

Job Description
_____ COUNTY FARM BUREAU
COUNTY PRESIDENT

FUNCTION:

- To manage the day to day activities of the county organization
- To give leadership to the activities and organization of the county Farm Bureau
- To preside over board and general meetings of the members

REPORTABILITY:

- If elected by the member delegate body, the president reports to the delegates at the annual meeting of members
- If elected by the Board of Directors then the president reports to them

AUTHORITY:

- Supervision of personnel and general operations of the county Farm Bureau

RESPONSIBILITIES:

- Manage and administer county programs and services
- Preside at county board meetings, annual meeting of members, and special meetings as called
- Delegate responsibilities to board members and committee chairman
- Select committee chairman and committee members with approval by the board.
- Serve as ex-officio member of all committees
- Lead the board in goal setting and long range planning programs
- Ensure that actions by the board and members are implemented
- Organize, delegate, supervise and coordinate any staff activities
- Represent the organization on official business when the need arises
- Prepare agendas for all board and membership meetings
- Work with other county Farm Bureaus on state and county sanctioned programs
- Sign all legal documents and seek compliance with county bylaws
- Keep personally informed on issues and Farm Bureau's positions
- Perform duties assigned by the board

RELATIONSHIPS:

- Build an effective working relationship with the state field representative
- Build an effective working relationship with the office staff including conducting yearly employee evaluations
- Build a good working relationship with insurance agents and others who work for affiliate companies

Job Description

_____ COUNTY FARM BUREAU

COUNTY SECRETARY

FUNCTION:

- Maintain the official records of the county Farm Bureau

REPORTABILITY:

- Report to the president and board as needed

AUTHORITY:

- Review any and all documents of the county organization

RESPONSIBILITIES:

- Maintain and preserve the official county minutes, records, documents and reports
- Record motions and other official actions taken by the board at board meetings
- Prepare copies of board minutes and distribute to each board member
- Secure approval of minutes as accurate or as corrected
- Notify state Farm Bureau of all changes of the county board and committees
- Prepare and send all official correspondence
- Work with the president to provide an agenda for each meeting
- Assist with the preparation of the county program plan and budget
- Authenticate all personal records by personal signature

RELATIONSHIPS:

- Build an effective working relationship with the president, board and staff of the county Farm Bureau

Job Description

_____ COUNTY FARM BUREAU

COUNTY TREASURER

FUNCTION:

- Manage the finances of the county Farm Bureau

REPORTABILITY:

- Report to the president and board as needed

AUTHORITY:

- Review and maintain all financial records of the county organization

RESPONSIBILITIES:

- Annually provide a complete report of all financial transactions for audit
- Provide leadership in preparing the annual budget
- Ensure all financial records are kept up to date and accurate
- Submit a monthly treasurer's report to be placed on file
- Act as the official custodian of the organization's funds
- Disburse all funds as directed by official action
- Fulfill all other duties as may be assigned by the president or board of directors

RELATIONSHIPS:

- Build an effective working relationship with the president, board and staff of the county Farm Bureau

Job Description

_____ COUNTY FARM BUREAU

VICE PRESIDENT

FUNCTION:

- Aid the president in managing the county organization
- Give leadership to the activities and organization of the county Farm Bureau

REPORTABILITY:

- Reports to the president or board as needed

AUTHORITY:

- None unless granted by the president or board of directors

RESPONSIBILITIES:

- Preside as chair of the Policy Development Committee
- Assist the president in the selection of committee chairs and committee members with approval by the board
- Preside at county board meetings, annual meeting of members, and special meetings in the absence of the president
- Perform duties assigned by the president and board
- Accomplish the objectives, goals, and policies as determined by the board and membership
- Keep personally informed on issues and Farm Bureau's position
- Represent the organization on official business when asked by the president or board of directors
- Fulfill all other duties as assigned by the president

RELATIONSHIPS:

- Build an effective working relationship with the president, board and staff of the county Farm Bureau
- Build a good working relationship with insurance agents and others who work for affiliate companies