



# Duties & Timelines for All JFAO Committees

***To Build Future Rural Leaders Through Self-help & Community Betterment***

# Standing Committees



## Executive

*Chair: Past President, Members: President, Finance, Fund Development, Marketing, Membership, Community & International Programs, Agricultural Programs, Alumni Rep.*

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.

### Monthly

- Meetings - know the status of all committees and activities under each portfolio and be able to provide a report to the rest of the executive. Seek advice and assistance on issues or concerns from other executive
- Bugle – ensure all relevant information for clubs within each portfolio is provided to the Public Relations Committee to be e-mailed to clubs – due by the 25<sup>th</sup>

### Early April

- Changeover meeting with previous executive
- Notify Organizations of new Representatives (RAWF, OFA, 4-H Ontario)
- Provide biographical information as requested to the Public Relations committee for Bullhorn
- Provide updates or report for the quarterly Spring JF Bullhorn
- Finalize preparations for Board Training Weekend

### July

- Provide updates or report for quarterly Summer JF Bullhorn

### September

- Provide updates or report for quarterly Fall JF Bullhorn

### December & January

- Review & approve budget prepared by Finance committee prior to presentation to the board at the January meeting.
- Provide updates or report for quarterly Winter JF Bullhorn
- Update position descriptions and duties as necessary and have ready for January Board meeting for anyone interested in running at the Annual General Meeting
- Review proposed by-law changes and present to the board
- Provide information for the annual audit to the Finance Committee
- Ensure required reports are prepared for the Annual report to PR Committee

### January

- President should invite Past Presidents, OMAFRA, local government, External Organization Representatives and any other celebrities to Annual Banquet

### March

- Ensure prep is completed for Annual Banquet presentations
- Ensure past year's business is wrapped up as much as possible for incoming executive



## Operations

*Chair: Past President. Members: President, Any member*

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Oversees the day-to-day operation of the business of JFAO, the office, contracts, and employees, including any hiring.

### **Bi-weekly**

- Review insurance applications from clubs & process.
- Review Office Administrator's activities and approve hours.

### **March**

- Advertise summer student position(s)

### **April**

- Review all contracts & update as necessary
- Meet employees
- Interview for summer student positions
- Facilitate new corporate Visa card

### **May**

- Ensure insurance is renewed and paid.
- Discuss next March Conference with coordinator and advertise for new coordinator if needed.

### **July**

- Hire March Conference Coordinator no later than August 1.

### **December**

- Review office contract with OFA.
- Update web contract with Kyle Maw.
- Post Conestoga College Intern job description

### **January/February**

- Review summer student grant opportunities from governments and apply.



## Policies & Procedures

*Chair: Past President. Members: President, Any member*

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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.

### **Monthly**

- Ensure policies posted on the web are up to date. Post changes within two weeks of a change being made

### **Before Board meetings**

- Collect policy changes from board members and review. Distribute to all clubs approx. two weeks before the meeting with the agenda
- Ensure attendance tracking records are up to date for directors and representatives

### **For each competitive event**

- Have one committee member responsible for working with the host committee to review eligibility and ensure all participants are members
- Ensure each event follows policies and rules

### **March/April**

- Ensure by-laws changed at March Conference are updated & distributed
- Update & distribute Affiliation Form Booklet including any changes from March Conference

### **November**

- Remind Board members of eligibility requirements for voting at March Conference
- Announce deadlines for by-law changes for AGM.

### **January**

- Collect affiliation forms, review for missing items and follow up with clubs
- Provide list of clubs to be fined to Finance committee
- Ensure all job descriptions are updated by the person currently in the role
- Review proposed by-law changes at January Board meeting

### **February**

- Give affiliation books to Awards & Recognition committee to select top ten clubs and top ten agricultural clubs
- Provide proposed by-law changes to March Conference Committee for distribution to delegates and send to club-contacts list
- Prepare ballots for elections at Annual General Meeting
- Recruit parliamentarian & scrutineers to assist with by-law and procedure interpretation & AGM elections
- Review club requirements and attendance of previous members of the Board of Directors and Organization Representatives to determine eligibility for re-election and voting rights
- Determine number of voting delegates for each club based on club membership and inform each club before the early-bird deadline for March Conference

### **March**

- Update AGM voting rights based on attendance at the morning Board meeting and any last minute missing documents/fines submitted
- Distribute ballots and voting cards at the AGM to each club, ensuring only enough ballots are included for eligible voters. One set per person, regardless of whether a club had a right to more voting delegates
- Prepare PowerPoint of Constitution changes



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.

### **Monthly**

- Review any resolutions presented by clubs. Forward approved resolutions to the executive and appropriate committee for discussion and action.
- Return unapproved resolutions to submitter with reason and options for re-working.

### **January**

- Remind clubs of upcoming elections at March Conference.
- Begin recruiting possible candidates using the updated job descriptions for each position.
- Remind clubs that if they want resolutions discussed by all March Conference delegates, they should be submitted to the committee by early March, but can also be submitted on the floor at the AGM. Provide forms.

### **March**

- Prepare full list of eligible candidates - be prepared to distribute to clubs upon request two weeks before the election.
- Try to have at least two people to run for each position.
- Get statements from candidates to read at AGM if they are unable to attend.
- Encourage all candidates running to come at least for the AGM.
- Review resolutions presented from the floor prior to presentation to all delegates & combine or reword as necessary.
- Prepare PowerPoint or overheads of submitted resolutions.

### **April**

- Forward carried resolutions to the appropriate committees before Board meeting.



## Planning

*Chair: Open. Members: President, Past President. Any member.*

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

### **April**

- Develop vision for the coming year, including ideas for new programs, marketing strategies, areas that JF should consider being involved in.
- Run Board of Directors training with assistance of new executive. Ensure new executive have the knowledge to complete their responsibilities in the coming year.
- Organize a strategic plan each year that is a multiple of five under the direction of the Past President. (2010 etc.)

### **March**

- Identify program needs from the previous year and forward to incoming executive.
- Develop training sessions for April meeting of incoming Board of Directors



## Finance

*Chair: Finance. Members: President, Past President, Fund Development, Any member*

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.

### **Monthly**

- Pay bills, review & pay eligible expense claims, deposit cheques, issue invoices, ensure Simply Accounting is updated and finance reports prepared for the executive.
- Submit list of outstanding club & member invoices for the Bugle.

### **April**

- Review accounts & investments and determine if any surpluses should be invested in a short-term GIC for the summer or other changes made.
- Ensure records are up-to-date & prepare actual to budget statements for Board meeting.
- Ensure charitable return is prepared and filed (must be done by end of June – within 6 months of year-end).

### **July/August**

- Ensure records are up-to-date & prepare actual to budget statements for Board meeting.

### **November**

- Ensure finances are up to date to assist with budget prep.
- Ensure records up to date & prepare actual to budget statements for Board meeting.
- Prepare budget for the following year based on expenses in the current year, program changes, inflation, etc. and present to the Executive for review & approval.
- Present Executive-approved budget to the Board of Directors for review & approval.
- Distribute club finance forms.

## **December**

- Review Simply Accounting for any changes needed before the start of the year.
- Have approved budget inputted for following year.
- Contact Auditor and remind executive of items needed for the annual audit.

## **January**

- Collect items for the annual audit and prepare books for Auditor.
- Ensure records are up-to-date & prepare actual to budget statements for Board meeting.
- Remind clubs that Provincial charity donations are due no later than the start of the Annual General Meeting.
- Ensure provincial charity rep is invited to March Conference Banquet.
- Collect club finance forms.
- Prepare forms to apply for GST rebate cheque.

## **February**

- Review club finance forms.
- Fine clubs for late affiliation and finance forms.
- Send books to auditor as soon as possible.
- Ensure provincial charity options selected by March Conference committee have charitable status.

## **March**

- Meet with Auditor, review report & have Finance Director and one other officer sign.
- Provide copy of Auditor's report or basic report of JFAO's financial status to Marketing Committee for annual report, including graphics of where funds are spent.
- Prepare signed copies of Auditor's Report for AGM.
- Ensure records are up-to-date & prepare actual to budget statements for Board meeting.
- Present cheque to Provincial Charity & announce new charity.
- Facilitate new signers on accounts with Graham Smyth at Scotiabank.



## **Fundraising**

*Chair: Open. Members: Fund Development, President, Any member.*

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Responsible for organizing one major fundraising event per year, conducting the yearly Spring (April) or 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.

## **April**

- Send letter to partners introducing new Fund Development director and thanking for support. Include Annual report and any additional sponsorship opportunities.
- Become familiar with the Benefits of Partnership program.
- Organize spring mailing campaign if one will be conducted.
- Check sponsorship Ads for Bullhorn & provide to Public Relations committee – indicate if they will change or be same for future issues.
- Assist Leadership Camp committee with local and provincial sponsorship.

## **May**

- Speak with smaller partners and contacts who have not sponsored to set up a presentation/meeting time.
- Contact OFS/IPM about sponsoring and booking booth space.

## **Summer**

- Run major fundraiser.
- Research potential partners and campaign ideas for this year and next.
- Assist Ambassadors' Banquet committee with local and provincial sponsorship.

## **August**

- Organize annual alumni mailing campaign, including a letter from the President and a prominent alumni promoting support of JFAO programs. Ensure mailing is completed by end of August.
- Assist Autumn Profile committee with local and provincial sponsorship.

## **October**

- Review Benefits of Partnership & suggest alternatives for Executive approval.
- Review major fundraising event possibilities and present to the Executive for approval.
- Assist Sing Swing committee with local and provincial sponsorship.

## **November**

- Present a budget for a major fundraiser to the Board of Directors for approval.
- Assist Winter Games committee with local and provincial sponsorship.
- Assist March Conference committee with local and provincial sponsorship.

## **December**

- Prepare mailing to renew current partnerships and solicit new partnerships for programs for the following year.
- Mail partnership certificate or sticker to previous partners with Christmas card signed by President & Fund Development Director.

## **January**

- Work with operations committee to apply for any available grants for summer students.
- Ensure receipts are sent for all remaining donations from the previous year - no later than end of February.
- Create new spreadsheet for sponsorship for the coming year.
- Contact past year's partners for ads and logos for annual report if required.
- Begin preparations for major fundraiser.

## **February**

- Provide sponsor ads and logos to marketing committee for Annual Report and sponsor boards using guidelines supplied by Public Relations committee.
- Proof draft ads and logos provided back from Public Relations committee.

## **March**

- Prepare sponsor insert for Membership mailing and provide to Members' Programs committee



Responsible for coordinating and implementing JFAO's Marketing strategy, coordinating the display booth that promotes JFAO at trade shows and fairs, 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 producing the Annual Report, and overseeing production of JFAO newsletters and website. Responsible for the purchasing, advertising, and selling of promotional materials for JFAO.

### ***External Communications***

- Ensure the JF brand is consistently promoted and portrayed in public through media releases, advertising & promotion, letterhead, and all documentation.
- Include Media Advisories for events before they happen and Media Releases of results and summaries afterwards.
  - Announce Provincial Charity
  - Announce new Executive
  - Announce Winners of Club of the Year, Rose Awards, competitions, scholarships, etc.
  - Outgoing delegates
  - Incoming Delegates
  - Leadership Camp
  - Communication Workshops
  - Autumn Profile
  - Sing Swing
  - Elections and Banquets around the province
  - Winter Games
  - March Conference – elections, annual meeting, competitions, awards
  - Any new programs or initiatives by any committee - ie. provincial Ag. Awareness project
  - Any provincial or club successes throughout the year or from affiliation reports, ie. Charity donations
- Monitor JF media coverage online using Google alerts.
- Ensure copies of Bullhorn & Annual Report are sent to related organizations.

### ***Internal Communications***

- Monitoring & approving all use of provincial logo & ensuring documents and brochures are properly branded.
- Monitor the JF web site and ensure information is continually passed on to the webmaster.
- Follow up with all Provincial committees and clubs to ensure their sections are up to date and forms are available.
- Ensure that the Past President provides updates to policies and Constitution within two weeks of any changes for posting to the website
- Follow up with events committees to get event information posted. Also, be sure that individual results are posted after the events.
- Encourage photos for the gallery, these can be used for slide show at MC if there are enough good ones collected.
- Oversee newsletter production.

- Bugle published monthly – oversee Office Administrator.
- Bullhorn published quarterly - mid-Jan, end of April, mid-August, end of Oct.

### ***Public Awareness Supplies (PAC)***

**It is the responsibility of the committee to transport PAC example items and sell at provincial events, including Ambassadors' Banquet, IPM, Autumn Profile, Sing Swing, Winter Games.**

#### **April**

- Review items listed for sale on the JF website.
- Obtain new catalogues and contracts from Coyle & Greer to be able to order materials.
- Advertise materials that are for sale on the website.

#### ***JFAO Display***

- Review the JFAO display for damage and update the contract if necessary.
- Be familiar with how the display is set-up and how to access it.

#### **June/July**

- Space at the IPM is booked through the Partnership Program – JFAO pays for a space and IPM returns a cheque as sponsorship.
- In the past space at the Outdoor Farm Show was booked through OFA. The OFS has also considered an arrangement of free space in exchange for volunteer time. You may look into working with FCC, if you can get an equal or better rate. Oxford JF usually takes care of this booth. You should check with them at least 3 times to make sure they have enough help, and they have the materials they need for the booth.

#### **August**

- Review supply of brochures, posters, forms and print/design/order more as necessary for fall fairs.
- Begin recruiting volunteers for staffing the booth at IPM or OFS – enlist the local club for the area and recruit provincial members to fill the rest.
- Look into participation at the Canadian International Farm show in February.
- RAWF (November) – In the past Booth space was free. Order a table ahead of time, if you want one, so that you don't have to carry one in. Your committee is responsible to staff this booth as well. Halton and Peel JF and U of G JF are close by to draw from.
- Booth Inventory- Always have:
  - A list of Executive & PD's for reference
  - Sample Ontario Century Farm sign & Forms
  - Forms for any upcoming events or opportunities
  - Brochures
  - Copies of latest Bullhorn
  - Annual Reports
  - Scrap Book
  - Photos & promotional items for display
  - A sign-up sheet for potential members who need more information.
  - Address / Info update forms for Alumni

#### **January & February**

- Collect all committee reports, organization rep. reports, photos, logos, advertisements etc. required for the annual report.

- Confirm deadlines for the annual report, sponsor boards & banquet programs.
- Look into sponsorship of the annual report with the Fund Development Director.
- Return proofs of Annual Report ads & logos to fundraising committee for approval.

### **March**

- Get final financial statements from auditors or financial summary for Annual Report.
- Submit Report to the Printer two weeks before March Conference.
- Submit Sponsorship Boards, Cards & Banquet Program week before MC.
- Review & Sign-off on proofs.
- Pick up all printed items for March Conference or have shipped to hotel.



### **Members' Programs**

*Chair: Open. Members: Membership, Agricultural Programs, President, 4-H Ontario Rep, Any member.*

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.

### **April**

- Present club lists of non returning members for the year to the PDs at the April Board meeting for them to follow up on.
- Discuss potential leadership development programs for the coming year including:
  - Communication Workshop (s)
  - Social Recreation Workshop(s)
  - Try Something New Workshop
- Ensure Leadership Camp committee is on track.

### **April to December**

- Process additional memberships as they come in.
- Ensure Leadership Camp runs smoothly.
- Organize workshops or appoint sub-committees.
- Keep up-to-date on Membership numbers and provide monthly reports.

### **June/July**

- Recruit March Conference Committee members.

### **November**

- Distribute updated Membership Forms.
- Announce Membership Recruitment Campaign & awards.
- Select Leadership Camp Chair & announce at Board meeting.
- Recruit Leadership Camp committee members.

## **December**

- Finalize Leadership Camp committee with Chair.

## **January**

- Support and assist with organizing Membership Month activities.
- Ensure March Conference Committee is on track.

## **January/February**

- Collect all membership & election forms in the office.
- Ensure Leadership Camp budget is presented at Board meeting & progress is continuing.

## **February**

- Committee should be helping the office to enter memberships - should be entered as soon as possible but no later than the end of the month.
- New member kits should be completed with intro to JF info & card.
- Past member mailouts prepared, including host forms, leadership camp form, sponsor insert, welcome letter, & year sticker.
- Organize club executive & Board training – run executive training in conjunction with April Board meeting

## **March**

- Update club handbook information in consultation with executive, then add any changes from March Conference and get it distributed online and printed for April distribution to new PDs.
- Distribute membership kits to Conference attendees.
- Mail remaining kits immediately after conference.



## **Alumni**

*Chair: Open. Members: Alumni Rep. President, Any member, Any alumni.*

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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.

## **April**

- Organize meeting between Alumni committee and new Alumni Representative.

## **May, September, November, February**

- Investigate Bullhorn & alumni mailing returns
- Contact alumni to update address and database information
- Only mark lost if all efforts to update database fail – use phone, e-mail, Facebook.

## **Year Round**

- Assist local alumni with past member information for local reunions.



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.

### **Throughout the Year**

- Look for opportunities to recognize special accomplishments by clubs, members or alumni, and promote to Public Relations committee.
- Recognize any clubs celebrating quarter-century anniversaries.

### **November**

- Update & distribute information on President's Rose Awards, Communications Award competitions, and remind clubs to fill out Affiliation books for Club of the Year & Ag Club of the year.
- Remind clubs of 5, 10 & 15 year member awards available from the office.
- Note that the JF office does not have complete records of this information.
- Review Awards offered by other associations and make the board aware of any opportunity to recognize outstanding members.

### **January**

- Find judges for Club & Ag Club of the year and the Rose Awards.
- Find judges able to view the Communications Award entries at March Conference.
- Review award inventory and order new awards as required, as well as gavel (engrave with JFAO President, Name & Year) for outgoing president and past president's pin.
- Contact previous plaque winners and ask for them to be returned at the January Board meeting or Winter Games.
- Review database for potential 5, 10 & 15 year members.

### **February**

- Get affiliation books from Policies & Procedures committee and select the top ten Clubs and top ten Ag clubs. Have those affiliation books judged.
- Get Rose award nominations judged.

### **March**

- Have Club of the Year and Ag Club of the Year trophies engraved with winner selected by judges. Have Rose award plaques engraved with winners selected by judges.
- Ensure Communications Award entries are displayed for Banquet guests to review.
- Print certificates for Communications Award Winners at March Conference. Provide winner info to Public Relations committee.
- Ensure the President is available for photos immediately after the Banquet.
- Provide affiliation reports to Public Relations committee for review & data collection
- Ensure best reports are on display at March Conference
- Ensure nomination info on the Rose Award winners is provided to Public Relations committee for media releases.
- Ensure judge's remarks/comments on the affiliation reports are provided to Public Relations committee for media releases.



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' Banquet in conjunction with the incoming delegate rotation.

### **April**

- Provide outgoing & incoming delegate information to Public Relations committee for website, media releases, and other promotional purposes.
- Outgoing delegate orientation – plan in conjunction with April Board meeting.
- Plan incoming delegate orientation for end of May.
- Send out reminder e-mail that Host Family Forms are on the website (put in Bugle).
- Inform host countries/associations of outgoing delegates and new Ontario contact.
- Collect host family forms.
- Build upon plans for Ambassadors' Banquet from last year's committee.
- Provide advice on booking flights for outgoing delegates.

### **May**

- Make schedule of hosts for the incoming delegates. Schedule should be as complete as possible before their arrival at the end of May – schedule should be complete up until break week now, and remainder of summer when delegates arrive in last zone before break week.
- Invite past exchangees & celebrities to Ambassadors' Banquet

### **June & July**

- Work with club reps to ensure that all changeovers are properly coordinated.
- Work with Public Relations committee to get maximum press coverage of delegates.
- Work with delegates and hosts to resolve any issues as they come up.
- Provide outgoing delegates with JF business cards.

### **August**

- Present rotation for next year's exchanges in Ontario at August Board meeting.
- Host Ambassadors' Banquet in conjunction with Summer Board meeting. *(in the past Banquet was held in May in conjunction with delegate orientation, but nearer the end of summer means early exchange hosts are more interested in a last opportunity to see the delegates and provides an event to go with the Board meeting since we no longer have Summer Games)*
- Conduct Exchange evaluation with visiting delegates
- Collect Reports from outgoing delegates monthly and upon their return. Circulate to Bullhorn Editor and Sponsors. Delegates should write thank you letters to sponsors and sponsors should receive photos for their promotional use.

### **September & October**

- Follow up with all associations regarding the past summer's exchange and to begin organizing the coming year. Include dates of Ontario schedule, and number of delegates you will accept from each organization.
- Invite a rep from all associations to attend March Conference & Annual Banquet.

- Gather information on other associations' exchanges, dates, # of delegates they will accept.
- Review bursary amounts and present suggested changes to the Finance committee for inclusion in the budget.

### **November & December**

- Work with Fundraising committee & Fund Development Director to begin contacting potential sponsors. Sponsors should all be secured before the trips are awarded for publicity to be maximized for the sponsors at March Conference.
- Send form to website and begin to solicit applications from members for travel opportunities – distribute by November Board meeting – due March 1.

### **January**

- Notify March Conference Committee of needs for trip selection interviews.
- Contact alumni/sponsors/local politicians to be judges for trip selection.
- Select location and book hall & meal for the Ambassadors' Reunion.
- Ensure database is updated with past year's outgoing exchangees.

### **February**

- Prepare scoring/ evaluations for trip selection judges to use.
- Prepare quiz & impromptu questions for delegate applicants.
- Prepare winner envelopes with approx. dates of travel, JF travel crest, congratulatory letter & delegate information form to provide host country and for JF website.
- Prepare certificate for printing after winners selected for photo purposes.
- NOTE: The bulk of preparation should be done in October and November because the JF office will have little time to assist from December to March.

### **March**

- Conduct selection during March Conference, print certificates and announce winners. Have them available for a photo after the Banquet.



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.

### **April**

- Ensure Ontario Young Farmers Forum committee is up and running

### ***Century Farm Sign Gate Post Competition***

- Approach Ontario Farmer or Better Farming to sponsor the competition and print an article on the winner.
- Promote the contest in the Bullhorn & through media releases – consult with Public Relations committee
- Set deadline in the fall for entries and get a judge and a prize.

### ***Ag Awareness Project***

- Get some options running and assign people to develop their ideas. (It's easier to get help in the winter but your plans must be made in order to complete the project within the year.) Update the list of Ag Awareness project ideas for clubs.

### **June & July**

#### ***Ag Tour***

- Look into possibilities for an Ag-tour. Winter dates will work best for participation. Have some options to present at the August Board meeting.

### **August**

- Present options for an Ag-tour at Board meeting and start promotional campaign.
- Decide on an ag awareness campaign and take steps to launch it in November at Sing swing.
- Assist committee with promoting Ontario Young Farmers' Forum

### **November**

- Announce winner of gate post competition – get as much media coverage as possible.
- Review Ontario Century Farm sign inventory and inform finance committee of inventory numbers and whether a new order needs to be included in the budget.

### **January**

#### ***Ag Club of the Year***

- Review and update criteria for this award to include in the updated Club Handbook and Affiliation Forms.

*Note: Your timelines will vary with the types of projects & tours chosen but firm plans need to be made before the summer or the year will slip away from you.*



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.

- Promote hosting opportunities to clubs in the assigned zones by the Board meeting before the budget deadline & ensure a bid will be made.
- Deadlines: Winter Games – April meeting, Autumn Profile & Sing Swing – January meeting.
- Ensure clubs know how to submit an event bid & budget, and the particular requirements for hosting that event.
- Review & approve bids & budgets prior to presentation to the Board of Directors.
- Ensure club host committees are on track for hosting a successful event and provide advice & support.
- Provide information to Public Relations committee & get approval of forms for web site updates. Include event information prior to events and results immediately after.
- Event Package to include:
  - List of events, dates, approx. times
    - Accommodations, approx prices & Directions
    - Rules & Regulations
    - Individual Pricing & Registration Form
- Ensure that complete package for events is received by the JFAO office 6 months prior to the event to allow proper publicity & approve rules.
- Work with Public Relations committee to coordinate media coverage of all events – clubs should submit drafts to Public Relations for approval.
- Coordinate return of trophies from previous winners to provide to the host club for awarding. Coordinate distribute of medallions from the office supply until they are used up.
- Review successes and failures after each event to help next year's host.
- Ensure event binders are updated and returned to the office for distribution to the next host.
- Ensure reports are submitted for the Bullhorn & Annual Report, including individual winner names.
- Assist host clubs with collecting fees from all affiliated clubs.

# Event Committees



## Autumn Profile, Sing Swing, Winter Games

*Chair: Open. Members: Host Club/Zone members*

Responsible for planning, organizing, implementing, and promoting a provincial competitive event on behalf of JFAO with the support of the Competitive Events Committee, ensuring the program meets the overall goal, directions, and mission of JFAO.

### **16 Months Ahead**

- Begin liaising with other clubs in your zone about interest in hosting the event – decide if one club or multiple clubs may be involved
- Set up bid committee and put together a bid to present (JFAO must have location one year in advance)
- Contact Chamber of Commerce/local Agricultural Societies - they can tell you who and when to approach regarding facilities

### **12 Months**

- Confirm host club(s) and town

### **10 Months**

- Budget to be presented 4 Board meetings prior to the event:
  - Winter Games - April Board meeting
  - Autumn Profile - Jan. Board meeting
  - Sing Swing - Jan. Board meeting
- Formalize Organizing Committee – Suggested Roles:
  - Thursday or Friday Night Social Activity
  - Board of Directors Meeting (if applicable)
  - Day Events/Competitions & Judges
  - Friday and/or Saturday Night dance
  - Showcase & Banquet (Sing Swing)
  - Info Package/Programs/Media/Publicity/Reports
  - Sponsorship
  - Awards
- Book facilities (try to have all facilities in one city/town/area)
- Remember to ask about reduced rates for agricultural/charitable/youth organizations and provide opportunity for sponsorship
- Check if facilities need proof of insurance and request from JFAO if so

### **6 Months**

- Provide rules, general information and tentative schedule package to Competitive Events committee and Exec. Director of Marketing for review.
- Book DJ for dance
- Book Caterer if required (Sing Swing) and/or see if anyone would like to sell lunch food – try alumni, local churches, ag groups, or service clubs for cheaper rates
- Discuss sponsorship with Director of Fund Development & approach local sponsors for financial or in-kind donations (ie. Food, facilities, equipment)

## **2-3 Months**

- Book umpires/referees/judges (book them as early as possible)
- Arrange for equipment or rent if needed (outlined in event book)
- Make arrangements for set up
- Order medallions from JFAO, ask for event trophy
- Purchase liquor licence (early in case of problems)
- Book buses for Saturday night dance
- Book security for dance
- submit list of sponsors to JFAO Director of Fund Development and update with any additional ones as they are signed on
- Remind clubs of approaching Deadlines

## **1 Month**

- CONFIRM EVERYTHING
- Look into door prizes, etc
- Arrange for food at dance
- Process registrations as they come in & confirm receipt

## **3 Weeks**

- prepare draft media release outline of the event highlights for Public Relations committee and submit two weeks before the event
- Prepare list of Provincial Director Duties & send to JFAO Office

## **1-2 Weeks**

- CONFIRM EVERYTHING AGAIN
- Make final event schedules & distribute any changes.

## **During Event**

- Provide Policies & Procedures committee with registrations to confirm eligibility
- Deal with problems as they arise
- Have fun!

## **1 Week After**

- submit general report of event highlights and activities including winners to Public Relations committee (begin writing before event takes place)
- Deposit monies received during the event & begin paying bills
- Invoice clubs not in attendance that have not paid – deadline 1 month after

## **2 Months After**

- Ensure all outstanding issues are wrapped up
- Present Final Financial Statement to JFAO Board meeting (no later than second meeting after event)
- Provide JFAO Office with list of any clubs that have still not paid for JFAO to invoice again
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference



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. Committee selection determined in conjunction with the MC Coordinator.

### **April-June**

- Past President checks with previous coordinator to see if they would like to continue.
- Advertise for March Conference Coordinator if needed.
- Past year's coordinator books hotel facilities for the following March with approval from the executive.

### **July**

- Past President, Membership Director & 1 other Exec. Interview Coordinator Candidates
- Exec. Director of Membership puts out call for committee volunteers to apply by Aug. 1

### **August**

- Coordinator is hired no later than August 1 – earlier is better.
- Coordinator & Membership Director review committee applicants & select committee.
- Committee begins to meet and plan.

### **October**

- Preliminary scheduling and speaker booking is completed.

### **November**

- List of potential sponsors is set and sponsorship campaign begins.
- Present Conference Budget at Board meeting.
- Begin distributing registration packages.

### **February**

- Review all activities & requirements and ensure needs of executive are met for meetings and that everything is confirmed.
- Delegate packages get e-mailed including by law changes, agenda for AGM, conference agenda and details on charities. Mail copies only to people who request a mailed copy. Continue to send out as new registrations come in.
- Prepare Annual Report cover, committee info & photo, and tentative schedule for Public Relations committee – no later than March 1.

### **March**

- Prepare draft media release of conference highlights for Exec. Director of Marketing.
- Conference on the last full weekend of the month, or week before Easter.

### **April**

- submit general report of event highlights and activities to Public Relations committee (begin writing before event takes place).
- Submit list of attendees/fees to JFAO Exec. Director of Finance for audit/invoicing.

### **July/August**

- Present final financial statement at the Board meeting.
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference



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. Committee selection determined in conjunction with the Leadership Camp Chair.

### **November**

- Exec. Director of Membership appoints Leadership Camp Chair by Board meeting and puts out call for committee volunteers to apply by Dec. 1

### **December**

- Exec. Director of Membership and Leadership Camp Chair finalize committee
- Committee begins to meet and plan

### **January**

- Present Camp Budget at Board meeting and announce camp highlights

### **March**

- Preliminary scheduling and speaker booking is completed
- Begin distributing registration form at March Conference
- List of potential sponsors is set and sponsorship campaign begins

### **May**

- Review all activities & requirements and ensure everything is on track
- Begin e-mailing delegate packages to registrants. Mail copies only to people who request a mailed copy. Continue to send out as new registrations come in

### **June/July**

- prepare draft media release outlining camp highlights for Exec. Director of Marketing
- Run Leadership Camp
- submit general report of event highlights and activities to Public Relations committee (begin writing before event takes place)
- Submit list of attendees/fees to JFAO Exec. Director of Finance for audit/invoicing

### **July/August**

- Chair books facility for the following summer with approval from the executive
- Ensure all outstanding bills/fees are paid

### **November**

- Present final financial statement no later than the November Board meeting
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference



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.

The Reunion Organizing Committee will consist of the Travel & Hospitality Committee and the travel opportunity winners from the preceding 2 years, with the exception of the Australia winner who will be from the past three years. The Director of Community and International Programs will be the first to call the meeting.

### **January**

- Exec. Director of Community & International Programs appoints Chair & committee
- Committee begins to meet and plan
- Present Reunion Budget at Board meeting

### **February**

- Book Hall
- Book DJ for dance
- Book Caterer – try alumni, local churches, ag groups, or service clubs for cheaper rates
- Discuss sponsorship with Director of Fund Development & approach local sponsors for financial or in-kind donations (ie. Food, facilities, equipment)

### **April**

- Review all activities & requirements and ensure everything is on track

### **May**

- Invite past exchange delegates, OMAFRA, celebrity guests to the reunion
- Inform incoming exchange delegates of the event
- Begin inviting current members and host families
- Purchase liquor licence (early in case of problems)
- submit list of sponsors to JFAO Director of Fund Development and update with any additional ones as they are signed on

### **July**

- Ensure JFAO display is updated with Exchange promotional info & photos
- Ask incoming exchange delegates to make a brief presentation at reunion
- Ask for slideshow photos
- Make arrangements for set up
- Remind Clubs of approaching Deadlines
- Look into door prizes, etc
- Arrange for food at dance
- Process registrations as they come in & confirm receipt
- CONFIRM EVERYTHING

### **August**

- Prepare draft media release of reunion highlights for Exec. Director of Marketing
- Host Reunion

- submit general report of event highlights and activities to JFAO Exec. Director of Marketing (begin writing before event takes place)
- Deposit monies received during the event & begin paying bills

### **September**

- Ensure all outstanding issues are wrapped up

### **November**

- Present final financial statement no later than the November Board meeting.
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference



## **Workshops**

*Chair: Open. Members: Agricultural Programs, Any member.  
Liaison: Membership*

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.

### **April**

- Brainstorm ideas and locations for workshops for the coming year at Board Training Weekend & recruit committee
- Begin recruiting speakers

### **May**

- Book facilities for 20-30 participants at each workshop
- Discuss sponsorship with Director of Fund Development & approach local sponsors for financial or in-kind donations (ie. Food, facilities, equipment)

### **June**

- Begin promoting workshops

### **1 Month Before**

- Confirm lunch arrangements for workshop
- Re-confirm speaker and location

### **Host Workshop**

- Suggested dates for workshops are late August (weekend delegates leave or with Ambassadors' Reunion or Board meeting), last weekend of September, first weekend of November, last weekend of February

### **After Workshop**

- Pay all bills & submit list of participants and financial report to Exec. Director of Finance
- submit general report of event highlights and activities to Exec. Director of Marketing (begin writing before event takes place)

### **March**

- Ensure copies of all documents from past year are submitted to office for next committee to reference



## **March**

- Establish a committee with OFA and review last year's OYFF.
- Locate keen JF members in each locale to ensure that JF is key to organizing and executing the event.
- Begin to determine a focus for the coming year's forum and develop a list of subtopics that will appeal to all sectors of the province.

## **April**

- Present budget at the summer Board of Directors meeting.

## **May & June**

- Begin sponsorship campaign & apply for grants.
- Firm up theme, topics, and book guests
- Hire/ invite facilitators and or speakers with knowledge of the issues. Possibly partner with OATI to get free "experts".

## **July/August**

- Begin marketing campaign through JF & OFA publications, previous attendees & general media with a big push on the overall theme.
- Invite Agriculture ministers or government representative.

## **September**

- Confirm sponsors, begin taking registrations, continue promotion.

## **October**

- May need to do a telephone campaign, or written invitations to ensure a good turnout.

## **November**

- CONFIRM EVERYTHING.
- Media release before to invite media and after the event .
- Forum held in conjunction with OFA convention. Ensure participation and evaluations are well recorded to help develop next year's topics.
- Outcomes from the day will be in terms of resolutions developed to forward to the OFA.
- Record sessions and prepare a paper outlining results for distribution to OFA and other interested parties.

## **December**

- submit general report of event highlights and activities to Public Relations committee (begin writing before event takes place).
- Submit list of attendees/fees to JFAO Exec. Director of Finance for audit/invoicing.
- Ensure all bills/fees are paid and paperwork completed for grants.

## **March**

- Present final financial statement at the Board meeting.
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference.



Responsible for organizing a provincial Reunion on the fifth and tenth anniversaries of JFAO for all members and alumni and liaising with the Fundraising committee to promote a focussed campaign. Recommended that it replace/incorporate the Ambassadors' Reunion.

### **March Year Before**

- Committee to be selected by the JFAO Past President and Alumni Representative, including representation from the JFAO Board, grass roots members, and alumni
- Committee begins to meet and plan
- Begin investigating ideas, locations, activities

### **August**

- Book Hall
- Book DJ for dance
- Discuss sponsorship with Director of Fund Development

### **November**

- Present Reunion Budget at Board meeting
- Book Caterer – try alumni, local churches, ag groups, or service clubs for cheaper rates

### **March**

- Begin first phase of promotion at March Conference to members and alumni
- Invite past exchange delegates, OMAFRA, celebrity guests to the reunion
- Approach local sponsors for financial or in-kind donations (ie. Food, facilities, equipment)

### **April**

- Review all activities & requirements and ensure everything is on track
- Begin second phase of promotion to current members and alumni, including direct mailing (combine with donor mailing)

### **May**

- Inform incoming exchange delegates of the event
- Purchase liquor licence (early in case of problems)
- Submit list of sponsors to JFAO Director of Fund Development and update with any additional ones as they are signed on
- Ask for slideshow photos

### **July**

- Ensure JFAO display is prepared
- Ask incoming exchange delegates to make a brief presentation at reunion
- Make arrangements for set up
- Remind clubs of approaching Deadlines
- Look into door prizes, etc
- Arrange for food at dance
- Process registrations as they come in & confirm receipt
- CONFIRM EVERYTHING

**August**

- Prepare draft media release of reunion highlights for Public Relations committee
- Host Reunion
- submit general report of event highlights and activities to Public Relations committee (begin writing before event takes place)
- Deposit monies received during the event & begin paying bills

**September**

- Ensure all outstanding issues are wrapped up

**November**

- Present final financial statement no later than the November Board meeting.
- Ensure copies of all documents and report from past year are submitted to office for next committee to reference