

Farm Bureau – Position Description  
**MEMBER RELATIONS DIRECTOR**

**PURPOSE:**

The purpose of the County Member Relations Director is to work with the County President to help in the appointment of committees and monitor and encourage activity in the committees under their area of responsibility.

**RESPONSIBILITIES:**

- Assist in the development of a program of work.
- Work with the committees to set annual goals, objectives and budget.
- Follow up to ensure that planned activities are carried out.
- Assist in making committee appointments.
- Report to the board regularly.
- Annually evaluate county programs and recommend changes.

Committee assignments: Food Check Out Day Coordinator, Ag in the Classroom/Ag Lab Coordinator, Safety Coordinator, Youth Conference Coordinator, Young Farmers and Ranchers Committee, Women's Leadership Committee, Membership and Services Committee.

**BASIC REQUIREMENTS:**

- Regular Farm Bureau Member
- Motivator, organizer, and ability to lead a group.
- Knowledgeable about structure and organization of Farm Bureau.
- Familiar with the purposes and operations of the committees assigned.
- Previously served as a committee chairperson of at least one committee.

**TRAINING:**

Training will be offered to Member Relations Directors.

**RESOURCES:**

- Regional Organization Director
- County President
- State Board Member

*Member Relations Directors are appointed by and report to the County Presidents. The term of appointment is two years.*