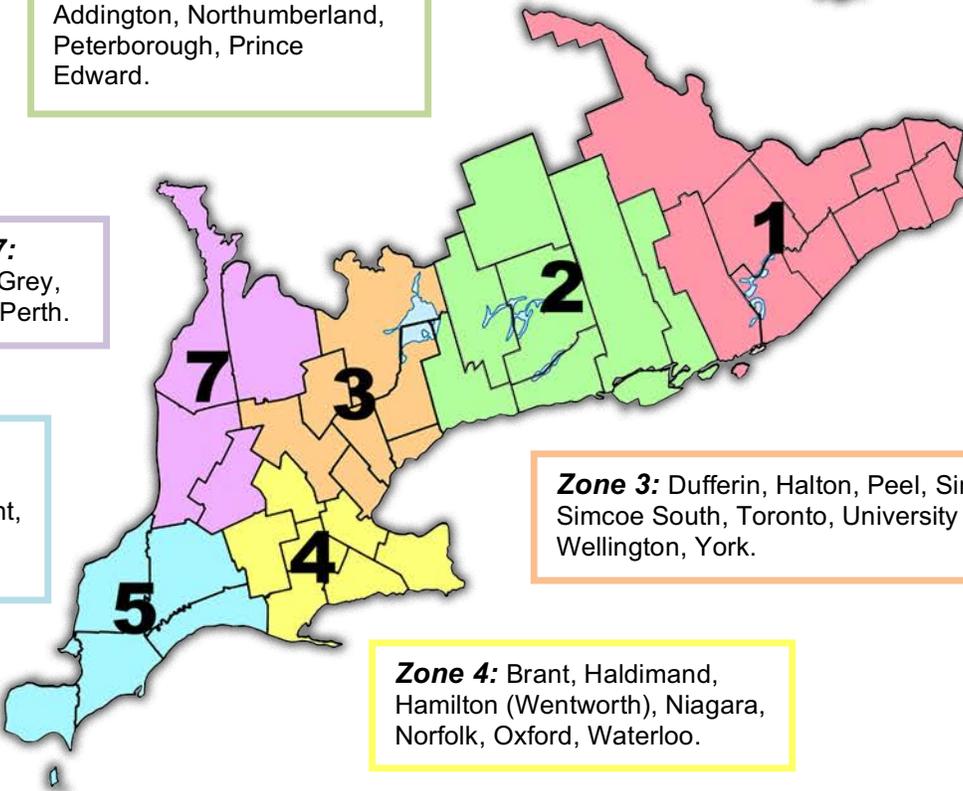
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Zone 7: Bruce, Grey, Huron, Perth.

Zone 5: Elgin, Essex, Kent, Lambton, Middlesex.

Zone 3: Dufferin, Halton, Peel, Simcoe North, Simcoe South, Toronto, University of Guelph, Wellington, York.

Zone 4: Brant, Haldimand, Hamilton (Wentworth), Niagara, Norfolk, Oxford, Waterloo.



In the past each zone had an executive, bank account, and zone events which served as qualifying rounds for provincial competitions. While some zones still work together on projects and to host events, their primary function provincially is for the purpose of delegate rotation (delegates stay for two weeks in each zone) and provincial event rotation (The Games, Autumn Profile and Sing Swing).

Although Zone 6 has not had active clubs in recent years, there were at one time many clubs in Northern Ontario. A few attempts have been made to revitalize clubs in the North, but thus far have been unsuccessful.

Most counties/regions have one active club. In a few cases, counties have joined forces (Haldimand-Norfolk and Essex-Kent) as numbers declined. In other areas, there is still more than one active club in the county.

Membership

In 1943, there were 3834 members in 56 local Clubs and 27 County Associations. Within the first 5 years of the formation of the Provincial Association, membership soared to nearly 10,000. In 1974 there were 7045 members in 125 local Clubs and 47 County Associations. Through the 1980s and 1990s a number of factors (including the absolute loss of public funding and staff support) led to a steady decline in membership. The unfaltering dedication of some key members and alumni helped stabilize and reshape the organization. The last few years have indicated growth once again with several clubs that had folded or come close to it, being revitalized.

Originally, no provincial age limits were set but were generally considered to be 16 and 29. Problems arose with the athletic competitions which made it necessary to establish a maximum age of 29 for certain events.

All members of JF clubs are required to have a provincial membership in order to allow full access to all JFAO opportunities and maintain the standards of the program, as well as provide insurance and member discounts.

The annual provincial membership fee was first established at 10 cents. This changed to 25 cents in 1950 and rose to \$3 in 1974. The Constitution no longer states a set fee as this is frequently subject to change. In 2005 membership fees climbed for the first time in several years to \$25 for new members and \$30 for returning members during Membership Month, which is January. Returning members who register late were charged \$40, but new members could register for \$25 at any point during the year.

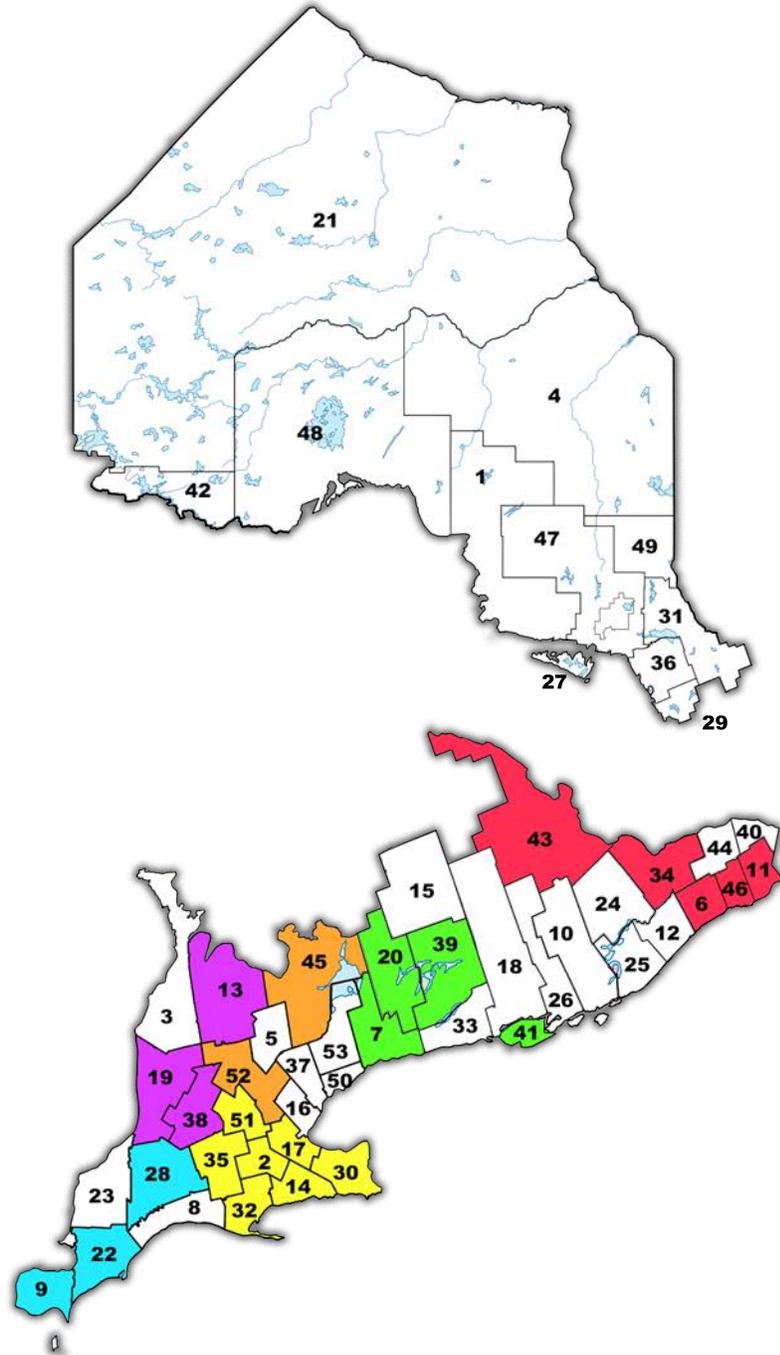
Until 1956, membership fees were due at the time of the Annual Meeting. During that year several guidelines were introduced which are still followed today. Membership cards were issued; a membership deadline of May 1st was established (now January 31st); and the maximum age of 29 was put in place. In 2010, there were approximately 550 members in 27 clubs.

Additional information on JFAO's past may be found in *Biesenthal, Linda, "A Rural Legacy. The History of the Junior Farmers' Association of Ontario," 1981*



1. Algoma
2. Brant
3. Bruce
4. Cochrane
5. Dufferin
6. Dundas
7. Durham (East & West)
8. Elgin
9. Essex
10. Frontenac
11. Glengarry
12. Grenville
13. Grey (Rocklyn)
14. Haldimand
15. Haliburton
16. Halton
17. Hamilton (Wentworth)
18. Hastings
19. Huron
20. Kawartha Lakes
- (Victoria)
21. Kenora
22. Chatham-Kent
23. Lambton
24. Lanark
25. Leeds
26. Lennox and Addington
27. Manitoulin
28. Middlesex
29. Muskoka
30. Niagara
31. Nipissing
32. Norfolk
33. Northumberland
34. Ottawa (Carleton)
35. Oxford
36. Parry Sound
37. Peel
38. Perth
39. Peterborough
40. Prescott
41. Prince Edward
42. Rainy River
43. Renfrew
44. Russell
45. Simcoe (North & South)
46. Stormont
47. Sudbury
48. Thunder Bay
49. Timiskaming
50. Toronto
51. Waterloo
52. Wellington
53. York

Active 2017 JFAO Clubs



Junior Farmers' Association of Ontario

Ontario AgriCentre, 100 Stone Rd. W., Suite 206, Guelph ON N1G 5L3

www.jfao.on.ca info@jfao.on.ca 519-780-JFAO





Membership

All members of JF clubs are required to pay fees to JFAO as follows.

New Members: \$30

Returning Members: \$45

Returning Members after January 31: \$55

Membership provides each member with a membership card, the right to participate in provincial events and activities, the right to apply for travel opportunities, discounts at selected JF events and opportunities, liability insurance, awards, provincial office, event and program support for clubs, and the opportunity to be part of a respected provincial organization that has been building leaders and communities for over 90 years.

Event Fees

Specific JFAO events, opportunities, and programs each have their own additional fees for participants that will be set and specified when the budget is passed for each event, opportunity, or program. All fees are set on an individual basis, but a club maximum may be set (i.e., \$75 per member to a maximum of \$150 per club), meaning once the minimum fee per club is paid, it is to the club's advantage to have as many members participate as possible, making the actual cost to each member negligible. Affiliated clubs are required to support provincial events by sending at least one member to participate.

Travel opportunities will have their own additional costs outside of the control of JFAO, and are the participant's responsibility.



Constitution & Policies

JFAO's purpose, principles, and general operation are enshrined in the Constitution and By-laws, which are reviewed each March at the Annual General Meeting. The policies more specifically outline procedures and requirements of members and JF clubs, and may be updated by the provincial directorate or executive at any time. Copies of both the Constitution and Policies are available on the JFAO website.

Provincial Executive

- President
- Past President
- Executive Director of Community & International Programs
- Executive Director of Finance
- Executive Director of Fund Development
- Executive Director of Marketing
- Executive Director of Membership
- Executive Director of Ag Programs

These positions are elected at the Annual General Meeting in March. Any member in good standing for two years is eligible to run for a Director position and three years to run for President. Executive Directors are elected to serve a one year term, but may serve more than one term if elected to do so. The President is elected to a one-year term and may not be re-elected. The Past President is acclaimed and also serves a one year term.*

*See JFAO constitution.

Provincial Directorate

- One Provincial Director representing each club

This representative is elected from within each club and serves the province on the JFAO Board of Directors as well as acting as a voice from the club to the province and vice versa. Provincial Directors must attend at least 60% of meetings and events in order to maintain voting privileges.

Affiliated Organization Representatives

- Ontario Federation of Agriculture (OFA)
- 4-H Ontario



These positions are also elected at the Annual General Meeting in March and any member in good standing is eligible to run. Affiliated Representatives are elected to serve a one year term, but may serve more than one term if elected to do so. Affiliated Representatives must attend at least 2/3 of the meetings of their organization. and be present or send a report to 75% of JFAO Board meetings.

Provincial Committees

- Awards & Recognition
- Agricultural Awareness
- Executive
- Finance
- Fundraising
- Operations
- Membership
- Nominations
- Policies and Procedures
- Public Relations
- Provincial Events
- Resolutions
- Travel & Hospitality



***Any JF member
may serve on a
provincial
committee.***

Staff

- Office Administrator
- March Conference Co-ordinator
- Ontario Young Farmers Forum Co-ordinator
- Webmaster
- Bookkeeper
- Bullhorn/Annual Report Editor





Roles of the Provincial Executive

President

- Leads the Executive, Planning, and Awards and Recognition committees, and is an ex-officio member of all committees.
- Represents JFAO at provincial events within the organization and at large in the broader community (especially with other rural/agricultural organizations).
- Ensure that provincial executive, directors, and committees are functioning cohesively and accomplishing set tasks.
- Assists all clubs, especially those who are struggling or attempting to revive
- Awards & Recognition committee.

Past President

- Chairs Operations, Policies & Procedures, Nominations and Resolutions, and Provincial Events committees.
- Is a member of the Finance, Executive, and Planning committees.
- Oversees hiring of staff, office concerns, etc.
- Ensures provincial adherence to Constitution and Policies & Procedures.
- Executive Liaison to assist clubs hosting provincial competitions.

Executive Director of Finance

- Chairs Finance committee.
- Prepares annual budget, pay bills, maintain financial records for Financial Administrator.

Executive Director of Fund Development

- Executive Liaison to the Fundraising Committee.
- Finds sponsors and maintains positive working relationships between sponsors and the organization.
- Oversees the donor program.
- Organizes projects/events intended as provincial fundraisers.

Executive Director of Membership

- Executive Liaison to the Membership Committee.
- Receives membership fees, maintains database, and prepares membership cards.
- Oversees programs for members and works to increase membership across the province.
- Executive Liaison for Leadership Camp, Communications Workshops, and March Conference Committees.

Executive Director of Marketing

- Executive Liaison to the Public Relations Committee.
- Compiles articles for provincial publication about JFAO, initiates preparation for Annual Report.



- Oversees the website.
- Oversees projects related to agriculture, including the Young Farmers Forum and Century Farm Signs.
- Oversees JFAO's participation in Trade Shows.

Executive Director of Community & International Programs

- Oversees the JFAO exchange program.
- Liaison between the Executive and the Travel & Hospitality committee.
- Executive Liaison for Affiliated Organization Representatives.
- Acts as a resource to provide clubs with ideas for community betterment projects.

Executive Director of Agriculture Programs

- Liaison between the Executive and the Agricultural Awareness committee.
- Work with OYFF Committee to ensure continuity of program.
- Manage CFS program.
- Plan and implement farm tours.
- Develop new Ag Programs for JFAO.



JFAO Contacts

Executive

JFAO President president@jfao.on.ca

JFAO Past President pastpresident@jfao.on.ca

Executive Director of Finance finance@jfao.on.ca

Executive Director of Fund Development fundraising@jfao.on.ca

Executive Director of Membership membership@jfao.on.ca

Executive Director of Marketing marketing@jfao.on.ca

Executive Director of Community & International Programs cip@jfao.on.ca

Executive Director of Ag Programs agprograms@jfao.on.ca

Staff

Office Administrator info@jfao.on.ca

March Conference Coordinator marchconference@jfao.on.ca

Leadership Camp Chair leadershipcamp@jfao.on.ca

Golf Tournament Committee golf@jfao.on.ca

Office

JFAO: 100 Stone Rd. W., Suite 206, Guelph ON N1G 5L3

www.jfao.on.ca info@jfao.on.ca T: 519-780-JFAO F: 519-821-8810





Website

The best way to stay on top of what is going on across the province is by logging on to the JFAO website (www.jfao.on.ca).

On the website you will find the latest news and upcoming events, contact information, application forms and documents (including application forms for Ontario Century Farm Signs) along with links to websites for clubs, sponsors, and rural youth and young farmer organizations around the world.

JFAO has a group page on Facebook. This is not an official method of communication, nor is JFAO responsible for any material posted on the social network site. Its purpose is to advertise opportunities for members in an accessible way. Clubs hosting Provincial Events may request a group administrator to create or allow access to the club to create an event page to advertise to all members of the group.

Email

JFAO issues Membership and Club Contact emails throughout the year. Membership emails include reminders, events, and other provincial level information. Club Contact emails are sent to club Presidents, Vice Presidents, and Provincial Directors in reference to Board meetings, and other important provincial information.

Bugle

The JF Bugle is a monthly bulletin emailed to all the club contacts (Club Presidents, Club Vice Presidents, Provincial Directors, and Assistant Provincial Directors). Anyone can go to the website to see the most recent copy along with past editions. If you have an event you would like included, simply contact the office by phone, fax, email or regular mail with the details.

The JF Bugle is the best source for a concise update on the happenings around the province. Try bringing a copy to each of your monthly meetings to keep the rest of your club informed of upcoming events.

Bullhorn

The JF Bullhorn is published quarterly and mailed to alumni and sponsors and emailed to members. The JF Bullhorn reports on events that have occurred or are coming up. This includes results from competition weekends, provincial elections, and exchanges as well as club events and success stories of interest to other members and alumni. There are also advertisements of upcoming events, especially those which might appeal to alumni and sponsors (such as the March Conference and the Ambassadors' Banquet). The Bullhorn may also profile members, alumni, or clubs of special interest.





Roles of the Club Executive

Required Positions

President

- Prepares an agenda for all meetings.
- Runs effective meetings – following parliamentary procedure.
- Ensures all other executive members and committees are fulfilling their responsibilities within the club.
- In conjunction with the Provincial Director ensures the club completes all provincial requirements and documentation.
- Encourages participation at events both locally and provincially.
- Delegates responsibilities with regards to events and help form committees.
- Oversees the preparation of the JFAO Affiliation Report each year – due at the January PD meeting.

Note: *These are tasks suggested for each executive member. Individual clubs may rotate some tasks as they see fit.*

Vice-President

- Fulfills the role of President at meetings if the President is absent.
 - Preparation of an agenda.
 - Ensuring proper parliamentary procedure is followed.
- Assists as required to ensure a properly functioning club.
- Generally is elected President the following year.

Treasurer

- Keeps clear records of monetary transactions within the club.
- Makes deposits and pays bills.
- Presents a list of transactions and bills that are due at the meetings for the members to vote on.
- Prepares an audited year-end financial report that is required by JFAO – due January 31.

Secretary

- Takes detailed minutes at club meetings and maintains club records.
- Sends minutes to club members for review well before the next meeting.
- Prepares a contact list of club members including addresses, phone numbers, and email to ensure that everyone stays in contact.
- Handles club correspondence (i.e. thank you cards, etc).



Provincial Director (PD)

- Serves as a member of the JFAO Board of Directors.
- In conjunction with the club President ensures the club completes all provincial requirements and documentation.
- Attends and assist at provincial events as required.
- Attends five meetings throughout the year.
 - Spring PD Training Weekend (1st official meeting in the Provincial year).
 - Summer PD Meeting (a Saturday or Sunday, usually linked with delegate rotation).
 - November PD Meeting (held Friday of Sing Swing weekend).
 - Winter PD Meeting (Saturday – Past President’s “Roast & Toast” Banquet).
 - March Conference PD Meeting (Friday; new PDs are sworn in at the banquet Saturday evening).
- Serves the club as the grassroots members’ link to the provincial association.
 - Responsible for representing the opinions of the club members to the provincial directorate and reporting back to club on provincial events/issues and highlights of meetings.

Assistant Provincial Director

- Attends PD Meetings along with or in place of the Provincial Director.
- Assist with PD duties (see above).



Optional Positions

Media/Public Relations Director

- Ensures publicity for all local club activities and events in the community to gain awareness and recognition, recruit new members, and meet the media affiliation requirement.
- Ensures information on local club activities is sent to the JFAO Marketing Director for inclusion in provincial newsletter and website.

***Note:** Some of these positions may be combined, but the roles of all of these should be carried out regardless of whether the positions are formally created.*

Newsletter or Website Editor

- Organizes a regular club newsletter or website for the members and/or alumni.
- Newsletters should be sent out in a timely fashion, with a copy sent to the Executive Director of Marketing.
- Submits copies of newsletters to the provincial competition each March.

Community Betterment Director

- Initiates and oversees club community betterment projects (see “Affiliation Ideas”).

Social Recreation and/or Sports Director

- Organizes regular social activities for the club.
- Organizes teams to participate at local or provincial sporting events.

Agricultural Contact

- Reports any new agricultural happenings (local/provincial/national).
- Acts as a representative to the local county Federation of Agriculture, Municipal Agriculture Advisory Board, or Agricultural Society.
- Initiates club agricultural awareness projects (i.e., Agriculture in the Classroom, Farm Safety Day, Fair Board projects, etc.).

General Directors

- Some larger clubs choose to have a number of general directors to help provide leadership, with responsibilities delegated by the President each year (ie. Running an event, chairing a committee, etc.).





Role of the Member

Most people who have memberships in organizations contribute to common goals for the sake of the personal satisfaction that they get from the group. In the company of others, the individual may be seeking:

- A sense of accomplishment
- Adventure and a change of pace
- Opportunity for self-expression
- To belong
- Recognition
- A good time

How to be a good member

Contribute – not just loud talk or fluff information, but real effort in the form of your opinions, experiences, and beliefs. Be careful though, and try not to monopolize the time and prevent someone else from contributing.

Support – Quite often the best-laid plans of your programming committee can go astray. Nothing is more heartbreaking to them when members have indicated (by an enthusiastic show of hands) that they would be in attendance and then the activity turns out to be a king-sized disappointment due to lack of support. Members should never commit themselves too hastily. Think before you say you'll be on that committee or go away on that trip. Then, if you make a commitment, stick to it.

Encourage – Take pride in your club, encourage others to get involved, and avoid negative comments. A little competition can be a great thing in the right spirit, but you should never be rude or condescending about other members or clubs. JFAO prides itself on being an organization that is open to exploring talents in a fun and comfortable environment; not on being judgmental or emphasizing weaknesses in others.

Most of all GET INVOLVED.

You only get out of JF what you put into it.





Provincial Opportunities

March Conference

- ✓ An opportunity that every member should take advantage of!
- ✓ Held on the last weekend of March (unless it is Easter weekend) each year alternating between locations in Eastern and Western Ontario.
- ✓ Annual General Meeting – elects the Provincial Executive for the coming year, deals with constitution and policy changes.
- ✓ Speakers/facilitators help members gain personal and professional skills.
- ✓ Friday and Saturday night dances, formal Annual Banquet.
- ✓ So much fun you only have to go once and you'll be hooked!

Leadership Camp

- ✓ Held one weekend in June.
- ✓ Activities and location change each year (has included white water rafting).
- ✓ Always an alcohol-free weekend.
- ✓ Information should arrive with membership cards/stickers.

Golf Tournament

- ✓ Annual JFAO fundraiser held in August at Guelph Lakes Golf and Country Club.
- ✓ Contests, Prizes and Keepsakes.
- ✓ Committee is responsible for marketing, registration and sponsorship.
- ✓ An opportunity for members and sponsors to meet and mingle.

Ambassadors' Banquet

- ✓ Held during the international delegates visit.
- ✓ Reunion for previous JFAO international delegates.
- ✓ Opportunity to meet and network with current & previous JFAO delegates.

Communications Workshops

- ✓ Offered throughout the year as one-day sessions.
- ✓ Members learn about preparing media releases, public speaking, event planning, being an ambassador for agriculture, marketing techniques, etc.

Ontario Young Farmers Forum

- ✓ Typically takes place in conjunction with the OFA Convention in November.
- ✓ Participants learn about and discuss the latest challenges and opportunities for young people in agriculture.
- ✓ Great networking opportunity!





JFAO Exchange Program

JFAO offers members the opportunity to see the world in a way that independent travelling could never provide. Selected trip recipients stay with host families and JFAO covers a portion of the flight cost.

International Opportunities

- Australia– 3 months
- United Kingdom – 3 months
- Republic of Ireland – 3 weeks
- Germany – 1 month
- Switzerland – 3 months
- Austria – 6 weeks
- Wales- 2 weeks

Interprovincial Opportunities

- Prince Edward Island – 1-2 weeks

Interested individuals can check out the information on the website, or get in touch with the Executive Director of Community and International Programs about the details of the application process.

Applications are typically due in February or March, with the selection process taking place the Thursday evening before March Conference.

Incoming Exchange Delegates

Typically JFAO hosts approximately 8 delegates from England, Wales, Scotland, Northern Ireland, Republic of Ireland, Switzerland, Austria, Australia, and New Zealand between Victoria Day and the end of August. These delegates stay with host families for two weeks in each zone.

Host families & clubs are responsible for providing:

- a safe, clean & comfortable environment
- a place to sleep, preferably a bed in a private bedroom
- meals at home
- safe transportation to family & club activities, and to the next host.
- opportunity to do laundry
- free time

Hosts are not responsible for:

- paying for meals outside the home (if kept within reason)
- paying for long distance phone calls
- paying delegate admission fees
- personal expenses/souvenirs etc.



Club Exchanges

- A great opportunity to check out another part of Ontario and get to know members in another club
- Can be easily arranged for one club to host for a weekend and then swap some weeks/months down the road.





Provincial Events

- ✓ Competitive Events run by JFAO.
- ✓ Hosted by clubs throughout the province based on a rotation schedule.
- ✓ Typically includes a Friday night activity (dance, games night, etc.), the Saturday Competition and a Saturday night dance (semi-formal/no jeans).
- ✓ Details of each event are provided by the hosting club in advance and are available on the website.

Winter Games – February

- Sports: curling, basketball, volleyball, badminton, bowling, etc. (in the past has also included snowmobile rally, swimming, hockey, broomball, etc.)

Autumn Profile – October

- Teams of four compete in agricultural themed and general knowledge events such as judging, identification quiz, first aid, decorating, mending, obstacle course, mechanics, etc.

Sing Swing – November

- Group and individual competitions for singing, dancing, instrumental and air band, and other performing arts.
- Now includes baking, photography, euchre, potato carving, solo whistling, a spelling bee and more!

How Provincial Events are Organized

Host Club Responsibilities:

Responsible for the entire event which includes:

- communicating with the Provincial Events Committee
- preparing a bid (idea of what will happen, location, date) and budget of income and expenses
 - must be presented 4 Provincial Director's meetings in advance
 - must be pre-approved by the Executive Director of Finance
- setting and collecting individual entry fees (a club maximum can be established)
- booking facilities and judges
- determining events to be held
- setting a dress code (may be different for day events and dances) and including it in the rules and regulations
- preparing and circulating schedules and the rules and regulations six months prior to the event
 - must be submitted electronically to the Executive Director of Marketing – late packages subject to \$50 fine
- ensuring all clubs have registered or paid for at least one member



- requesting proof of insurance from the JFAO office if required to book facilities or for unusual events.
- submitting a list of local sponsors to the Director of Fundraising at least ten weeks prior to the event, and submitting any additional sponsors as they are signed on.
- providing one facilitator at each competition on the day of the event
- covering all costs associated with a provincial directors meeting when held with a Provincial Event
- offering transportation to the Saturday night dance at no additional charge to current members with proof of membership.
- submitting a media release to the Executive Director of Marketing within fourteen days of the last day of the event, along with a list of club and participant winners. Late submissions will result in a \$50 fine
- financial accountability
 - must have all cash receipts and cheques received on the day of the event deposited within 5 days.
 - Income and Expense Statements will be prepared for:
 - Day events
 - Dance(s)
 - Bar(s)
 - JFAO requires a complete financial statement which will be examined after final expenses are paid. The host county will receive 60% and the province will receive 40% of the net profit or loss.
- Hotel rooms may not be block booked under the Junior Farmer name for any event except March Conference (does not prevent use of the event name).

JFAO Responsibilities:

Provincial Events Committee:

- provide advice and resources
- provide and approves rules

PDs:

- assist as requested on the day of the event but will not run the event

Policies & Procedures Committee:

- checks eligibility of participants
- ensures participants are members
- ensures participating clubs have paid all debts to JFAO & met all other requirements

Other Club Responsibilities:



- paying an equal portion of the cost of repairs for any damage at an event.
- registering a minimum of one member for each event.
- sending deposit fees to the JFAO office (if the display board or first aid kit is required at the event)
 - Clubs who miss the above deadline may still participate but may not receive any awards and may be subject to a penalty fee.
 - New members may be registered at any provincial event but will be charged an additional 5 dollars.
 - Visiting delegates may participate in team events (only one delegate allowed per team).
- only the Provincial Director or County President can lodge a complaint with the eligibility committee, and it must be submitted in writing within one hour of the end of the activity in question. The committee in charge will have the final say in interpreting rules and solving disputes at any organized activity at the zone and/or provincial levels. Any ruling changing the decision of the judges shall be decided on by a committee consisting of:
 - 1) a representative of the organizing committee;
 - 2) President or Past President;
 - 3) Chair or representative of the Provincial Event Committee. A representative from each of the teams/individuals involved will be invited to attend this meeting.

Club & Member Responsibilities:

- All team sporting events at the provincial level will be made up of any JFAO member. Teams must state at the beginning of the competition which club will receive the points.
 - clubs will only receive points from one team per event.
 - In order for a club to receive the points, there must be a representation from that club on the team.
 - Any county and zone competitions which may be carried through to the provincial level should adhere to the provincial regulations governing that competition.
- When participating in provincial events or representing themselves in public as members of Junior Farmers, members and their guests will endeavour to represent themselves as good citizens of the community, keeping in mind the need to preserve a positive image of JFAO to ensure the future of the organization.
- Alcohol will not be tolerated at any JFAO activity designated by the JFAO as an "Alcohol-Free Event." The club of any participant at such an event found consuming alcohol will be subject to a \$100 fine for a first time offence and a \$250 fine for subsequent offences. While the club is responsible for paying the fine to JFAO, it is expected the club will hold the offending member responsible for reimbursing that amount. The situation will be handled in a responsible and professional manner by two people,



including at least one of the committee chair and/or any member of the executive.

BARS AT PROVINCIAL JUNIOR FARMER FUNCTIONS

- Bars may be operated on behalf of JFAO if the committee in charge feels it appropriate
- the organizing club/committee is responsible for all required licenses
- proceeds must be kept separate from all other proceeds of the event
 - bar proceeds will be used to cover any loses at the event
 - all remaining bar proceeds will be donated to a registered Canadian charity

The Provincial Events Rotation Schedule

	2015-2021	2016-2022	2017-2023	2018-2024	2019-2025	2020-2026	Hosted During:
Winter Games	3	5	7	2	1	4	Mid-Feb.
Autumn Profile	7	2	1	4	3	5	Mid-Oct.
Sing Swing	1	4	3	5	7	2	Late-Nov.

*Clubs can join forces to host an event

*If no one in the scheduled zone is willing/able to host, any club wishing to do so may come forward with a bid (please speak to the Past President).





JFAO Awards & Recognition

Member Recognition

5, 10, and 15 year member mementos are available from JFAO for members reaching these milestones. It is up to each club to keep track of eligibility. 15 year members will be recognized at the JFAO Annual Banquet.

Past Club/County President, and Past Provincial Director lapel pins are available from JFAO. Clubs must request president pins. PD pins will be awarded at the JFAO Annual Banquet.

President's Rose Awards

The Provincial Association offers a program to recognize outstanding Junior Farmers in three categories

- Novice Member (members for 2 years or less)
- Most Outstanding Member
- Retiring Member (must have reached the upper age limit of JFAO)

Many clubs offer the same program and nominate their winners for the provincial recognition. Nominees should show outstanding involvement in organizing and participating in club events, initiative in new programs, promoting JF, and member recruitment. The selection committee will consist of the JFAO President and a suitable JFAO sponsor representative or Alumni.

Club of the Year & Agricultural Club of the Year

To be considered for these awards, clubs must complete affiliation forms and submit them no later than the January PD meeting at noon. Judging is based solely upon the affiliation report that is submitted.

The judging criteria for **Club of the Year** are as follows:

- 5 – Club photo labeled with member's names and executive positions
- 20 – Leadership opportunities
- 10 – Range of opportunities available to members
- 20 – Membership participation – locally and provincially
- 15 – Community Betterment (including community participation)
- 20 – Ag Education/JF-Youth Activity/Conservation Projects
- 10 – Media coverage
- 10 – Structure & Purpose of JFAO/Effective Meeting Procedures
- 10 – Meeting Ideas/Creativity
- 5 – Quality of included Alumni item to be archived
- 10 – Support of the JFAO Mission Statement & Yearly Theme (*Around the World*)
- 10 – Quality of photos of events and activities – labeled
- 10 – Overall Presentation/Neatness/Content/Description



This includes:

- ❖ Local community input
- ❖ Participation in Provincial Events and workshops
- ❖ Involvement of all members
- ❖ New and Creative Ideas
- ❖ Support of the JFAO Yearly Theme
- ❖ Support of the JFAO Mission Statement
- ❖ Presentation of the affiliation booklet

The judging criteria for **Agricultural Club of the Year** focuses on:

- 25 – Originality of Ag. Awareness activities
- 25 – Quality of Activities
- 10 – Club Participation
- 15 – Quantity of Ag. Awareness Activities
- 25 – Impact on the Community

Communication Awards

Scrapbook Competition (traditional/digital)

1. Scrapbooks must positively show and support the JFAO mission
2. Pictures showing alcohol or illegal activities will result in disqualification
3. No limit to the size and format of the book, but may not be the affiliation book.
4. **Judging criteria:**
 - Creative content
 - Support of activities with news clippings & photos
 - Inclusion of the yearly JF theme
 - Ease of reading
 - Involvement of members
 - Attractiveness and overall effectiveness

News Article Competition

1. Submit a minimum half-page typed (single-spaced) article written about a JF-related activity or project during the past year.
2. Articles do not need to have been published, but bonus points will be awarded if a published copy is also included (newspaper, magazine, website print-out).
3. **Judging criteria:**
 - Publishable Quality
 - Promotion & positive image of JF
 - Level of Activity and Creativity
 - Inclusion of a related photo with caption

Best New Member Recruitment Activity

1. Document your activity and how it worked in your club & community.
2. Send with completed membership registration forms and payment with one club cheque.



3. **Judging criteria:**

- Number of new members gained
- Average age of new members
- How you got them hooked
- Appeal of the idea to other clubs
- Presentation of the entry

Best Club Photo

1. Submit a photo of your club in action, depicting JFAO's commitment to community betterment.

2. **Judging Criteria:**

- Subject of photo
- Depiction of "community betterment"
- Photo composition
- Photo Caption

Best New Fundraising Idea

1. Outline one of your fundraisers and show us why it is the BEST!

2. **Judging Criteria:**

- How the fundraiser was done
- Number of people involved
- Amount of money raised
- How the money was used





Ontario Century Farm Sign Project

The Ontario Century Farm Sign (CFS) was initiated in 1967 as a Canadian Centennial project of the Junior Farmers' Association of Ontario (JFAO). The project continues today because of the popular demand for these centennial celebrant signs. The fee for each sign supports the cost of the program within JFAO.

The regulations governing designation of an Ontario Century Farm are as follows:

- Direct descendants of the same family must have owned the farm for 100 consecutive years. An incorporated farm is eligible if it meets this regulation.
- A family member must still be living on the farm, and it must be in active operation within the family as a farm.
- Families wishing to have their farm designated as an Ontario Century Farm must submit the approved application, accompanied with a cheque made payable to "JFAO" to the JFAO head office in Guelph.
- Copies of the land registry records must be submitted with the application OR the application must be approved by the JFAO Provincial Director for the area where the farm is located. Contact info is available through the office or online at www.jfao.on.ca/contactus. Documentation will NOT be returned.
- Final decision regarding the eligibility of applications will be made by JFAO based on information provided in the application. **Applications that provide insufficient or inadequate ownership data will be denied.** All personal information provided will be kept confidential and used only by JFAO to verify and maintain the CFS program.

Information on the Century Farm Sign:

The 16" x 19" CFS is constructed of aluminum and is identically printed on both sides as pictured above. There are two holes in the top and two along the side for hanging the sign from an appropriate standard (standards are not provided by JFAO). These signs should maintain their attractive condition for several years. Experience, however, has shown that signs not adequately secured or over-exposed to road salt may deteriorate more rapidly. Applying tape over the painted design is not recommended. JFAO does NOT guarantee the life of any sign.

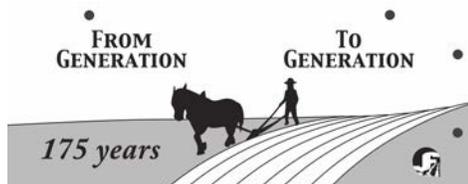
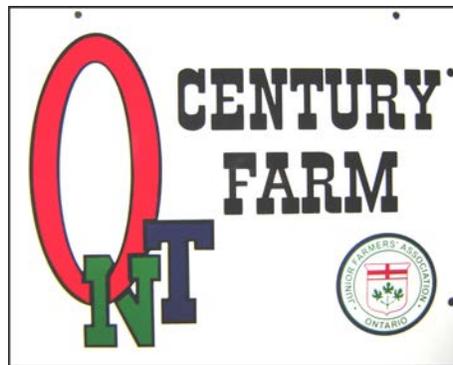
The current cost per sign is \$75.00 including shipping and handling. This price is subject to change without notice. Please allow 6-8 weeks for delivery and ensure you have provided all documentation required. Buyers are welcome to make arrangements to pick up their sign directly from the JFAO office in Guelph, but as this office is not staffed full-time this may not always be possible. In such cases verification must be mailed, e-mailed, or faxed before pick-up.



125, 150, 175 and 200 Year Signs

Many family farms are reaching milestones that exceed 100 years. To recognize these families, JFAO now offers 125 year, 150 year, 175 year and 200 year add-on signs. These signs were custom designed by Junior Farmer member Becky Bouwmeester, and many other members creatively wrote the slogans. The add-on signs are offered in black and white, and are designed to hang under the Century Farm Sign.

To order an add-on sign (or two), check beside the appropriate sign on the application form. Add-on signs can be purchased for \$40.00 each, shipping and handling included.





Making Meetings Work

1. Effective meetings require planning in advance, both on the part of the person who chairs them and of the people who participate. **Prepare a meeting agenda and e-mail it out a week ahead of time as a meeting reminder.**

A Basic Agenda:

- Call to Order – President (*On time!*)
 - Introduce/Welcome Guests
 - Roll call – *good way to get ideas for new projects & activities*
 - Review & Approval of the Agenda
 - Minutes – *Read/Circulated before-hand, then Adopted by vote*
 - Business Arising from the Minutes
 - Reports of Officers
 - President
 - Treasurer's Report
 - Correspondence – Secretary
 - Provincial Director
 - Committee/Other Reports
 - New Business
 - Announcements
 - Set Next Meeting Date
 - Meeting Awards
 - Adjournment & JF Song
 - Social Recreation
2. Do not have a meeting unless it is necessary; however, regular **monthly meetings are necessary.**
 3. Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.
 4. Listen to what others at the meeting have to say.
 5. Make sure you understand the reason for a meeting and do your homework in accordance with this understanding.
 6. Actively engage in the discussion; **encourage discussion.**
 7. Recognize that five kinds of knowledge are all needed for a successful meeting participant:
 - Knowledge of the subject matter at hand
 - Knowledge of parliamentary rules of order



- Knowledge of rhetoric-the power to persuade
 - Knowledge of problem solving and decision making
 - Knowledge of human social-emotional dynamics
8. Be sure the purpose of each meeting, and each item on the agenda, is clear to the members:
- To share ideas and information only
 - To brief members before action
 - To generate new ideas
 - To make a decision
 - To make a recommendation
9. Be sensitive to the physical, informational, and social needs of others. **(Be open minded.)**
10. Suggest committee work when an issue too big for the entire club (such as a dance or other club activity) is suggested. Ensure that committees make regular reports to the club



Committees

A committee is a very useful tool for doing a job which one person or the whole group could not do better. The committee plans the activity, but the club members must help carry it out.





Basic Meeting Principles

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
 - The majority has the right to decide.
 - The minority has rights which must be protected.
3. A quorum must be present for the group to act. **(Quorum is 50% + 1 = so if you have 16 members you need 9 members present at the meeting for quorum).**
4. Full and free discussion of every motion considered is a basic right.
5. Only one question or issue at a time can be considered at any given time. **(The President's job is to ensure that only one voice at a time is heard – hence the gavel!)**
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken. **(The Secretary is to write down the motion so that it can be read back to members before it is voted on).**
7. No member can speak until recognized by the chair. **(The President is the chair of the meeting).**
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial. **(The President cannot vote on the motion.)**



Handling a Motion

Three steps by which a motion is brought before the group

1. A member makes a motion. **(ex. "I move that all Russell JF meetings be held the first Sunday of every month" – moved by Lara).**



2. Another member seconds the motion. (**ex. Ryan seconds the motion – you always need someone to second the motion**).
3. The chair states the question on the motion. (**President re-reads the motion and asks for discussion**).

Three steps in the consideration of a motion

1. The members debate the motion, beginning with a statement from the person making the motion (unless no one wishes to debate).
2. The chair puts the question to a vote.
 - A. The chair restates the question.
 - B. The chair takes the vote:
 - "All those in favour of the motion." (**Show of hands**)
 - "All those opposed."
 - "Abstaining" (**Not taking a position for or against the motion**)
3. The chair announces the result of a vote. A complete announcement should include:
 - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
 - B. Declaration that the motion is adopted or failed.
 - C. Statement indicating the effect of the vote or ordering its execution.
 - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Voting

Basic Methods of Voting

Voice vote A vote by voice is the regular method of voting on any question that does not require more than a majority vote for its adoption.

Rising vote Used principally when a voice vote has produced an inconclusive result and is the normal method of voting on motions requiring a two-thirds vote, members indicate their vote by standing.

Show of hands As an alternative to the voice vote or as a way to verify an inconclusive result, members show their vote by raising their hand. A vote by show of hands should be limited to very small meetings.

Other methods which *may be ordered*:



Ballot Voting by ballot is used when secrecy of the member's votes is desired. Voting by ballot is sometimes required in certain cases by the bylaws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.

Roll call A roll call vote has the effect of placing on record how each member votes. It should not be used when members are not responsible to a constituency.

Bases for determining a voting result

Majority vote The basic requirement for approval for action, except where a rule provides otherwise, is a majority vote. The term "majority" means "more than half," excluding blanks and abstentions, at a properly called meeting with a quorum.

Two-thirds vote Two-thirds vote means at least two-thirds of the votes cast, excluding blanks and abstentions, at a properly called meeting with a quorum.

Modifications

- Majority of members present (or two-thirds of . . .)
- Majority of entire membership (or two-thirds of . . .)





Rules Governing Debate

The term debate applies to the discussion on the merits of a pending question.

[Note that less formal rules apply to boards and committees. Also, smaller groups may relax the formality of these rules.]

1. A member may not speak until recognized by the chair.
2. When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than ten minutes unless the consent of the group is obtained.
3. Rights in debate are not transferable. A member cannot yield an unexpired portion of his/her time to another member (the chair controls who speaks) or reserve any portion of time for later.
4. No member may be allowed to speak more than twice to the same question on the same day.
5. Proper decorum in debate must be observed:
 - Remarks must be relevant to the question before the group.
 - Speakers should speak loudly and clearly.
 - Speakers should refrain from attacking another member's motives.
 - Remarks should be addressed through the chair.
 - Speakers should stand when speaking.
 - Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another, etc."
 - If any member objects, a speaker has no right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.



Minutes

1. Minutes are the official record of the proceedings of a deliberative assembly, board, or committee that provide a reference both for those participating and those not present. They are extremely useful for understanding the organization of activities that are regularly repeated. **(Minutes are important with regards to insurance as well)**



2. Robert's Rules say that minutes "should contain a record of what was *done* at a meeting, not what was *said* by the members."
3. As with other parliamentary rules and devices, minutes should serve the needs of the organization and its special character. While the parliamentary rule advises not to put the flow of discussion and debate into minutes, in practice many organizations do in fact do just that. In the minutes for an Academic Senate and many of its committees, for example, the minutes record not only the decisions (motions) but also the flow of discussion points, so that the rationale for decisions may be clear in the future. The amount of such detail in minutes depends on the nature of the group and its custom. Similarly, the minutes of many groups include comments and humorous remarks; while not technically correct, the "spirit of the group" may be enhanced and nourished by giving a personality to the minutes.
4. Who does the minutes? Of course, the answer to this question varies with the group. Normally a person is formally designated as the secretary or recorder to prepare the minutes. In some groups, a staff member performs this function. In some committees, the chair of the committee prepares the minutes.
5. The minutes are the property of the assembly, board, or committee. As such, after the minutes are submitted to the members at a meeting, the members approve the minutes (by a formal vote or by consent as when the chair says, "If there are no corrections or objections, then the minutes will be approved as distributed"). In practice often a draft of minutes is circulated among the members and interested parties (such as a person who presented a report at a meeting from a subcommittee) for corrections and improvements before the final and official minutes are distributed and acted upon by the group.

The format should be appropriate for the group. Each set of minutes should have the name of the group (board or committee), the date, time, and place of the meeting, the name of the chair and recorder for the meeting, a record of those attending the meeting, and whether the minutes of the previous meeting were approved (as read or as corrected). **The body of the minutes should contain a separate heading for each subject matter. Motions and decisions should be clearly stated.** The President and secretary or recorder signs the official copy of the approved minutes once approved.



The Annual General Meeting

The Annual General Meeting is of major importance in any organization. During this meeting the club should decide how far it has progressed, and where it intends to go. This special meeting must be planned carefully in order to achieve the desired results. There are several important procedures which set this meeting apart from regular monthly meetings:

- 1) The club constitution should be checked well in advance to find:



- a. When the meeting is to be held (November or December for JF)
 - b. How far in advance the notice of the meeting should be sent to the members
 - c. How changes in the constitution should be made
 - d. How many club members must be present for it to be a legal meeting
- The constitution must be available at the annual meeting to answer questions as they arise.
- 2) The minutes read and adopted at the annual meeting are those of the last annual meeting.
 - 3) The treasurer's report will have to be audited and it read and *adopted*. This report should contain all the business transactions of the past year.
 - 4) Election of new officers for the coming club year takes place

Election of Officers

- 1) The first step (if not indicated in the constitution) is to appoint a chairperson for the election (usually an interested person, e.g. a past president or an alumni member). This person takes the chair from the president.
- 2) The method of voting should be made in a motion if it is not already specified in the constitution.
- 3) If the voting is done by secret ballot, then scrutineers should be appointed to assist the chair in counting the ballots.
- 4) If voting is to be done by a show of hands those nominated should leave the room while the voting is taking place, and remain out of the room until it is completed. Their re-entrance should not be allowed until all evidence of the election is removed (e.g. number of votes for each member, ranking the vote-getters, etc. should be removed from the blackboard/overhead). It is common to leave the name of the winning candidate on the blackboard.
- 5) Before voting begins the chair of the elections will declare all offices vacant and call for nominations for each specific office to be filled, usually beginning with the office of highest rank. Declaring the positions vacant means they are open for election, not that the roles of those currently holding the position have been completed.
- 6) When the new president has been elected, the chair of elections will declare the previous president as past president.
- 7) After the election for each office is completed and the votes are counted, the chair will announce the name of the new officers for the coming year.
- 8) It is customary to elect the officer for one position before proceeding with nominations for the next.
- 9) The position of Honourary President should be filled by appointment, not by an open election. The club's auditor(s) for the coming year may be appointed or elected at the annual meeting.
- 10) At the conclusion of the election, a motion should be entertained to have ballots destroyed by the scrutineers.
- 11) The newly elected officers begin their duties at a time specified by the constitution, or when the induction ceremony is held. The previous



executive remains responsible for ensuring all duties from the previous year are completed.

Nominations

- 1) Any member may nominate any other member for any position.
- 2) A nomination does not require a seconder.
- 3) Nominations may be closed when
 - a. A motion is made, seconded and passed with a two-thirds majority vote
 - b. After three calls for further nominations bring no response, the chair may declare that nominations be closed.

Nominations should not be closed when only one person has been nominated for an office. This is commonly called railroading.

- 4) Persons nominated for an office may speak to the club briefly before voting proceeds.

Remember

- 1) Check your club constitution before beginning an election.
- 2) Only authorized members of the club have the right to
 - a. Vote
 - b. Run for office
 - c. Nominate officers
 - d. Make motions

The above procedure (or one similar) is used for annual meetings in most organizations. Elections should be taken seriously and members should be well aware of the commitment they are making to the club/organization prior to standing for a position. Furthermore, once a person is elected to a position, fulfilling the role to the very best of one's ability is essential to the success of the organization.

Members can gain a lot by taking on executive roles within their club or at the provincial level. All members are encouraged to take on such an opportunity at some point in their JF career.



Induction Ceremony for Officers & Directors

The retiring president has a lighted candle which represents or symbolizes the leadership of the group. The past president will announce that the lighting of candles in this ceremony is to symbolize the transfer of leadership from last year's executive and directors to the new board of directors. He or she will then introduce by name and office, each member of the incoming board of directors. As each one is introduced, he or she will move to the front, pick up a candle and



serviette, have his/her candle lit by the retiring president, then take his/her place in front of the audience.

When all members of the board are in position with their lighted candle, the retiring president will join them, and then the house lights are dimmed.

The installing officer (the past president is an excellent candidate for this role) will then say the following, adapting it wherever possible to apply it to the local circumstances.

I CONGRATULATE EACH OF YOU ON BEING ELECTED TO A POSITION OF LEADERSHIP IN THIS GREAT ORGANIZATION, THE _____ JUNIOR FARMERS.

YOU ARE INHERITING A NOBLE TRADITION. FOR MANY YEARS _____ JUNIOR FARMERS HAS PROVIDED OPPORTUNITIES FOR INSPIRATION AND GUIDANCE TO THE YOUNG PEOPLE OF THIS COMMUNITY. MEN AND WOMEN IN PLACES OF AUTHORITY AND INFLUENCE IN THIS COMMUNITY AND ACROSS ONTARIO, GRATEFULLY REFER TO THEIR TRAINING IN THIS ASSOCIATION.

IT IS NOW YOUR RESPONSIBILITY TO HELP ENSURE THE CONTINUATION OF THESE OPPORTUNITIES.

A LEADER'S SUCCESS IS MEASURED, NOT BY WHAT PEOPLE ACHIEVE BY HIS OR HER OWN PERSONAL EFFORTS, BUT BY WHAT OTHER PEOPLE ACHIEVE THROUGH THIS LEADERSHIP.

THE RESULT OF YOUR GOOD LEADERSHIP WILL BE EVIDENT IN THE MEMBERS OF THIS GROUP ENTHUSIASTICALLY PARTICIPATING TOGETHER IN A WIDE VARIETY OF WORTHWHILE ACTIVITIES.

THE PRIVILEGE OF LEADERSHIP WHICH YOU HAVE NOW BEEN GIVEN CARRIES WITH IT A DEEP RESPONSIBILITY. I AM SURE EACH OF YOU IS CONSCIOUS OF THAT FACT AT THIS MOMENT.

I NOW ASK YOU TO PUBLICLY DECLARE YOUR WILLINGNESS TO ACCEPT THIS RESPONSIBILITY BY ANSWERING "WE DO" TO THE FOLLOWING QUESTIONS:



1. DO YOU THE OFFICERS AND DIRECTORS OF THE _____ JUNIOR FARMERS SERIOUSLY AND SINCERELY ACCEPT THE DUTIES AND RESPONSIBILITIES OF YOUR OFFICE, PROMISING TO DO YOUR PART TO ENSURE TAT THE MEMBERS OF THIS CLUB HAVE OPPORTUNITIES TO PARTICIPATE IN REGULAR AND WELL-ORGANIZED SOCIAL AND EDUCATIONAL ACTIVITIES, AND COMMUNITY SERVICE PROJECTS?

ANSWER – WE DO

2. DO YOU PROMISE ALWAYS TO UPHOLD THE PURPOSE OF THE JUNIOR FARMER PROGRAM AND THEREBY PROMOTE THE PHYSICAL, SOCIAL, MENTAL AND EMOTIONAL WELL-BEING OF THE YOUNG PEOPLE AND THE ENRICHMENT OF RURAL LIVING IN THIS AREA?

ANSWER – WE DO

3. DO YOU FURTHER PROMISE THAT FULFILLING THE JUNIOR FARMER MOTTO, “SELF HELP AND COMMUNITY BETTERMENT”, SHALL BE YOUR CONSTANT GOAL?

ANSWER – WE DO

IT IS NOW MY PLEASURE TO DECLARE YOU INSTALLED AS THE BOARD OF DIRECTORS OF THE _____ JUNIOR FARMERS FOR THE COMING YEAR.

The officers and directors then move back to their seats, walking slowly, and standing until everyone completes the singing of “This Junior Farmer Light of Mine.” The house lights come back up and then the candles are blown out.



The Junior Farmer Song

Written by Margaret Watson-McColl in 1947 at Junior Farmer Camp

The Junior Farmers everywhere are marching right along
Our eyes are bright, our steps are light and on our lips a song.
We give our best with all our zest, in harmony we grow.
The Junior Farmers in the Province of Ontario.

The land is ours we treasure it, a heritage have we.
The country is the finest place, on this we all agree.
So let us face the future one and all with hearts aglow.
The Junior Farmers in the Province of Ontario.

This Junior Farmer Light of Mine

This song is used each year to induct new club and JFAO executives

This Junior Farmer Light of Mine, I'm gonna let it shine
This Junior Farmer Light of Mine, I'm gonna let it shine
This Junior Farmer Light of Mine, I'm gonna let it shine
Let it shine, all the time, let it shine

Hide it under a bushel, no I'm gonna let it shine
Hide it under a bushel, no I'm gonna let it shine
Hide it under a bushel, no I'm gonna let it shine
Let it shine, all the time, let it shine

Shine all over Ontario, I'm gonna let it shine
Shine all over Ontario, I'm gonna let it shine
Shine all over Ontario, I'm gonna let it shine
Let it shine, all the time, let it shine

The Junior Farmer Grace

(sung to tune of Auld Lang Syne)

For Junior Farmers, friends and food,
We give thee thanks, O Lord,
And ask your help throughout our lives,
To teach us all much more.



Provincial Charity

Each year charities are selected to make presentations at March Conference. The members in attendance vote on one to become the official charity for the year. Clubs are encouraged to hold events to raise money or make a general contribution to the charity by the following March Conference. Recipient charities are presented with the proceeds from the year of fundraising (several thousand dollars) at March Conference the following year.

JFAO retains ten percent (5%) of the funds raised from the March Conference Charity for administrative purposes. JFAO retains an additional five percent (5%) of the funds raised from the March Conference Charity to be deposited in the Junior Farmers' Association of Ontario 50th Anniversary Endowment Fund.

Provincial charity donations need to be received by the JFAO office prior to March Conference in order to be included.

In the past charities have included:

- Ontario Farmland Trust
- SHARE Foundation
- Ontario Agri-Food Education
- Daytrippers Children's Charity
- Farm Safety Association
- The FARM: Hincks-Dellcrest Rural Treatment Centre
- Camp Quality Canada
- Ronald McDonald Children's Charities
- Big Brothers and Big Sisters
- Ontario Association of Agricultural Societies
- Country Heritage Park
- Rose Cherry's Home
- Ontario Agri-Food Education
- Camp Trillium
- Child Find
- Ontario Farm Animal Council
- 4-H Ontario
- Canadian Food-Grains Bank
- Hearing Ear Dogs





JFAO Affiliation Project Ideas

Community Betterment Projects: *Events that benefit your community through monetary donation, partnership or beautification.*

- ✓ BBQ's – local fairs, hardware stores, co-ops, auctions, plowing matches and other community events
- ✓ Mother's Day or Father's Day Brunch
- ✓ Dances
- ✓ Clothing Drive
- ✓ Food Drive
- ✓ Christmas Toy Drive
- ✓ Bachelor/Bachelorette Auction
- ✓ Foodbooth at local fairgrounds
- ✓ Car Wash
- ✓ Bottle Drive
- ✓ Euchre night for community members
- ✓ Trivia night
- ✓ Clean up at Conservation Areas and parks
- ✓ Pig Roast
- ✓ Free BBQ lunch give-away – to give back to the community.
- ✓ Beautification of a main intersection/roadway (flowers etc) – good way to advertise JF
- ✓ Battery Drive
- ✓ Fixing up signs
- ✓ Donate Blood
- ✓ Adopt a family at Christmas
- ✓ Become involved in other organizations' fundraisers – Relay for Life, 30 hour famine, Heart & Stroke, Meals on Wheels, etc.
- ✓ Car Rally
- ✓ Help out with a community wish list – plant flowers, fix up a park, donate funds
- ✓ Send a kid to camp
- ✓ Scholarships and bursary money for schooling
- ✓ Sponsor a community event
- ✓ Do activities with seniors – cards, games, visiting nursing homes, host a dinner
- ✓ Have a 'charity of the month'
- ✓ Do a food bank collection at Halloween – "Trick or Eats"
- ✓ Help out opening/closing summer camps and fixing playgrounds
- ✓ Build picnic tables for your local fair board or municipality
- ✓ Paint fences/buildings/trash cans
- ✓ Construct a float
- ✓ Sponsor a child through World Vision or Foster Parent's Plan

Conservation Projects



- ✓ Road Adoption/Clean-up
- ✓ River Adoption/Clean-up
- ✓ Park Adoption/Clean-up
- ✓ Christmas tree collection and mulching
- ✓ Distribute and demonstrate use of composters
- ✓ Water barrels – distribution and promote their use
- ✓ Do a community clean-up project
- ✓ Do a hazardous waste clean-up - batteries, plastic bags, paint
- ✓ Build and install bird or bat houses
- ✓ Plant trees

Agricultural Awareness

- ✓ Farm Safety Day
- ✓ Pizza Ingredient Education Project
- ✓ Mock Auction – this can be done as a club activity or involve your local 4H
- ✓ Farm tour – JF club, local school, or daycare
- ✓ Foodgrains project
- ✓ Grown in [.....] student awareness project
- ✓ 4-H agricultural clubs
- ✓ JF delegate presentation on an international exchange
- ✓ Straw Maze
- ✓ Host Junior Farmer’s Olympics – local fairs, plowing matches, 4-H discovery days, etc.
- ✓ Host a “Pedal Pull” at your local fair

Joint JF and Youth/4-H projects

- ✓ Lead a 4-H club – dance club, calf club....
- ✓ Host a sports night with local 4-H
- ✓ Sleigh Ride
- ✓ Hosting any club activity along with 4-H – ex. strawberry social
- ✓ Hosting an awards night / dance for 4-H
- ✓ Volunteer at a 4-H Ontario Discovery Day
- ✓ Volunteer at PLAY (Positive Life, Active You) which is a joint initiative by 4-H Ontario and JFAO





Fundraising Project Ideas

Karaoke Dinner: Hosted at a local hall, charge a flat cost-per-plate such as \$10 and serve a tasty but simple meal consisting of salad, main course (best bet is pasta) and dessert with coffee or tea. Then, following the dinner, have what's now called "The Loonie-Toonie Karaoke Night". Have a sort-of auction way of getting people to get up and sing. Goes like this: the 'auctioneer' (can be an alumni/club member/local celebrity) has a list of songs that have been pre-recorded on disc (particularly goofy songs preferred) and anyone and everyone who's in the hall that night has had their name secretly put in the 'draw'. Auctioneer pulls out a name and asks, for example, "what am I bid to hear Roger sing "Feelings"?" Then people begin to call out what they'll put into the 'pot' to hear him sing it; those bids being only \$1 or \$2. Unlike a true auction, no one person gets stuck footing the whole amount, but rather club members run around taking the change from the people and we watch the pot grow and the pressure build for Roger to get up and sing his rendition of "Feelings." The only way he can get out of doing it is to match the amount in the pot. Hopefully the folks attending the dinner/karaoke night will go away having enjoyed a thoroughly entertaining and funny evening, and will have been glad to help the youth raise the money.

Art Contest/Exhibit: Have the members that would like to participate start making a work of art that could be exhibited. Set up a date for them to be finished (no more than three weeks time). Select a jury that is from the community that would be responsible in choosing 10 – 20 top finalists for the last phase of the contest. Those art finalists will have their work on display in a local place of business/municipal office (someplace busy!) for about 2-4 days. If at all possible try to schedule the last day to coincide with a club event (such as a dinner) at a time when those from the community will have the opportunity to view and also vote. While on display, members from the community and the JFAO will vote on their favorite exhibit by depositing money into a locked box that contains numbered slots that coincide with the numbered exhibits.

You can also display the exhibits that didn't make the final cut somewhere separately. The top exhibits could receive a percentage of their personal votes. Maybe 50% for the top voted exhibit, then 30% for 2nd and 10% for third place, or possibly any other idea that would work out best. You could also choose awards for various topics you deem appropriate. Hopefully this will create a new source of revenue for the club/zone/province and many gifted artists will receive the exposure and recognition for their talents and abilities.

Car Wash: This is a fun activity to do even for the smallest groups. Ask permission at your local gas station, grocery store or other large store, and bring your own hose and buckets, it even draws attention to their business. Charge anywhere from 3-5 dollars. This draws in the same amount of money that a bake sale would.

Calendars: Find a way to have calendars printed up at a reasonable price. Sell the dates of the calendars for \$5 - \$25 dollars. People can pay for their birthdays, anniversaries, or other special events. Set up sections for businesses to advertise in the calendar and determine advertising fees. You may want to limit how many names can be on one date. You could have names printed in light florescent colors so that calendars can still be written on for personal scheduling. Once you have collected enough money to cover the printing cost and make a profit, have them printed. Also take orders ahead



of time for this calendar and charge an appropriate amount. You can have contests to design each month's picture or use other ideas that you come up with.

Cow Patty Bingo: Seek approval to allow a cow to come onto an enclosed area or set up a staked out field area. Find a member willing to bring in a calf or calm cow to your event. Once you've figured out where the event will take place, sell squares for the area that the cow will be contained in. Be sure to record which squares have been sold! You can do this by creating a chart on Bristol board or a flattened cardboard box. In a field you could use line chalk or some type of safe quick-drying spray paint to mark off squares and number each square. Sell the marked off squares for a set dollar amount. You could even let people pick their own lucky squares. If there were more than one person on a winning square, the money allotted for the winner would be split among the owners of that square. And what does it take to be the winner this event? The first person that receives a fresh cow patty from Betsy is the winner.

Cow Poke Buffet & Auction: Get donations of food items from local grocery stores for volunteer cooks to prepare into dinners for an All-you-can-eat Country Cooking Buffet. To get a headcount, we sold tickets in advance for \$7/\$5 each. After the buffet you can hold an auction of the free donations from local merchants such as free oil changes, gifts, dry cleaning, meals, motel stay, golf packages and more. Local celebrity can be an auctioneer. Attendees dressed in western or country attire. Prizes were given to 'best dressed' male and female adult and child. Dinner lasts about three hours; and profit can total \$1800/2000 with approx 100 in attendance.

Duck Derby: Gather together (by scrounging/dollar store) a lot of rubber ducks. You can do this by asking local companies to buy them or just by asking a lot of relatives. Then you have to get prizes (for at least 1st, 2nd and). You need a river to let the ducks swim in! Seek proper, legal authorization for this. When you've got all the prizes and the required number of rubber ducks, all you have to do is get people to sponsor a duck. You can do this by again approaching local businesses, friends, and family - maybe \$5 per duck or more. On the big day you can organize other stalls such as bake sales, hot food booth, etc.. Maybe even a bouncy castle! You will have all the ducks numbered with permanent marker (so it doesn't come off in the water) and let the ducks go at the same time. Whoever's duck gets to the finish line wins first prize and so on! It really is hilarious seeing about 1000 yellow rubber ducks coming round the bend of a river! You'll have everyone laughing, never mind the money you've made! Good luck!

Golf Outing: You can make this an annual event once you've set up a game plan. Find a company or a few businesses to underwrite the event. Charge a fee in the range of \$50.00 per person or \$90.00 per couple, which could include a 9-hole scramble, golf cart, picnic, prizes and contests. You could also offer the picnic dinner only price of \$8.00 to \$12.00. Contact businesses that would donate items, meals or services to be auctioned during the picnic. You could also have a 50/50 raffle with plenty of great prizes. You could find sponsors for the golf carts and display their posters on them.

Womanless Beauty Pageant: Great to combine with another event as added entertainment. All you need is some brave men to dress up as their version of a woman and then have a pageant with them. Contestants wear makeup, evening gowns and even have a talent competition. Area contestants turn into raving beauties and the crowd



never stops laughing. Donations come from ticket sales as well as food items. It is a hilarious evening that can raise lots of dollars. Lots of laughs and makes a plain dinner much more fun.

Charity Yard Sale: You know what they say - one person's trash is another person's treasure. Yard sales (garage sales) are a great way to make money by selling items that are already in your house. You can also ask friends, neighbors, co-workers, etc. to donate stuff (old furniture, appliances, kitchenware, clothes, coats, toys, books, etc.). Chances are they will be happy to rid themselves of a few items that are just causing clutter. You can also coordinate a multi-club yard sale, with multiple clubs at the same location - either benefiting the same charity or different charities of their choice.

Flamingo Flocking: Purchase 10 pink plastic flamingos (lawn decorations). Pick 10 yards in your community to be the lucky recipients (think of good natured people when doing this!). Attach cards to the flamingoes' necks with a phone number along with all the pertinent information regarding your group. State that for a \$10 donation, the flamingos will be removed but for \$15 they will be moved to the lawn of their choice. Make sure you also place a sign that has a contact name and phone number among the flamingos for those who drive by and would like to have the flamingos placed in a friends' yard. (Also give the option to simply pick up the flamingo gratis, since some people have no sense of fun). It takes some organization, but is a lot of fun. An additional fundraising idea is to sell "Pink Flamingo Insurance" for \$10 to protect yourself from the invasion of these pink pests.

50-50 Raffle Fundraising: 50-50 raffle fundraising simply involves the sale of raffle tickets with the proceeds being split evenly between the winner and your organization. Many clubs include a 50-50 raffle at all their regular monthly meetings. Tickets are sold throughout the 'get acquainted' or informal portion of the meeting. The profits can be earmarked for an individual ongoing project, or included with other funds raised for your main charitable goal.

Car Smash Fundraising: A Dash and Smash fundraiser pits three six-person teams against one another to see which could completely destroy a car, using only hand tools, in the shortest time. Teams could be a police department team, a fire department team, JF alumni team etc. – all vying for a trophy. Each team is supplied with an assortment of hand tools (large bolt cutters, tin snips, sledge hammers, axes, wire cutters, pliers, wrenches and hacksaws) and they had to dismantle and smash a car into pieces small enough to pass through a standard automobile tire. Three donated dilapidated cars were stripped of all fluids and glass for safety. Bleachers were set up and an admission fee was charged for the event.

Bake Sales: They still work! Combine them with an already scheduled event such as a car wash or yard sale.

