

Farm Bureau – Position Description
COUNTY GOVERNMENTAL RELATIONS DIRECTOR

PURPOSE:

The purpose of the County Governmental Relations Director is to assist the County President in the appointment of those committees falling under their responsibility and to encourage those committees to become active in carrying out their committee responsibilities.

RESPONSIBILITIES:

- Assist the County President in their appointment process in order to have reliable volunteers serving to various coordinator and committee roles according to the job description for each position.
- Work with the Board and Committee Chairs and Program Coordinators to prepare a program of work, budget, and calendar of events for their respective areas of activity. Committees and coordinators that should schedule a program of work are:
 - State & National Legislative Committees
 - Policy Development Committee
 - Environmental Coordinator
 - Wildlife Damage Coordinator
 - Meet the Candidates Committee
 - Local Governmental Relations Committee
 - Ag Communicators
 - Animal Care Coordinator
- Maintain regular communication with Committee Chairs and Program Coordinators to ensure that work on planned programs is proceeding as scheduled.
- Encourage the Board to take action on all local policies passed at the county annual meeting.
- Make sure that legislative committees respond to PFB Action Requests in a timely manner and that PFB is informed of the completed task.
- Encourage attendance and make reservations for committee members to attend PFB-sponsored Governmental Relations meetings and conferences.
- Provide updates of governmental relations activities at county board meetings and at the county spring and annual meetings.
- Keep records of governmental relations activities and use that information to assist the Board in applying for recognition by PFB' awards program.
- Evaluate the operation and effectiveness of county governmental relations committees. Recommend changes in committee members as needed. Recommend changes to improve committee operations as necessary.

BASIC REQUIREMENTS:

- Regular member of Farm Bureau
- Interest in tackling issues and solving problems through Farm Bureau
- General familiarity and interest in state and national legislative processes
- Familiar with Farm Bureau structure and how the organization functions

TRAINING:

Attend State and National Legislative training and update sessions in the region.

RESOURCES:

- Regional Organization Director
- PFB State Government Affairs Director
- PFB Federal Government Affairs Director
- PFB Wildlife/Domestic Animal Issue Specialist
- PFB Government Affairs Counsel

Governmental Relations Directors report to the County President.

The term of appointment is two years.