

Livestock Committee Duties (2/7/2015)

THIS IS ONLY A PARTIAL LIST OF Responsibilities!!!

Attend all regular and special meetings (includes set-up meetings before the fair)

On grounds at fair for set-up, check-in, shows and auction

CHAIR:

Run Meetings

Confirm judges are hired for livestock shows

Confirm judges for carcass show

Confirm all facilities that will host carcass shows.

Confirm bank that will clerk sale

Confirm holding location for species moved off fair site on Sunday

Confirm all trucking companies for load out

Confirm auctioneers for sale.

Confirm with all committee members that exhibitors have met all requirements for the project.

Attend fair set-up meetings.

Confirm Auction set-up on Saturday is ready.

Attend MAQA if help is needed.

SECRETARY/TREASURER:

Minutes for all meetings

Agendas for all meetings

Send out all email reminders.

Pay all bills.

Attend Fair Committee meetings to have Rules and Point information approved.

Emails out to exhibitors that graduated previous year and make sure they have letters on file before end of year to avoid having to earn points.

Collect and create spread sheets of weigh-in forms and contact families that do not have them complete

Provide cash for each weigh-in to make change.

Collect all family fees and weigh-in fees. Collect any missing fees.

Create spreadsheet for points.

Make sure all exhibitors have points; call exhibitors that do not have points and make sure they get their points.

Make sure all families have premise ID numbers

Email monthly Clover Leaves to all FFA Advisors

Make sure all exhibitors are members of a youth organization before fair entries are due.

Secretary is in charge of EC County Livestock Group Youth Organization.

Collect and update point lists – send out to all exhibitors.

Send letters to past buyers 2 weeks before fair and update list each year with new buyers after the fair.

Send out confirmation letters to auctioneers, processing facilities, and help before the fair.

Send out thank you notes to anyone who donated time or items for the project.
Create signs for buyers at auction (this year signs must be 2 sides).
Several days before awards banquet confirm with bank who has been approve not to be at awards banquet so check may be released.
Order livestock stall signs.
Order buyer contact forms once weigh-ins are done.
Order auction posters once weigh-ins are done.
Create weigh-in slips for each species that shows current market and days on feed for weigh-in before fair with help of Extension.
Collect all Feed and Expense Reports, find exhibitors with missing reports at fair.
Collect all Buyer Contact forms; find exhibitors with missing forms at fair.

DIRECTOR 1:

Buyer Lunch

- Confirm meal menu and select caterer.
- Get donations for meal.
- Purchase food and items for meal.
- Set-up and Clean up.

Award Banquet

- Reserve banquet location
- Reserve caterer for event
- Reserve tables and chairs for event
- Get donations for meal
- Purchase items for event
- Set-up and Clean-up

DIRECTOR 2:

Confirm processing facilities for extra swine.
Confirm with exhibitors all extra swine have a facility before the fair.
Confirm counts with processing facilities and confirm how many animals are coming.
By end of fair contact each facility and make arrangements for when and how extras will be delivered
Arrange helpers for buyer registration (4) at buyer lunch and (4) at auction.
Create form to give to buyers after auction that includes name of exhibitor, species and the tag number of animal with processing plant information so that buyer knows information when calling processing plant. Arrange to be at table at end of auction or make sure someone else is there to do this.

DIRECTOR 3:

Work with Awards Committee

Confirm all award lists for each species is correct and current.

Confirm type of award (trophy, plaque, ribbons) and confirm from which company each will be ordered (price quotes)

Confirm enough ribbons have been ordered with Extension Office.

Hire Photographer for each species.

Order exhibitor pictures with fair logos.

Order/get donations for Buyer Frames.

Assemble frames on Saturday and have ready for auction.

Arrange for someone to hand out frames at auction.

Work with Thank You Note Committee

Make sure every exhibitor has thank you note submitted before checks are released.

Confirm thank you note inventory for 4-H, FFA and generic.

Set up who will be doing showmanship for each species, confirm address and date.

Pass along information to secretary to send email information to exhibitors. Get attendance sheet to secretary after each event so that points are entered.

Youth Liaisons (2)

Attend general meetings.

Attend committee meetings.

Help with weigh-ins.

Help at general meetings as needed.

Assist new or young members in the project.