













County Board of Directors

The board manages and conducts the business of the county Farm Bureau. The board provides leadership for the organization through loyalty, initiative, participation and influence. Regular responsibilities of the board of directors are established by law, articles of incorporation, and by-laws adopted by the board and members.

Board Responsibilities

 <p>County Board Responsibilities</p>	 <p>Manage the business</p>	 <p>Programs and activities</p>	 <p>Membership campaign</p>
 <p>Leadership</p>	 <p>Positive image</p>	 <p>Support organizational policies</p>	 <p>Financial strength, insurance & securities</p>
 <p>Budget, approve payments</p>	 <p>Adopt board by-laws</p>	 <p>Establish operational policy</p>	 <p>Fill board vacancies</p>

Compensation

Each county has its own policy on expense reimbursement and compensation for board members attending Farm Bureau functions and/or representing the organization. Compensation may be allowed if the county has allowed for this in their articles and by-laws.

Who can Serve on the Board

A member in good standing, actively engaged in agriculture and not a full-time employee of Farm Bureau or affiliated services may be elected to the board. If elected or appointed to a county, state or national office (e.g., county supervisor, state legislator), unless nonpartisan or part-time in nature (less than thirty days), a board member must resign from the County Farm Bureau board. The Voting Delegate, however, shall be actually engaged in farming, which must be his or her primary interest.

Individual Board Members' Responsibilities

Attend

Monthly board meeting



Participate

County projects and activities



Communicate

Represent Farm Bureau in the community, communicate with members



Recruit

Identify new leaders, recruit new members



Legal Duties

Under well-established principles of not-for-profit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization.



Duty of Care requires that a board member be informed and that he/she perform his/her duties in good faith with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. A board member should be fully informed, deliberate carefully, and exercise independent judgment.



Duty of Loyalty requires that board members exercise their powers in good faith and in the best interests of the corporation rather than in their own interests or the interests of another entity or person. Avoid conflicts of interest and the appearance of conflicts of interest.



Duty of Obedience requires board members to strongly support any policy of the federation. As an individual, one might oppose a particular motion, argue against it, or even vote against it. But once the board approves the motion, all directors must support that motion in good faith. The board form of governance requires directors to obey and follow board policies.



Duty of Transparency requires board members to exhibit that they are following the law. Nonprofit organizations are granted tax-exempt status based on their declared purpose. Therefore, these organizations have a duty to properly file public records that substantiate to the public that the organization dealings are in line with their defined purpose.

Terms and Positions

The county board of directors is made up of officers and directors. Officers include the president, vice president, secretary, treasurer, and voting delegate. The president, vice president, secretary and treasurer usually serve multiple one-year terms. The voting delegate, the official representative of the county to the Iowa Farm Bureau Federation, serves a three-year term beginning the January 1 after being elected. This group makes up the executive committee, which has the authority to act for the board of directors when necessary.

The remainder of the board consists of directors who represent either a designated geographic area of the county (e.g., township, area, NW quarter) or are elected at-large. Directors are elected by the members and serve two-year terms. Most counties do not have term limits.

Officer Responsibilities

President

- ◆ Preside at official meetings.
- ◆ Call meetings of the board, committees or membership.
- ◆ Entitled to vote on all questions.
- ◆ First alternate to IFBF House of Delegates unless there is a delegate-elect.
- ◆ Represent the organization externally.
- ◆ Sign acts and orders to carry out the will of the board.
- ◆ Prepare board meeting agendas and lead discussion.
- ◆ Establish committees and appoint members to serve. Ex-officio member of all committees.

Vice President

- ◆ Perform duties in absence of president.
- ◆ Chair of the county resolutions (PD) process.
- ◆ Succeed to the Presidency if needed.
- ◆ Second alternate to IFBF House of Delegates unless there is a delegate-elect.

Treasurer

- ◆ Keep a record of all income & expenditures.*
- ◆ Prepare financial statements at official board meetings.*
- ◆ Examine vouchers paid since last board meeting.
- ◆ Have authority to sign checks.
- ◆ Chair budget and finance committee.



Secretary

- ◆ Correspondence, records, reports & official documents.*
- ◆ Minutes of official board & executive committee meetings.

Good minutes include:

- name of organization
- meeting date & time
- board members in attendance
- existence of a quorum
- motions made (optional to record who made the motion)
- key points of discussion
- voting results (i.e., motion passed or failed)
- names of abstainers and dissenters (if they want to be noted)
- assignments made, deadlines and follow-up
- actions to be taken
- discussion relevant to future decisions
- future action steps
- time meeting ends
- signature of secretary and president

Voting Delegate

- ◆ Official representative of the county to IFBF.
- ◆ Determine state legislative policies and recommend national policy.
- ◆ Elect the state board of directors, president and vice president.
- ◆ Elect internal study committee from its own membership.
- ◆ Elect voting delegates to AFBF convention.
- ◆ Fix the salary of the IFBF president, compensation for state board members and per diem of committees.
- ◆ Amend the articles and bylaws, determine state dues.
- ◆ Determine broad internal policies.
- ◆ Shall be actually engaged in farming, which must be his or her primary interest.

* In cooperation with the regional manager and office assistant

Farm Bureau Staff

Regional Manager

Regional managers (p. 31-32) are employees of the Iowa Farm Bureau Federation. They work with volunteer leaders in five or six counties to implement policy and programs of the organization that benefit members and Farm Bureau in general.

Regional manager responsibilities:

- Assist in identifying and recruiting potential Farm Bureau leaders.
- Conduct programs that enhance leadership development.
- Coordinate and assist in the direction of county membership campaigns.
- Coordinate the implementation of county and state programs.
- Supervise the operation of county Farm Bureau offices.
- Ensure all organizational protections (e.g. insurance, audits) are in place.

County leaders who have the best relationships with their regional managers are those who maintain open, frequent and timely communication, keeping each other informed of major issues, opportunities and projects. Another important factor is an effective division of responsibilities: county leaders focus on initiating and implementing projects to meet their goals; regional managers providing support, coordination and involvement of county office staff. In addition, regional managers are charged with the day to day management and administration of the county office and staff, and maintaining relationships with insurance staff. In other words, **regional managers MANAGE so county leaders can LEAD!**

County Farm Bureau Employees

The county office staff person (e.g., Office Assistant, Outreach Coordinator) is an employee of the county Farm Bureau and is directly responsible to, and managed by, the Farm Bureau regional manager.

This person carries out office activities such as telephone calls, mailings, filing and keeping county finances recorded in the treasurer's ledger and journal, and preparing a county page for the weekly Spokesman.

Counties with an Outreach Coordinator have delegated activities related to marketing, public relations, community outreach and possibly Ag in the Classroom. Some counties have hired staff specifically for Ag in the Classroom programming.

IFBF Staff

Your Regional Manager should always be your first contact for additional assistance.

IFBF staff in a variety of program areas are available to support the county Farm Bureau. (See list of staff on pages 29-30, 33.)

County Farm Bureau Profile

This inventory of your County Farm Bureau provides helpful background as you get started on the board. Contact your County President and Regional Manager to get the information, and for other questions you may have.

Board Number of positions/directors are on the county board _____

Number of seats filled _____ Number of seats open _____

How board positions are determined (e.g., township, area, at large) _____

Describe Board diversity (e.g., age, gender, farm type):

Who is included in the definition "Actively involved in Ag" and can be considered for a seat on the county board of directors?

Succession plan: President & VP tentatively identified for next _____ terms?

Who recruits new board members and how?

How does the Nominating Committee recruit new board members and identify officers?

What orientation & training is provided for new board members?

What leadership training is provided for the County Farm Bureau Board?

Board meetings Average length _____ Meetings/year with quorum? _____

Percent of board members who actively participate in discussion _____%

Technology used to communicate with/among board members and for board meetings (e.g., email, texts, conference calls, Zoom, etc.)?

Active committees (work is done outside board meetings):

Number of non-board members involved in committees and activities _____

Membership Gain Goal for 2021: _____

Number of new members per year: _____

Number of Farmer/Agri-Business members _____

Number of Non-Farmer members _____

Number of members signed by volunteers _____, signed by agents _____

Who works membership (e.g., campaign manager, committee, board)?

Insurance agents Number _____ Number of offices in county _____

Names & tenure: _____

Agency Manager & location: _____

Priorities & Programs 2021 goals:

Who/how determined?

Tend to be same year to year? Or open to new ideas and changes?

The program(s) the county does best:

Policy Development Describe process for developing county resolution (how get input, from who, who drafts, etc.)

If use Opinionnaire, who responds? How are results used?

Policy Implementation List activities organized by the County Farm Bureau to communicate with county, state and national officials:

Number of board members who participate in direct contact with elected officials: _____

Public Relations List activities that connect famers (or information about farming) with non-farmers:

List activities that market the County Farm Bureau to others involved in agriculture:

If involved in Ag in the Classroom, do you connect with kids (grades _____) or teachers?

Budget Annual Budget \$_____ Net worth \$_____

Primary income sources: _____

Primary expenditures: _____

Own or rent building?

Does budget reflect county's priorities & goals?

Reflection

What did you find most surprising?

Most interesting?

What makes you proud?

What are you concerned about?

What changes might you like to see happen?