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*Farm Bureau Women are not a separate “auxiliary” of Farm Bureau. The county women’s committee is an integral part of the total Farm Bureau program. All planning and all activities of Farm Bureau Women should contribute to the overall goals of the Farm Bureau organization and policies.*

**AFBF WOMEN’S COMMITTEE  
MISSION STATEMENT**

The American Farm Bureau Women’s Committee contributes an essential perspective to the organization and provides opportunities for women to become involved in all aspects of Farm Bureau.

We actively participate in the implementation of American Farm Bureau Federation priority issues and help the Farm Bureau achieve a positive image for agriculture.

**UFBF WOMEN’S COMMITTEE  
MISSION STATEMENT**

Farm Bureau women are organized to help us recognize our true worth as farm wives and mothers, to increase our knowledge of how to improve our quality of life, and to seek opportunities to share it with others. We also strive to enhance our understanding of our responsibility in becoming good citizens in our communities, state and nation.

# Sample Job Description

Please note that these are suggested, general guidelines, which may vary from county to county and are subject to the individual county's by-laws. These have not been formally introduced or distributed.

## DUTIES AND RESPONSIBILITIES OF COUNTY WOMEN'S CHAIRS

1. To develop a county "Program of Work" based on the goals of the State Women's Program of Work and approved by county Farm Bureau board of directors.
2. To stimulate the interest and enthusiasm of Farm Bureau Women in the total program of the organization including Food Check-Out Day, Farm Field Day and AITC fundraisers.
3. To suggest projects and activities that will provide opportunities for county Farm Bureau Women to participate in the county Farm Bureau program.
4. To participate and encourage county Farm Bureau women to participate in recruiting Farm Bureau members.
5. To provide information and education whereby Farm Bureau Women will have the background and knowledge to help solve problems of farmers and ranchers and develop responsible leadership.
6. To participate in appropriate channels of communication to respective county board, members of Farm Bureau, elected officials and the public. (i.e. FBACT.)
7. To hold committee meetings. To attend and encourage county Farm Bureau women to attend the Women's Leadership Conference, Midyear Conference and Annual Convention.
8. To report the activities of their county to the District Representative of the UFB Women's Committee
9. To submit reports of activities as requested for publication in the Farm Bureau News.

The UFB Women members will:

- Know and understand UFBBF
- Understand the Women's goals
- Actively participate in the implementation of UFBBF priority issues resulting in Farm Bureau's positive image for agriculture.
- Listen to and respond to the people we are elected to serve.
- Represent farm families, but not to the exclusion of the general public.
- Promote the high ideals and standards of the organization which include accountability, creditability, patriotism, strong homes and families, free enterprise, spiritual values, and fiscal conservatism.

# CONDUCTING MEETINGS

The Meeting Leader must focus the energy and attention of participants and keep them moving toward the meeting's objectives. This is a multifaceted task that can be better understood by breaking a meeting into three major components.

## The Major Components of a Meeting

- ◆ **Content** - The information, knowledge, experience, opinions, ideas, myths, attitudes and expectations that participants bring to the meeting.
- ◆ **Interaction** - The way participants work together while processing the meeting's content. Includes feelings, attitudes and expectations that bear on cooperation, listening, participation, trust and openness.
- ◆ **Structure** - The way in which both information and participants are organized to achieve the meeting's purpose.

An effective leader is attentive to each of the above meeting components. The meeting leader's role is to monitor progress and provide direction. In some meetings participants help provide direction. This makes the leader's job easier. In other meetings the leader is required to provide most of the direction.

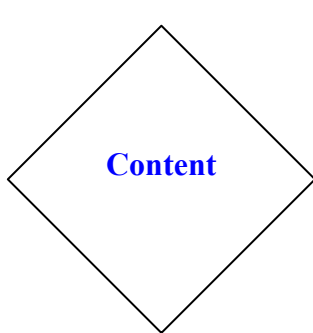
To be an effective leader you must be able to analyze each situation, determine what is needed to move forward and take necessary action to achieve the objectives. On the following page is an outline of activities in each of the component areas that may be appropriate during a meeting.

In the sections that follow you will receive specific instructions on techniques for structuring decision-making meetings and for handling effective interaction.

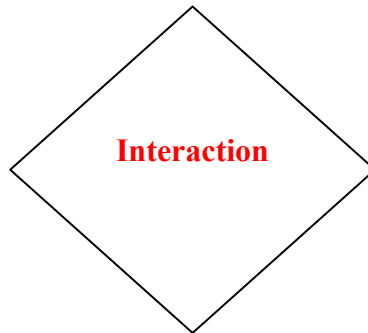
Haynes, Marion E., Effective Meeting Skills, Crisp Publications, 1988, pg. 30-31.

# ACTIVITIES INVOLVED IN CONDUCTING MEETINGS

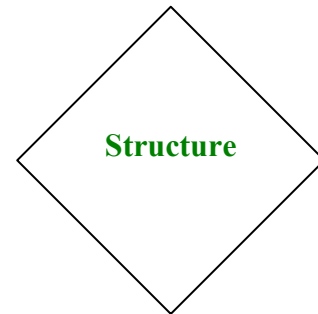
The leader's role is to monitor the activity in each key component areas and provide missing elements required to move the group toward the meeting's objectives.



- ◆ Initiate Action
- ◆ Keep on Topic
- ◆ Elicit Information
- ◆ Compare/Contrast Viewpoints
- ◆ Summarize
- ◆ Test for Decision
- ◆ Develop Action Plans



- ◆ Monitor Participation
- ◆ Encourage Participation
- ◆ Model Supportive Behavior
- ◆ Encourage Building/Supporting
- ◆ Encourage Differing/Confronting
- ◆ Facilitate Conflict Resolution
- ◆ Explore Reactions and Feelings
- ◆ Facilitate Feedback Among Members



- ◆ Develop Agenda
- ◆ State Objectives
- ◆ Manage Time
- ◆ Make Role Assignments
- ◆ Develop Ground Rules

# AGENDA EXAMPLE

- ! WHAT UFB Women's Committee Meeting
- ! WHEN Date
- ! WHERE Sandy, Utah

3:00 P.M.	Call to order	START TIME
	Invocation - Venice Gammon	ASSIGNMENTS
	Minutes	APPROVE LAST MTG MINUTES
	Budget Update	
	District Reports	GENERAL BUSINESS
	Review of March Leadership Conference	
	Annual Convention - 2004	
	<ul style="list-style-type: none"> <li>- Luncheon Theme</li> <li>- Luncheon Table Favors</li> <li>- Speaker</li> <li>- Caucus</li> <li>- Dutch &amp; Live Auction</li> </ul>	SPECIFIC POINTS TO COVER
	Make assignments	
	Other business	ASKED FOR AT BEGINNING OF MTG ADDRESSED HERE



# EFFECTIVE MEETINGS

## Sticking to Business

To prevent wandering during your meetings, use some of these techniques:

- Plan discussion, set your goals for what you want to accomplish
- Plan, Plan, Plan
- Plan your agenda
- Focus on local issues
- Start on time
- Move non-agenda, non-critical issues to next month's agenda
- Use board meeting time wisely, don't waste time on delegate-able decisions
- Be aware of board meeting time and its allocation
- Eliminate unnecessary recesses
- Ban cell phones or excuse cell phone users from the room
- Hold questions until the speaker is finished
- Set time limits for reports and speakers

## Seven Ways to Stop Meeting Creativity

1. We've never done it that way in this organization
2. We're not ready for that yet.
3. We're doing all right without it.
4. We've tried that once and it failed. Why bother doing it again?
5. It cost too much.
6. That's not our responsibility. Why should we get involved?
7. It won't work.

## Meeting Evaluation

**Directions:** Consider the typical meeting you attend. Compare your meeting to the following characteristics of an effective meeting. Check those statements that apply to meetings you normally conduct or attend.

- An agenda is prepared prior to the meeting.
- Meeting participants have an opportunity to contribute to the agenda.
- Advance notice of meeting time and place is provided to those invited.
- Meeting facilities are comfortable and adequate for the number of participants.
- The meeting begins on time.
- The meeting has a scheduled ending time.
- The use of time is monitored throughout the meeting.
- Everyone has an opportunity to present his or her point of view.
- Participants listen attentively to each other.
- There are periodic summaries as the meeting progresses.
- No one tends to dominate the discussion.
- Everyone has a voice in decisions made at the meeting.
- The meeting typically ends with a summary of accomplishments.
- The meeting is periodically evaluated by the participants.
- People can be depended upon to carry out any action agreed to during the meeting.
- Minutes of the meeting are provided to each participant following the meeting.
- The meeting leader follows up with participants on action agreed to during the meeting.
- The appropriate and necessary people can be counted on to attend each meeting.
- The decision process used is appropriate for the size of the group.
- When used, audiovisual equipment is in good working condition and does not detract from the meeting.

Number of statements checked \_\_\_\_\_ x 5 = \_\_\_\_\_ Meeting Score

*A score of 80 or more indicates you attend a high percentage of quality meetings.  
A score below 60 suggests that work be required to improve the quality of meetings you attend.*

# COMMITTEES

## The Important Contributions of Committees

Working on a committee can be a deeply rewarding experience to both the individual and the organization. Effective committees can be one of the most important working forces of our organization. This is particularly true if committee members are selected for the contribution they can make and are made to feel that it is an honor and a privilege to be called to serve.

Committees may serve the organization in the following ways:

- ◆ They can do the majority of the work of the organization.
- ◆ They can provide an opportunity for individuals to do the kind of work for which they are especially suited.
- ◆ An important contribution of committees, one that is frequently overlooked, is their potential for providing an excellent training ground for new leaders.
- ◆ The wise use of committee members helps to capitalize on the training and experience of a wider representation of organizational membership.
- ◆ Committees permit wider participation of members.
- ◆ Committee members have much wider contacts and can provide greater access to various facilities (or means) to accomplish the goals of the organization, more so than the officers of the organization alone.



# COMMITTEES

## 1. What are the advantages of using a committee?

- ◆ *Development of unified support for an idea*
- ◆ *A small group is easier to work with than a large group*
- ◆ *Issues may be discussed more freely*
- ◆ *Can bring in outside authorities*
- ◆ *Representation of various segments of the membership*
- ◆ *Committees generate enthusiasm*
- ◆ *Coordination and communication among various groups*
- ◆ *Encourages the participation of a larger number of members*
- ◆ *Encourages the input of ideas and opinions of several members*

## 2. What qualifications should be looked for when naming members of a committee?

- ◆ *Active past participation*
- ◆ *Ability to communicate*
- ◆ *Initiative*
- ◆ *Representation of various membership segments*
- ◆ *Committee continuity*

## 3. What are the recommended steps in appointing committee members?

- ◆ *The leader selects proposed committee members*
- ◆ *An agreement to serve is obtained before final selection is made*
- ◆ *The leader makes the selection*
- ◆ *Names are submitted to the board for approval*
- ◆ *The member selected is notified of her appointment*

# WHY COMMITTEES?

## Benefits to the Committee Members

- √ place to transform ideas into action
- √ gain experience in decision making, leadership and communication skills
- √ develop network of contacts
- √ increase professional knowledge
- √ broaden current expertise



## TIPS FOR ORGANIZING COMMITTEES

- **Size:** appoint five to seven people for each committee
- **Composition:** committee members should be representative of the membership, and should include a mix of new and veteran members
- **Choose Wisely:**
  - *A Good Committee Chair:*
    - ~ ensures that everyone participates in discussions
    - ~ keeps the group focused on its objective
    - ~ takes part in the group discussions without being too dominant
    - ~ summarizes committee discussions from time to time
    - ~ has vision, but maintains objectivity
    - ~ encourages committee members to express themselves
    - ~ does not shoot down new ideas
    - ~ follows up with members to ensure that work is being done
    - ~ communicates regularly with the board
  - *A Good Committee Member:*
    - ~ is receptive to ideas
    - ~ has perspective and vision
    - ~ is familiar with the goals of the organization
    - ~ is able to express ideas effectively
    - ~ enjoys the give and take of committee discussion
    - ~ is willing to commit the time to attend meetings
    - ~ can think in terms of the overall good
- **Give the committee a clear statement of purpose**
- **Clarify the authority of the committee**
- **Send committee member names to the state office**

# MATCHING THE VOLUNTEER WITH THE JOB

## What has this person done well?

**A person will tend to volunteer for a task, which is similar to one, which he/she performed before.**

## What does this person like to do?

Too many times the volunteer is eagerly accepted to fill a spot to suit the organization's immediate need, but the real needs of the volunteer are never known and the person's real skills are never used.

## What would the person like to do better?

People join volunteer efforts to develop their skills. Help them determine how their involvement will benefit them.

## With whom would he/she like to work?

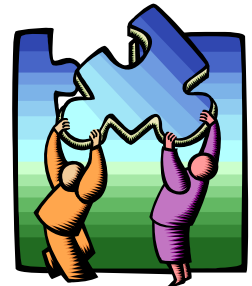
Often the prospective volunteer has been encouraged to enroll by someone already engaged in the work. Or perhaps the volunteer is hoping to meet new friends or get to know an influential leader.

## What are the person's aspirations?

Determine the possible objectives of the individual as you speak with the volunteer.

## Does the person see the value of the task?

Ensure that the prospective volunteer sees the meaning and importance of the work.



# ASKING THEM TO SERVE

## Successful Ways to Ask:

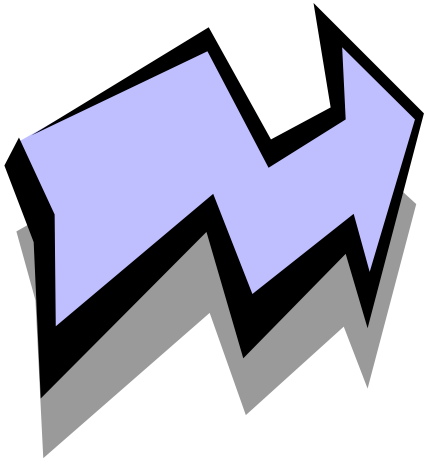
- Know what the job is
- Give a complete explanation of the job
- Make an appointment to visit them at their home
- Keep the appointment
- Tell them why you are asking them
- Tell them why the job is important
- Tell them the time required
- Tell them what has been done before
- Ask them to help!

## Ways that are Sure to Fail:

- Tell them you are desperate
- Tell them that they owe you
- Lie a little to make the task seem more appealing
- Make them feel guilty



## INCREASING COMMITTEE EFFECTIVENESS



- Set goals
- Build teams
- Send them to training
- Establish reporting mechanisms
- Eliminate dead weight
- Celebrate accomplishments

# NOTES