

## Past President

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

### **Roles & Responsibilities:**

- 1) Chair of the Executive and Board of Directors.
  - Responsible for making sure that each meeting is planned effectively, conducted according to the constitution, and that matters are dealt with in an orderly, efficient manner.
  - Responsible for preparing an agenda for meetings, sending out materials ahead of time for members to review, and ensuring that quorum is met for meetings.
  - Responsible for any JFAO business that occurs between meetings of the Board of Directors. Look 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.
- 2) Responsible for the direction and leadership of the following committees:
  - Operations - Oversees the day-to-day operation of the business of JFAO, the office, contracts, including any hiring, and is the main contact and supervisor of all JFAO employees. Has signing authority.
  - Policies & Procedures - Responsible for the interpretation, review, and updating of JFAO's By-laws, Policies, and procedures, and to ensure they are followed, including eligibility for voting, elections, and participation in provincial events.
- 2) Liaison between the Executive and the following committees:
  - Competitive Events – Ensures hosting of the provincial competitive events is fairly shared throughout the province and assists local clubs in hosting events.
- 3) A member of the following committees:
  - Finance – Responsible for monitoring and meeting targets in the budget for the current year, preparing the budget for the upcoming year, monitoring the JFAO investments to ensure the best return for least risk, ensuring the fiscal well-being of, JFAO and that the audit and all other financial requirements are completed.
  - Planning – Responsible for the maintenance of long-term direction and Strategic Plan, looking at future directions for JFAO, visioning, identifying program needs, and determining courses of action to ensure the integrity of content in current JFAO programming.
  - Awards & Recognition – Oversees and promotes all aspects of awards and recognition within JFAO. This includes the President's Rose Awards, 5/10/15 year member awards, club milestone awards, Agricultural Club of the Year, Club of the Year, March Conference Competitions & Communications Awards, Scholarships, and any new volunteer recognition strategies.
- 4) Must submit any required reports for JFAO newsletters and the Annual Report to update all members on actions and activity within the Past President's responsibilities.

**Term:** One year following their term as President beginning at the AGM

### **Eligibility Requirements:**

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

## **President**

### **Mandate:**

- To be the official voice of JFAO
- To guide the executive and JFAO as a whole in following the mission, “to build rural leaders through personal growth, travel, experiences, and community betterment.”
- The President will perform all the duties of this office and ensure the bylaws and policies of JFAO are followed

### **Roles & Responsibilities:**

#### **1) Attend meetings and take on duties as necessary**

- attend executive meetings (monthly), PD meetings, (5 times a year), and various committee meetings
- track attendance of executive members and clubs attending JFAO events for voting eligibility
- assist Past President as required such as preparing agendas, materials, presenting information
- has signing authority
- ensure executive members and organization representatives are performing their duties to continue to move JFAO forward
- assist with the organization of annual JFAO elections by seeking out candidates for executive and organization representative positions before each AGM
- responsible for reviewing resolutions submitted throughout the year and ensuring resolutions are properly worded and organized for the AGM, and that carried resolutions are passed on to the appropriate committee or the Board for review

#### **2) Communicate with members of JFAO, alumni members, and outside organizations**

- send out monthly member update emails with information on events, news, opportunities in JFAO
- responsible for submitting an article for every issue of the JFAO Bullhorn newsletter and the Annual Report to update all members on actions and the status of JFAO.
- participate in interviews or media releases to speak on behalf of JFAO
- communicate with JFAO employees on regular basis for JFAO business between meetings (bookkeeper, office administrator, event coordinators, fund development specialist)
- correspond with inquiries from outside of JFAO (ex. Alumni members, organizations, companies)
- send out the annual alumni mail out for donations

### **3) Responsible for the direction and leadership of JFAO committees**

*\*This does not mean chairing or being on each committee. The President ensures the necessary committees are formed, receives updates on their progress and, assists as needed.*

- informs members of committees and recruits members to sit on the committees
- responsible for the direction and leadership of the executive, nominations & resolutions, and awards & recognition committees
  - 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
  - A member of the planning committee which is 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
- working with the Policies and Procedures committee which is responsible for the interpretation, review and, upgrading of JFAO's By-laws, Policies, and procedures, and to ensure they are followed, including eligibility for voting, elections, and participation in provincial events
- ex-Officio member of all other standing committees

**Term:** From election until the following JFAO AGM. Will become the Past President for the next JFAO year.

#### **Eligibility Requirements:**

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

### **Executive Director of Finance**

**Mandate:** To oversee all financial aspects of JFAO by working closely with the bookkeeper to ensure the financial well-being of JFAO.

#### **Roles & Responsibilities:**

1) Be an active member of the executive by attending monthly executive meetings, PD meetings (5 times a year), and assisting other executive members with their tasks.

- Prepare written reports for each Executive Meeting and Provincial Director Meeting
- Sit on or chair provincial committees

2) Communicates and interprets financial information related to JFAO

- Must ensure information is submitted for executive and PD meetings as well as the Annual Report to update all members on activity and the status of the organization.

3) Manages Expenses

- Ensures payments are distributed promptly
- Approves the payment of JFAO employees
- Approves reimbursements of JFAO expenses
- Oversees the use of the JFAO credit card
- Has signing authority

4) The JFAO Budget

- Responsible for monitoring and meeting targets in the budget for the current year
- Reviews the expenses for the year and prepares the budget for the upcoming year with necessary changes

5) Audit

- Works closely with the bookkeeper to ensure the audit is completed each year

6) Investments

- Monitoring the JFAO investments to ensure the best return for least risk, ensuring the fiscal well-being of JFAO

**Term:** From election until the following JFAO AGM

#### **Eligibility Requirements:**

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

## **Executive Director of Programming**

Mandate: To recruit and retain members for JFAO by managing memberships, benefits and facilitating programs for the members to participate in.

### **Roles & Responsibilities:**

#### 1) Membership

- 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.
- Tracking and updating member milestones, collaborating with the Awards Committee to ensure these members are honoured at our Annual Banquet.
- Ensuring member invoices are sent out, and promotion of membership.
- Responsible for implementing new ideas for membership recruitment, retention, and new member kits.
- Collaborating with the 4-H Rep, regarding programs for members, new membership recruitment and the bridge between 4-H and Junior Farmers.

#### 2) Membership Perks

- Responsible for maintaining communication with existing perks and updating members to ensure they have access.
- Responsible for exploring new perks and communicating them to the membership.

#### 3) Provincial Programs and Events

- Member of the competitive events committee, to support clubs with hosting and acting as a liaison between the executive and hosting clubs.
  - Ensuring that the events that take place at a provincial level are properly insured with our provider and follow JFAO policies.
- Workshops
  - Responsible for planning, organizing, implementing, and promoting workshops through the year related to the needs and interests of our members.
  - These workshops should meet the overall goal, directions, and mission of JFAO.
- March Conference and Leadership Camp
  - Ensuring the selecting of the MC Coordinator is done by August, the Leadership Camp Chair by November.
  - Responsible for ensuring the formation of a committee, ensures the program meets the overall goal, directions, and mission of JFAO.

#### 4) Be an active member of the executive by attending monthly executive meetings, PD meetings (5 times a year), and assisting other executive members with their tasks.

- Prepare written reports for each Executive Meeting and Provincial Director Meeting
- Sit on or chair provincial committees

**Term:** From election until the following JFAO AGM

### **Eligibility Requirements:**

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

## **Executive Director of Communications**

**Mandate:** Ensure clear communication with all JFAO members to promote opportunities and activities. To ensure JFAO takes full advantage of all available advertising and promotional opportunities, both internally and externally.

### **Roles & Responsibilities:**

- 1) Responsible for communication and promoting all JFAO events and programming.
  - Responsible for coordinating and implementing JFAO's Social Media Plan with the Social Media Rep.
  - Responsible for coordinating and implementing JFAO's Website maintenance in collaboration with the Website Maintenance Committee.
  - Coordinating the display booth(s) that promotes JFAO at trade shows, fairs, club, and provincial events
  - Coordinating provincial media releases and media coverage of all JFAO activities and events in conjunction with the event committees,
  - Marketing JFAO to potential new members by working with clubs to develop their networking strategies and public relations campaigns.
  - Responsible for ensuring the Annual Report, the Communication Awards, JFAO Monthly Member Update, the Bullhorn, and the website are produced and fully utilized, including the Blog area.
  - Encourage clubs to submit reports for the Bullhorn and the Annual Report
  - Responsible for the purchasing, advertising, and selling of promotional materials for JFAO with the approval of Exec and the Board of Directors
- 2) Liaison between the Executive & Committees with the Social Media Representative
  - Develop a Social Media Plan for the year with ideas and timelines
  - Review the quarterly engagement metrics to ensure either consistent or increasing engagement is occurring
- 3) Is an active member of the executive by attending monthly executive meetings, PD meetings (5 times a year), and assisting other executive members with their tasks.
  - Prepare a written report for each Executive Meeting and Provincial Director Meeting
  - Sit on or chair provincial committees

**Term:** From election until the following JFAO AGM

### **Eligibility Requirements:**

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

### **Executive Director of Community and International Programs**

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

#### **Roles & Responsibilities:**

1. Organizes and oversees the successful running of exchanges (both provincially and internationally)
  - Assists hosts and delegates by organizing the incoming schedule and ensuring basic needs are met.
  - Promotes and builds enthusiasm for travel (both individual exchanges and group trips) and hosting opportunities to the membership
  - Organizes the selection process and orientation of incoming & outgoing delegates.
  - Works with the committee to plan the Ambassadors' Reunion Banquet in the summer for all members to promote the JFAO Exchange program and recognize past delegates, current visiting delegates, and delegate hosts.
  - Maintains communication with CIP equivalents from other Young Farmer organizations
2. Promotes and monitors the Century Farm Sign program that is facilitated by the Office Administrator.
3. Works with the OFA Representative to organize and promote the agricultural programs of JFAO, working with the members' programs committee to provide training programs and tours specific to young farmers.
4. Is an active member of the executive by attending monthly executive meetings, PD meetings (5 times a year), and assisting other executive members with their tasks.
  - Prepare written reports for each Executive Meeting and Provincial Director Meeting
  - Sit on or chair provincial committees
5. Communicates with members regarding opportunities available to them and submits a review of the programs from the year to the Annual Report

**Term:** From election until the following JFAO AGM

#### **Eligibility Requirements:**

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

## **Zone Directors**

We have three Zone Directors – one assigned to each JFAO zone- West, Central and East.

**Mandate:** To act as a liaison between the clubs in their zone and the board of directors and executive. To communicate and support the clubs to help ensure their continuity and growth

### **Roles and Responsibilities:**

1. Communicate with club contacts in their zone
  - Monthly check-ins to determine what activities, they are planning or have had and to identify issues or concerns that may need to be raised at the executive level
  - Answer any questions or concerns that clubs may have
  - Offer support to the clubs
2. Organize zone social events for the clubs in the zone to attend.
3. Be an active member of the executive by attending monthly executive meetings, PD meetings (5 times a year), and assisting other executive members with their tasks
  - Prepare written reports for each Executive Meeting and Provincial Director Meeting
  - Sit on or chair provincial committees

**Term:** From election until the following JFAO AGM

### **Eligibility Requirements:**

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



### **Social Media Representative**

**Mandate:** To maintain and update all JFAO social media platforms with relevant up-to-date information. Create more awareness of JFAO in the general public through social media posts.

#### **Roles & Responsibilities:**

1. Ensure all content posted contains accurate and appropriate information across all platforms, with the assistance of the Executive Director of Communications.
2. Collaborate with the Executive Director of Communications to develop a Social Media Plan for the year, including annual activities like member renewal with approximate dates.
3. Collaborate with the Executive Director of Communications and any relevant committees to ensure the promotion of different provincial JFAO events throughout the year (ie. registration dates, event details, etc.).
3. Ensure clubs across the province know how to contact you to send club content/events for promotion on the provincial platforms. As well, check-in on/monitor clubs' social media pages for content to share on the provincial platforms.
4. Identify and quantify possible advertising opportunities and their benefits for JFAO on social media. Present options to the Executive Director of Communications to present to the Executive and/or relevant committees.

**Term:** From election until the following JFAO AGM

#### **Eligibility Requirements:**

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

### **4-H Ontario Representative**

**Mandate:** Maintain communication between JFAO and 4-H Ontario.

#### **Roles & Responsibilities:**

- 1) Liaison between JFAO and 4-H to provide both organizations with information on the other's activities and the opportunities for members of each to be involved in the other.
  - Ensure JF members are aware of paid or volunteer opportunities with 4-H and any JF events open to 4-H members are promoted.
  - Encourage 4-H members to consider joining JF in the future and JF members to become 4-H leaders.
- 2) Works closely with the Director of Programming on members' programs such as programs for members, new ideas for membership recruitment and retention.
- 3) Report back to the Director of Programming and each JFAO Board of Directors meeting on 4-H Ontario's activities and initiatives.
- 4) Ensures any 4-H information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.

**Term:** From election until the following JFAO AGM

#### **Eligibility Requirements:**

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

### **Ontario Federation of Agriculture (OFA) Representative**

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

#### **Roles & Responsibilities:**

- 1) Liaison between the JFAO and OFA by attending meetings of both the JFAO Board of Directors and OFA.
- 2) Report back to the Director of Community and International Programs and each JFAO Board of Directors meeting on OFA's activities and initiatives.
- 3) Must ensure any OFA information relevant to JFAO is submitted for every issue of the JFAO newsletter and the Annual Report to update all members on upcoming programs and initiatives.
- 4) Works closely with the Director of Community and International Programs to organize and promote the agricultural programs of JFAO, working with the members' programs committee to provide training programs and tours specific to young farmers.
- 5) Is a member of the Ontario Young Farmers' Forum committee to ensure the continuity of the program, and the successful running of the event.

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

#### **Eligibility Requirements:**

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