



# **Junior AgFest Board 2027 Handbook**

## Description of the San Joaquin County Junior AgFest Board

The Junior AgFest Board exists to support and promote the San Joaquin AgFest Junior Show and Auction. The Junior AgFest Board will have members throughout San Joaquin County who represent 4-H, Grange, and/or FFA. The Junior Board members are youth volunteers who want to use their leadership and communication skills to promote the AgFest Junior Show and Auction.

## Membership

The Junior AgFest Board is made up of representative members of 4-H, Grange, and FFA from throughout San Joaquin County in grades 7-12 (must be 13 by January 1st of that show year). Members need to apply for membership before participation. **The Junior Board Code of Conduct signed by the applicant, a parent/guardian, and advisor/leader must be uploaded with the application.** Students must be supported by their parent/guardian, and/or FFA/4-H/Grange advisor.

## Adult Advisors

Katie Huipe will act as the Adult Advisor for the 2027 San Joaquin County Junior AgFest Board. She, along with Junior AgFest Board members, and other adult committee volunteers/members will be available and will attend all AgFest meetings as requested/required by the board. Additional adult advisors may be named by the board.

## Governance

The Junior AgFest Board shall elect youth leaders for the Junior AgFest Board including but not limited to: president, vice president, secretary, and treasurer, and Publicity Committee: Social Media Manager & Assistant Social Media Manager. These officers shall be responsible for the governance of the Junior AgFest Board. They will work directly with the Junior AgFest Board Advisor to meet all expectations outlined in this document. The Junior AgFest Board exists to enhance the AgFest in ways that attract and involve the youth of San Joaquin County. The Junior Board has no authority but may be asked to serve in an advisory capacity relative to issues of youth interests.

## Expectations

The Junior AgFest members are expected to:

- Attend all scheduled meetings, must have absences cleared by Jr. Board Advisor or (you can put my name) after 3 uncleared absences may result of removal of Jr. Board
- Mandatory attendance to work Farm to Fork Dinner
- Must participate in a minimum of one Jr. Board event

- Must work a minimum of 2 shifts at the Feed Trough
- Become familiar with all aspects of San Joaquin AgFest
- Attend AgFest and volunteer for events throughout the week
- When representing the Junior AgFest Board, members will wear the Junior AgFest Board polo shirt, jeans, and clothes-toed shoes. It is the responsibility of the member to purchase the shirt prior to the events where they will be representing the organization.

**The following is a list of duties and responsibilities that Junior AgFest members may be asked to organize, support, and/or manage:**

- Set theme/slogan for current year
- Giving tours, or conducting interviews for the public
- Distributing information to school sites, clubs and local feed stores.
- Speaking to clubs, classes, and organizations about AgFest.
- Organizing and managing youth activities, contests, demonstrations, and/or exhibits during AgFest
- Selling AgFest merchandise
- Helping to set up and serving at the Farm to Fork dinner.
- Handing out or placing awards
- Helping with Pee-Wee Showmanship
- Distribution of ice and waters to auction arenas
- Participating in fundraising efforts
- Any events or volunteer opportunities deemed necessary by the Advisor

**Code of Conduct**

1. Members will conduct themselves in a courteous and professional manner.
2. Members are sponsored by individual school districts, so are expected to adhere to all codes of conduct and behavioral guidelines of their home school district/club.
3. Act as ambassadors of AgFest in their sponsoring school districts/clubs. Members may be asked to deliver flyers, talk to other students, groups, classes and clubs, as well as conduct interviews with local radio and newspapers.
4. Clothing worn while representing the Jr. Board should reflect the official Junior AgFest polo shirt, jeans or pants (with no holes or torn sections) and closed-toed shoes.
5. Members will communicate with the advisor in a timely manner if roles cannot be completed and may be asked to step down if they are unable to fulfill their roles as specified.

## **Junior AgFest Board Job Descriptions**

1 year term limits for all positions. A completed and signed (parent, FFA or 4-H advisor) application must be submitted prior to running for a board position.

### **President**

- Attends all Junior AgFest Board meetings.
- Runs the Junior AgFest Board meetings.
- Attends all AgFest Board meetings and reports the activities of the Jr. Board
- Communicates with advisors and secretary regarding agenda
- Attends AgFest and works the jobs for which they have volunteered.
- Speaks at/leads events where needed.

### **Vice President**

- Attends all Junior AgFest Board meetings.
- If the President can't attend the Junior AgFest Board meeting, then the Vice President will run the meeting.
- If the President can't attend the AgFest Board meeting, then the Vice President will attend the meeting.
- Attends AgFest and works the jobs for which they have volunteered.
- Speaks at/leads events where needed.

### **Secretary**

- Attends all Junior AgFest Board meetings.
- Communicates with the President and Advisors and types up the agenda prior to the meeting.
- Takes meeting minutes during the meetings.
- Meeting minutes need to be typed and sent to the Advisor within one week of the meeting.
- Attends AgFest and works the jobs for which they have volunteered.
- Speaks at/leads events where needed.

### **Treasurer**

- Attends all Junior AgFest Board meetings.
- Communicates with the Advisor regarding the budget and changes to the budget.
- Keeps the budget up to date monthly.
- Announces the treasurer report at the monthly meetings (current balance, outstanding payments, monthly changes, projected expenses).
- Maintains supply inventory and tracks all expenses.
- Attends AgFest and works the jobs for which they have volunteered.
- Speaks at/leads events where needed.

**Publicity Committee: Social Media Manager & Assistant Social Media Manager**

- Attends all Junior AgFest Board Meetings
- Communicates with the Advisor regarding all aspects of social media and its correlation to AgFest
- Manages all social media accounts, posts, digital flyers
- Attend all events to photograph
- Attends AgFest and works the jobs for which they have volunteered
- Speaks at/leads events where needed