

RESPONSIBILITIES OF THE NJAA BOARD

In general, the responsibilities of the NJAA Board members are to develop and carry out programs and events to serve the junior members, and to promote the Angus breed.

More specifically, Board members attend NJAA Board meetings at which ideas and programs, both new and old, are discussed, and decisions concerning NJAA activities are made. The Board chairman attends one meeting of the American Angus Association Board of Directors each year in order to relate these NJAA activities to the adult Board.

NJAA Board members are also expected to attend and help organize various shows, field days, and conferences where junior members participate. Board members should be willing to answer questions and provide information to junior members at all times throughout the year, as they are the source of leadership for the organization.

In addition, NJAA Board members represent the Angus breed, and as such attend inter-breed conferences and events when NJAA participation is requested.

With regard to scheduling conflicts, it is understood that school and serious family matters take precedence. However, it is also expected that NJAA directors place NJAA duties above all other extra-curricular activities unless special arrangements are made with the director of activities and junior activities well in advance. With the decision to become an NJAA Board candidate it is agreed that NJAA responsibilities will be given top priority over sports, social activities, camps, cattle exhibition, etc... during those times that conflicts arise.

Finally, members of the NJAA Board of Directors serve as role models for the younger junior members. Therefore the board members should always strive to conduct themselves in a manner proper to the occasion.

NJAA Board of Directors

Job Description:

The primary responsibility of a National Junior Angus Association board member is to serve the National Junior Angus Association in local, district, state, regional and national activities in a way that will inform, motivate and inspire current and potential NJAA members, Angus breeders, parents, community leaders, teachers, and leaders in business and industry to achieve the aim and purposes of the organization and the goals of the national association.

More specific responsibilities include:

- Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the national staff.
- Serve as a consultant to the American Angus Association activities committee.
- Strive to constantly execute the National Junior Angus Association program of activities and assist the states in the execution of their program of activities.
- Participate in making visits to Angus and industry events.
- Represent the National Junior Angus Association at all times including local, state, regional and national activities as scheduled by Director of Events and Education.
- Plan and conduct the LEAD Conference.
- Plan and conduct Raising the Bar state officer trainings.

- Help plan and conduct events and activities and the National Junior Angus Show.
- Prepare and submit, in a timely fashion, an expense report and other reports as requested by the Director of Events and Education.
- Keep up to date with all correspondence.
- Each month on the 25th day post an update on the NJAA Board of Director private facebook page.
- Use wholesome and appropriate language in all speeches and informal conversations.
- Plan, prepare, read, study, listen, review and practice to continually improve public speaking skills.
- Stay up-to-date on the Angus business, the beef industry and agricultural facts and issues.
- Develop positive relationships with NJAA members, advisors, staff, sponsors, and the general public and project a positive image as a leader among American youth.
- Seek out and accept constructive criticism and evaluation of my total performance.
- Serve a member as a team, always maintaining a cooperative attitude.
- Follow my signed contract agreement.

NJAA BOARD OF DIRECTOR RESPONSIBILITIES

Required Travels:

- National Junior Angus Show (NJAS)*
 - Assist in cattle check-in and oversee contest registration
 - Carry out and facilitate all of the NJAA sponsored contests
 - Attend NJAA Annual Meeting, staff meeting, and junior board meeting
 - Work the show (ring steward, announcing, pictures, line-up, official book, etc)
 - *Approximate length: 8 days*
- National Angus Convention & Trade Show
 - Attend all nightly activities (Foundation Reception, Angus Reception, and Angus Banquet)
 - Attend AAA Annual Meetings
 - *Approximate length: 3 days*
- Two* assigned shows each year.
 - Shows include: Atlantic National, Eastern Regional, All-American Angus Futurity, Northwest Preview, Fort Worth, American Royal, NAILE, National Western Stock Show
 - *Approximate length: 3 – 6 days*
- Fall Board Meeting* in St. Joseph, MO
 - *Approximate length: 4 days*
- Spring Board Meeting* at designated location

- *Approximate length: 4 days*
- Certified Angus Beef Building Blocks Seminar* in Wooster, OH
 - Attend once in your term
 - *Approximate length: 2 days*
- Young Beef Leaders Institute (YBIC) Conference*
 - Attend once in your term
 - *Approximate length: 4 days*
- LEAD Conference*
 - Oversee leadership Conference
 - *Approximate length: 6 days*
- Raising the Bar (if assigned)
 - Facilitate officer and leadership training
 - *Approximate length: 4 days*
- Green Coats: Coast 2 Coast
 - Training held at state association show or meeting.
 - *Approximate length: 1 -3 days*
- GOAL Conference
 - Canadian's leadership conference
 - *Approximate length: 4 days*

*Events are required by all NJAA Board of Directors

Required Responsibilities:

- LEAD Conference
 - Assist in planning, introductions, create and execute a workshop
- Raising the Bar
 - Create a workshop, present workshops, oversee ice breakers, and carry on responsibilities as a junior board member in attendance
- Green Coats, Coast to Coast
 - Conduct state trainings based on needs of association
- *Directions* Newsletter
 - Two articles per year (Spring and Fall)
- Next Generation column of *Angus Journal*
 - One article per year (assigned month)
- NJAA Facebook page:
 - Remain active on Facebook page
 - Interview juniors for spotlight articles
- New Member Postcards
 - 15 postcards a month with a welcome message to new junior Angus members
- Angus Foundation responsibilities:
 - Heifer package sold in Denver
 - Contact possible donors to thank them, and inform them of heifer package offerings
 - Golf tournament at NJAS
 - Recruit players and sponsors
 - Two junior board members attend this tournament
- Thank You notes
 - Send a short note to the generous people that support the NJAA with their time and/or money. After the completion of shows/events a list will be sent out with your assigned people that you are required to write a note for.
- Monthly updates
 - On the 25th of every month there is an email update that is sent between the 12 board members, advisors, and Director of Junior Activities.
- Conference Calls
 - There may be several called conference calls throughout the year before a meeting, show, or big event
- Expense Reports
 - At your required events, you will be responsible to keep up with receipts and fill out an expense report that will be submitted within the month of that event for reimbursement.

Qualities of Qualified Board Members:

- **Studious**
 - You must be a good student. You will be expected to miss class throughout the year to fulfill various NJAA responsibilities. You will be responsible for talking with your professors to discuss absences and missed work.
- **Professional**
 - Participate and enjoy attending Angus and industry events, speaking about current issues with adult board members, American Angus Association staff, and other professionals in the Angus industry.
- **Friendly**
 - Develop positive relationships with NJAA members, advisors, staff, sponsors, and the general public and project a positive image as a leader of the NJAA.
- **Team Player**
 - Serve as a member of a team and always maintain a cooperative attitude.
- **Flexible**
 - Be prepared and comfortable with speaking in public for several occasions
- **Youthful**
 - Enjoy working with young people and spending time with them and their families
- **Creative**
 - The NJAA board is responsible for coming up with numerous ideas for articles, contests, spotlights, workshops, and so much more
- **Respectful**
 - This can be a high pressured job and it is important to maintain a level head and always treat those around you with the respect they deserve.