

Farm Bureau – Position Description  
**COUNTY MEMBERSHIP and SERVICES COMMITTEE**

**PURPOSE:**

The purpose of the County Membership and Services Committee is to plan and implement a membership campaign that will result in membership growth for the County Farm Bureau, and to promote Farm Bureau services and benefits in the county.

**RESPONSIBILITIES:**

- Manage the county membership drive.
- Present membership plan to board for approval.
- Plan and execute membership drive meetings.
- Regularly report the status of the campaign to the board.
- Keep an up-to-date list of members paid by townships.
- Develop and maintain a good prospect list.
- Ensure that all the members of your team know their responsibilities through proper training.
- Plan a victory party and recognize those volunteers who did a good job in the campaign.
- Attend services meetings when training occurs.
- Hold meetings in the county annually to inform members about services and benefits.
- Inform county Newsletter Editors and County Information Directors about services to be highlighted in their publications and news releases.
- Be available to answer questions regarding all services to members.
- Promote services at all county functions (i.e. annual meetings, spring meetings, summer picnics).

**BASIC REQUIREMENTS:**

- Regular member of Farm Bureau
- Desire to see Farm Bureau grow
- Respected member of the community
- Experienced membership worker
- Understands Farm Bureau structure and how the organization functions
- Willingness to follow membership plan
- Willing to promote services and benefits

**TRAINING:**

Training will be provided to membership chairpersons each year at the Membership Chairperson Conference. Additional training will be provided by Regional Organization Directors.

**RESOURCES:**

- Regional Organization Director
- County Member Relations Director
- County President

*The County Membership Committee is responsible to the County Member Relations Director.  
The term of appointment is one year.*