



JFAO Club Handbook

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JFAO at a Glance

- 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 centers 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 can 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 several counties in 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 75 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 “Building Leaders. Building Communities.” and mission “to build rural leaders through personal growth, travel, experiences, 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.

JFAO Logos

Use of any JFAO logo or seal, the name JFAO, JF, Junior Farmers, etc. requires the permission and approval of the JFAO Executive Director of Communication. Copies of logos are available from the JFAO Executive Director of Communication.



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 helps 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
- Liaison with bank as needed
- Presents a list of transactions and bills that are due at the meetings for the members to vote on
- Updates club signing authority as Club Executive changes after the Annual Meeting
- 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 to ensure that everyone stays in contact
- Handles club correspondence (i.e. thank you cards, etc)
- Ensures updated Club Executive information is sent to JFAO's Executive Director of Programming promptly after the Club's Annual General Meeting

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 affiliation requirements and documentation
- Attends and assists 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 held in August)
 - November PD Meeting (held Friday of Sing Sing 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 the club on provincial events/issues and highlights of meetings

Assistant Provincial Director

- Attends PD Meetings along with or in place of the Provincial Director; is the only person who can vote for the club in the PD’s absence
- 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 Executive Director of Communication for inclusion in the provincial newsletter and website

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 Communication
- Submits copies of newsletters to the provincial communications 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 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.)

Past President

- Mentor and support current President
- Provide guidance on Constitution and Policy implementation and amendments

Responsibilities of Club Members

- Contribute your thoughts and ideas to meetings
- Attend meetings and vote on motions
- Support club initiatives by volunteering and joining committees
- Help organize and promote events and projects
- Represent your club at provincial events
- Promote Junior Farmers in a positive way and encourage new members to be involved

**Most of all GET INVOLVED.
You only get out of JF what you put into it.**

Running an Effective Meeting

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 email it out a week ahead of time as a meeting reminder.** A basic agenda to follow:
 - Call to Order – President
 - Introduce/Welcome Guests
 - Roll Call – *good way to get ideas for new projects and activities*
 - Review and 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 and JF Song
 - Social Recreation
2. It is recommended to have regular monthly meetings; matters that arise between meetings do not always warrant a special meeting. Individual club constitutions may outline the process of calling additional meetings.

3. Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group's purpose.
4. Listen to what others 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. Be sure the purpose of each meeting, and each item on the agenda, is clear to the members:
 - To stay on topic
 - To give members information before action is taken
 - To generate new ideas
 - To make a decision
 - To make a recommendation
8. Be sensitive to the physical, informational and social needs of others (be open minded).
9. Suggest committee work when an issue is too big for the entire club. Ensure committees make regular reports to the club.

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.
 - a. The majority has the right to decide.
 - b. The minority has rights which must be protected.
3. A quorum must be present for the group to act. (Quorum is 50% + 1 unless otherwise specified; if you have 16 members you need 9 members present at the meeting for quorum)
4. Full and free disclosure of every motion considered is a basic right.
5. Only one question or issue 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 the 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.)

Committees

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

Why Establish a Committee:

There are several basic reasons to establish a committee that are common to all regardless of the tasks they are to complete. These include:

- Sharing responsibilities
- Involving members outside of the Board or Executive
- Using the specialized skills of members
- Providing opportunities for:
 - Inexperienced members to gain confidence
 - Matters to be examined in more detail
- Allowing the parent body to complete its business more efficiently by delegating work to committees

Two Types of Committees

1. Standing - created by the standing orders, rules, by-laws or regulations of an organization, these exist an function on a more or less permanent basis
2. Task Force or Ad Hoc - appointed for a particular purpose on a short-term basis

Both types of committees may form subcommittees if the work loads are heavy or complex.

Creating a Good Committee

Two key procedures to achieve the best committee are:

1. Selection: five to nine members is best in most cases, consider skills and interest when selecting committee members
2. Orientation: take time to orient members and provide information to clearly define:
 - Committee purpose and expectations
 - Structure, reporting procedure, roles and responsibilities
 - Individual member's expectations

Reporting

Committees are directly responsible to the organization. Reports, usually presented by the chair, should:

- Be included as agenda items for general meetings
- List specific recommendations at the end of the report
- Be concise – otherwise the time saved by referring the business to a committee may be negligible
- Clearly indicate that all options were considered

Handling a Motion

Making A Motion

Every motion has six steps:

1. Motion: a member rises or raises a hand to signal the Chairperson, and states their motion once called on
2. Second: another member seconds the motion
3. Restate motion: the Chairperson restates the motion
4. Discussion: the members discuss the motion
5. Vote: the Chairperson restates the motion, and first asks for votes in favour of the motion, then asks for votes against, then for any abstentions
6. Announce the vote: the Chairperson announces the result of the vote and any action items resulting from the motion

Rules Governing Discussion of a Motion

Smaller groups may relax on the formality of these rules.

1. A member may not speak until recognized by the Chair.
2. No member may be allowed to speak more than twice to the same motion.
3. In the interest of time, discussions may be limited to three members speaking for the motion and three against. This should be stated ahead of time.
4. Proper respect in discussions must be observed:
 - o Remarks must be relevant to the question before the group.
 - o Speakers should speak loudly and clearly.
 - o Speakers should refrain from attacking another member's motives.
 - o Speakers can disagree with another's opinion but should respect their opinion.
 - o Remarks should be addressed through the Chair.
 - o Speakers should stand when speaking.

Amending a Motion

During the discussion of a motion, information may come up that requires updating the motion.

Motions can be amended by any member, must be seconded, and must be passed by a majority vote. If an amendment is passed, the motion is changed to meet the amendment. If the amendment is not passed, the original motion remains unchanged, and must then be voted on.

Some organizations (including JFAO) use "friendly amendments." If the person who made the original motion and the seconder agree with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment. The amended motion is what is recorded in the minutes.

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 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 voice 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 charged 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.

Online Polls Several options for online polling exist that help make virtual meetings more effective.

Basis 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 quorum.

Modifications

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

Reasons for Abstaining from Voting

Abstaining from a vote means you are not voting for or against the motion being made. This may be done for reasons including:

- Missing a meeting so not voting to approve the minutes of that meeting
- Conflict of interest (i.e. personal benefit from the results of a motion)
- Not having enough information to make a decision

Robert's Rules Cheat Sheet

Action	What to Say	Can Interrupt Speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the Chair's ruling	"I move to overrule the Chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order"	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority

Requesting Points of Order, Information, Inquiry, etc.

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Any member can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Minutes

1. Minutes are the official records of what has happened and the decisions made at a meeting. They provide a reference for those in attendance and those absent. 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. The club Secretary is responsible for taking minutes at meetings unless somebody else has been appointed.
4. All club financial decisions should be documented in the minutes, including the dollar value of any income or expenses.
5. The minutes of the meeting should be made available to club members. They will be reviewed at the next meeting, where the Chair will ask for any errors or omissions, and then a vote will be taken on the (amended, if necessary) minutes. Once approved, these are the official record of what happened at the meeting.
6. Minutes should contain:
 - a. the name of the group, board or committee
 - b. the date, time, and place of the meeting
 - c. the name of the Chair and the minute taker
 - d. a record of attendance
 - e. approval of the minutes from the previous meeting
7. 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 should be a time to review what the club has achieved and accomplished in the past year. At this meeting, constitution changes are made and a new executive is elected.

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.
 - 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 quorum
2. The constitution must be available at the annual meeting to answer questions as they arise.
3. The minutes of the previous year's annual general meeting should be made available ahead of the meeting. They will be reviewed and adopted at the Annual General Meeting.
4. 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.
5. Election of new Executive and Directors for the upcoming club year takes place.
6. This is a good opportunity to take a club photo and a new executive photo to meet that affiliation requirement.

Election of Officers

Refer to your club constitution for policies specific to your club. A general guideline is below.

1. The first step is to appoint a chairperson for the election (typically 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.
 - a. If by secret ballot, scrutineers should be appointed to assist the Chair in counting the ballots.
 - b. If by a show of hands, those nominated should leave the room during the voting period.
3. Before voting begins, the Chair will declare all offices vacant and call for nominations for each specific office to be filled, usually beginning with the office of highest rank.
4. When the new president has been elected, the Chair will declare the previous president as past president.
5. 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.
6. It is customary to elect the officer for one position before proceeding with nominations for the next.
7. At the conclusion of the election, a motion should be made to have ballots destroyed by the scrutineers.
8. The newly elected officers begin their duties at the next monthly meeting. The previous executive remains responsible for ensuring all duties from the previous year are completed.
9. The previous executive should offer guidance to the new executive on how to best complete their roles and ensure awareness of any ongoing business in the club while being available for any questions that arise.

Nominations

Refer to your club constitution for policies specific to your club.

1. Any member may nominate any other eligible 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, or
 - b. The Chair makes three calls for further nominations with no response.
 - c. 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.

Elections should be taken seriously and members should be aware of the commitment they are making to the organization prior to standing for a position.

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.

Provincial Opportunities

March Conference

- An opportunity that every member should take advantage of!
- Held in March each year alternating between locations in Eastern and Western Ontario
- 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!
- Annual General Meeting may be held in conjunction with March Conference to elect the Provincial Executive for the coming year, and deal with constitution and policy changes

Ambassadors' Banquet

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

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!

Competitive Events

- 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

- Held in early February each year
- Clubs face off in the sports, which may include: basketball, volleyball, floor hockey, soccer and badminton, and maybe a mystery event
- Awards for the competition winners are given at the dance

Autumn Profile – October

- Usually held at the end of October
- Teams of four rotate through several stations testing overall knowledge and skill
- Activities may include: animal nutrition, machinery repair, obstacle courses, and livestock judging to name a few!

Sing Swing – November

- Usually held at the end of November.
- Several fair-style competitions are held including photography, art, and baking, along with a popular euchre tournament
- Fantastic music is played for all who bring their dancing boots to partake in square dancing, two-stepping, waltz, jive, polka and alternative dance competitions
- Competitions for public speaking, singing and musical instruments throughout the event
- Often there are mystery events too!
- Following the day's event there is a banquet with an awards ceremony to showcase the top performers

Hosting a Provincial Event

Even if your club has not run a provincial event in the past, the JFAO Executive and other members are here to support you! It is always exciting to see clubs try new things and we want to help you succeed.

Clubs wanting to host a JFAO Competitive Event will need to submit a proposal and budget to the Executive Director of Programming for the JFAO Executive to approve. This usually happens two Board Meetings before the event takes place.

Full host club and JFAO responsibilities are outlined in the JFAO Policies. Refer to these for more information.

JFAO Fees

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 100 years.

Perkopolis

JFAO offers the Perkopolis program for its members. The program offers exclusive offers and benefits for you! Use your Perkopolis membership to enjoy great savings on entertainment, travel, attractions, shopping, health, wellness, sport and more! It can be accessed on the website or by using the app. Be sure to take advantage of it and make sure you are signed up. It is free with your membership.

To sign up for Perkopolis discounts:

1. Go to perkopolis.com and click 'Register' in the top right corner.
2. Register using a valid email address and follow the steps in your activation email.
3. Enter your member ID code which is 'JFAO' + your member ID number (ex: JFAO1234).

To find out more information or to access your membership number, contact the Executive Director of Programming.

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. Affiliated clubs are required to support provincial events by sending at least one member to participate, or pay the specified non-attendance fee. Additional travel costs are the participant's responsibility.

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 (Tazmania) – 3 months
- United Kingdom – 3 months
- Republic of Ireland – 3 weeks
- Germany – 1 month
- Switzerland – 3 months
- Austria – 6 weeks
- Wales – 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 eight delegates from England, Wales, Scotland, Northern Ireland, Republic of Ireland, Switzerland, Austria, Germany, and Australia over the summer and fall. These delegates stay with JF host families.

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 a weekend or longer, to be agreed upon by the participating clubs

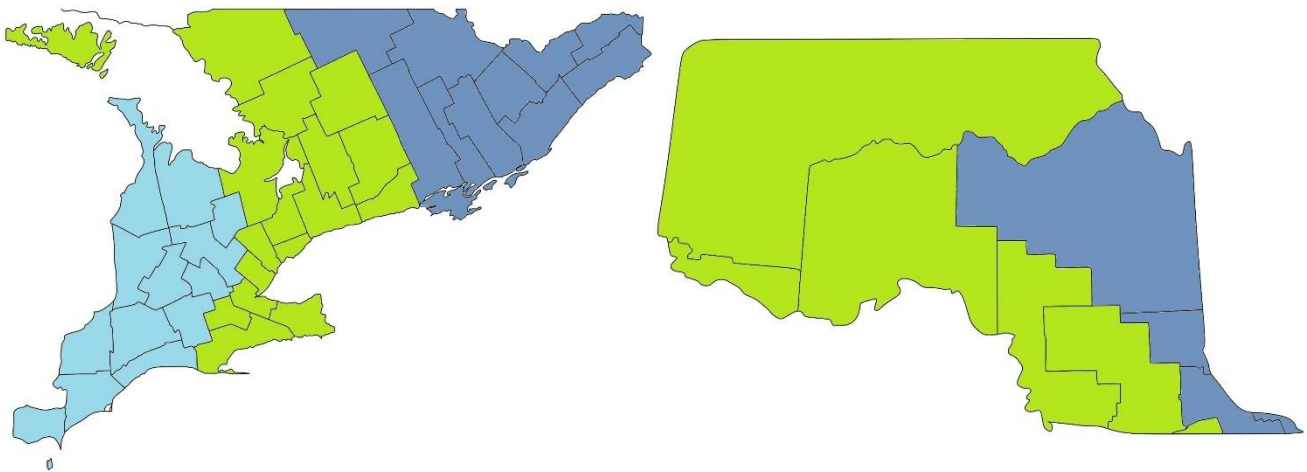
Zones

The province is divided into Zones for the purposes of delegate rotations and hosting provincial events. Each Zone is represented by a Zone Director on the JFAO Executive.

West: Essex, Chatham-Kent, Lambton, Elgin, Middlesex, Huron, Bruce, Oxford, Perth, Waterloo, Wellington, Grey, Dufferin.

Central: Brant, Niagara, Hamilton (Wentworth), Halton, Norfolk, Peel, Toronto, York, Simcoe, Durham, Muskoka, Haldimand, Northumberland, Kawartha Lakes, Peterborough, Haliburton, Parry Sound, Manitoulin, Sudbury, Algoma, Thunder Bay, Rainy River, Kenora.

East: Prescott & Russell, Stormont, Dundas, Glengarry, Leeds & Grenville, Ottawa (Carleton), Lanark, Renfrew, Frontenac, Lennox & Addington, Hastings, Prince Edward, Nipissing, Timiskaming, Cochrane.



2021 Active Clubs by Zone

West Zone: Essex-Kent, Grey, Huron-Perth, Middlesex, Oxford, Waterloo, Wellington

Central Zone: Durham West, Haldimand-Norfolk, North Simcoe, Peterborough, University of Guelph, Wentworth-Niagara

East Zone: Carleton, Renfrew, Stormont-Glengarry

JFAO Provincial Structure

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 at any time. Copies of both the Constitution and Policies are available on the JFAO website.

Provincial Executive

- President
- Past President
- Executive Director of Finance
- Executive Director of Communication
- Executive Director of Programming
- Executive Director of Community and International Programs
- West Zone Director
- Central Zone Director
- East Zone Director

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 for 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 Article VII, Section 1

Provincial Directors

- One Provincial Director represents each club on the provincial Board of Directors
- Clubs also elect an Assistant Provincial Director to stand in for the Provincial Director in the event they cannot attend a meeting

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 the meetings and events to maintain voting privileges. Only the Provincial Director or Assistant Provincial Director can vote at Board of Directors meetings.

Additional Representatives

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

These positions are also elected at the Annual General Meeting in March and any member in good standing is eligible to run. Additional Representatives are elected to serve a one-year term, but may serve more than one term if elected to do so. Additional Representatives must be present or send a report to 75% of JFAO Board Meetings.

Provincial Committees

JFAO may have several committees and task forces depending on the needs of the organization at the time.

Regular committees are listed below, but other committees may be formed throughout the year and are an excellent way to get involved with JFAO. All members are encouraged to join committees and task forces.

- Policies and Procedures
- Ontario Young Farmers' Forum
- March Conference

Staff and Contracted Employees

JFAO hires additional personnel to help fulfil the needs of the organization. These roles may be filled by committees or be vacant at times.

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

Roles of the Provincial Executive

President

- Ensures that provincial executive, directors, and committees are functioning cohesively and accomplishing set tasks and that all bylaws and policies are followed
- Represents JFAO at provincial events within the organization and at large in the broader community (especially with other rural/agricultural organizations)
- Assists all clubs, especially those who are struggling or attempting to revive
- Ensures the organization is following our vision, mission and strategic plan, as well as the needs of our members
- Facilitates annual Provincial Director training
- Oversees annual awards (Club and Agricultural Club of the Year) and membership milestones
- Reviews Club Affiliation Reports with the Affiliations Committee

Past President

- Oversees hiring of staff, office concerns, etc.
- Fulfills the President's duties if the President is absent or unable to act, or if the office of President becomes vacant
- Chairs all Board of Directors' meetings, and committees as set out in the JFAO Constitution
- Executive Liaison to assist clubs hosting provincial competitions

Executive Director of Finance

- Oversees all financial aspects of JFAO
- Prepares annual budget, pay bills, maintain financial records
- Prepares finances for the annual audit and communicates with our auditors

- Responsible for reviewing Club Financial Reports annually
- Ensures money is added to the JFAO Endowment Fund and monitors the account
- Tracks investments and makes recommendations on changes that would benefit JFAO
- Collects club donations to be given to the chosen Provincial Charity on behalf of JFAO

Executive Director of Programming

- Responsible for all JFAO programming, including personal and leadership development and agricultural programming
- Oversees provincial events (March Conference, OYFF)
- Supports planning of provincial competitive events (Winter Games, Autumn Profile, Sing Swing)
- Responsible for management of the membership database and communicating membership lists with clubs
- Explores and maintains membership perks

Executive Director of Communication

- Responsible for all media, public relations, advertising and promotion for members, alumni, external stakeholders and partners
- Communicates websites changes with the Webmaster
- Works with the Social Media Rep
- Oversees the completion of the Annual Report
- Responsible for procurement and sales of JFAO membership items (shirts, bags, and other swag), excluding Century Farm Signs

Executive Director of Community & International Programs

- Oversees the incoming and outgoing JFAO international exchange programs
- Facilitates exchanges between JF clubs across the province
- Responsible for the Century Farm Sign and Gate Sign programs

Zone Directors

- Three zone directors sit on the Executive, representing clubs within their zones (Central, East, and West)
- Ensures effective communication between the province and local clubs
- Supports clubs within their zone as needed
- Organizes zone social events
- Shares a portfolio with the Executive Director of Programming, Community & International Programs, or Communication

JFAO Contacts

Executive contact information can be found on the JFAO website. For general inquiries, the Office Administrator can be reached at info@jfao.on.ca

JFAO Mailing Address: 17-370 Stone Road West, PO Box 25115, Guelph ON N1G 4T4
 www.jfao.on.ca
 226-820-6137

JFAO Communication

Website

The best way to stay on top of what is going on across the province is by visiting the JFAO website (www.jfao.on.ca). On the website you will find the latest news and upcoming events, club and JFAO contact information, application forms and documents (including application forms for Ontario Century Farm Signs).

Social Media

Facebook	Private group: Junior Farmers Public Page: Junior Farmers' Association of Ontario
Twitter	@JuniorFarmers @JFAOtraveller
Instagram	@juniorfarmers

The purpose of our social media is to advertise opportunities for members in an accessible way and share what is happening in clubs across the province. Clubs hosting Provincial Events may ask the Social Media Representative to create an event page to advertise to all members of the group.

Email

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

Bullhorn

The JF Bullhorn is published quarterly and emailed to alumni, sponsors and 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.

JFAO Awards and Recognition

Member Recognition

5, 10, and 15-year member mementos are available from JFAO for members reaching these milestones. Together with the Executive Director of Programming, clubs should keep track of eligibility. All of these members will be recognized at the JFAO Annual Banquet.

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

President's Rose Awards

JFAO 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 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 and 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 and Agricultural Club of the Year can be found in the Constitution and at the end of the Club Affiliation Report Form. Some of the criteria examined for these awards include:

- Local community input
- Participation in provincial events and workshops
- Involvement of all members
- New and creative ideas
- Support of the JFAO Mission Statement
- Presentation of the affiliation booklet

Communication Awards

The JFAO Executive Director of Communication holds an annual Communications competition, the details of which are released in January and awarded at March Conference. In the past, categories have included a Scrapbook Competition, News Article Competition, Best New Member Recruitment Activity, Best Club Photo, and Best New Fundraising Idea.

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.

125, 150, 175 and 200 Year Add-on 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. The add-on signs are offered in black and white, and are designed to hang under the Century Farm Sign.

Century Farm Sign Applications

Application forms are available on the JFAO website. If somebody contacts your club looking for help with the sign, please have them contact the JFAO Office Administrator at info@jfao.on.ca.

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 of the funds raised from the Provincial Charity; 5% for administrative purposes and 5% for 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.

Induction Ceremony for Officers and Directors

This is an optional ceremony to induct the new executive of your local club. Some clubs choose to follow it while others have their own traditions.

The retiring President has a lit 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, 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:

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 that 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.*

Do you promise to always uphold the purpose of the Junior Farmer program and thereby promote the physical, social, mental, and emotional wellbeing of the young people and the enrichment of rural living in this area? *Answer – we do.*

Do you further promise that fulfilling the Junior Farmer motto, "Building Leaders. Building Communities." 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.

Songs

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

Affiliation Project Ideas

Community Betterment Projects

Events that benefit your community through monetary donation, partnership, or beautification. This should be a project led or initiated by Junior Farmers rather than joining another group's event.

- Activities with seniors – cards, games, visiting nursing homes, host a dinner
- Beautification of a main intersection/roadway (flowers etc.)
- Bottle drives
- Build and install bird or bat houses
- Build or paint fences, buildings, trash cans, picnic tables in parks or fairgrounds
- Car Rally
- Car Wash
- Christmas Toy Drive
- Christmas tree collection and mulching
- Clean up or adopt a roadway, park or river
- Clothing Drive
- Construct a float for a parade
- Distribute and demonstrate use of composters or water barrels
- Donate blood
- Euchre night for community members
- Food Drive
- Free BBQ lunch give-away
- Hazardous waste clean-up - batteries, plastic bags, paint
- Mother's Day or Father's Day Brunch
- Plant trees
- Scholarships for JF and/or 4-H members
- Send a kid to camp
- Sponsor a child through World Vision or Foster Parent's Plan or adopt a family at Christmas
- Trick or Feed, Trick or Cans (collecting canned food at Hallowe'en)

Agricultural Awareness

- 4-H discovery days, etc.
- Distributing Real Dirt on Farming magazines
- Farm Safety Day
- Farm tours for the public - "Day on the Farm" or "Breakfast from the Farm" or others
- Foodgrains project
- Grown in [county] student awareness project
- Highlight local century farms on social media
- Host a "Pedal Pull" at your local fair
- Host Junior Farmer's Olympics – local fairs, plowing matches
- Pizza Ingredient Education Project
- Slow moving vehicle sign exchange
- Straw Maze
- Tractor sign project

Joint JF and Youth/4-H Projects

Activities including non-JF members under the age of 21.

- 4-H Judging and Go For The Gold competition
- Children's area at local fairs
- Host a sports night with local 4-H
- Host an awards night / dance for 4-H
- Host any club activity along with 4-H – ex. strawberry social
- Lead a 4-H club
- Learn to dance nights
- Make a presentation to high school students
- Redneck games or other sporting events for the public/youth
- Scholarships
- Sleigh ride
- Virtual scavenger hunt
- Volunteer at a 4-H Ontario Discovery Day

Conservation Projects

- Clean up of old cemeteries to use as green space
- Partnering with conservation authorities for projects
- Roadside or park cleanups
- Tree planting

New Member Recruitment Activities

This should be an event for youth not already in Junior Farmers.

- 4-H Judging and Go For The Gold competition
- Axe throwing
- BBQs and/or campfires
- Bowling
- Car rally
- Cow paddy golf tournament
- Euchre nights
- Farm tours
- Ice cream social
- Online trivia
- Outdoor movie night
- Softball or baseball games
- Virtual scavenger hunt

Fundraisers

- 50-50 Raffle
- Bake Sale
- Battery drive
- Bottle drive
- Calendars
- Car Wash
- Charity Yard Sale
- Cow Patty Bingo
- Dances
- Drive-in movie night partnerships
- Duck Derby
- Euchre nights
- Farmer Olympics or Redneck Games
- Food booths
- Fundraising Dinner and Auction
- Golf Tournament
- Helping at other events (set-up, cleanup, parking, bartending, etc.)
- Karaoke
- Kettle popcorn sales
- Rock picking
- Silent or Online Auction
- Sports tournaments - curling, mini golf, hockey
- Tractor pulls
- Trivia night
- Yard Ornament fundraiser (cows, pigs, toilets, flamingoes)