

Michigan Angus Association Committee Responsibilities

2010-2011

- Marketing and Promotion
 - Bull Test – Serve as representative(s) to the Michigan Bull Test committee. Solicit input from membership consignors concerning suggestions and changes to the program.
 - Fall Sale – Responsible for all aspects of the annual Fall Sale.
 - Futurity Show & Sale – Represent the association on the Michigan Beef Expo Committee and handle association responsibilities for the show and sale.
 - Commercial opportunities – Develop and implement ways to market Angus calves, such as putting together a listing of feeder calves that are available, exploring the Angus Source program, etc.
 - Preview Show – Serve as liaison to the show organizers, arrange for AAA or MJAA display, in conjunction with the Jr. Association work with MSU to obtain entry information and prepare class list and show program if necessary for obtaining funding from the AAA, assist with check-in as needed, purchase awards for open show champions that are not also showing in the Jr. show.
 - Other

- Education and Mentoring
 - New Members – Recruit and mentor new members
 - Junior Members – Attend Jr. activities, offer educational programs as appropriate, assist board and assist at junior activities as needed, perhaps have an association representative attend Jr. meetings.
 - Field Day – Recruit and work with host farm in planning, promoting and conducting the annual field day.
 - Annual Banquet – In cooperation with board book a date and location, select menu, determine program, secure donations and door prizes if necessary, arrange for set-up and clean-up, design invitation for the newsletter, take reservations, staff the registration table, turn all money received into treasurer at end of banquet. (Also have a detailed list of responsibilities and timeline for this)
 - Member Recruitment – Design membership brochure, distribute at local agribusinesses and at agriculture events and meetings, make sure marketing committee also has copies available for any display.
 - Educational Articles – Include educational articles on web site and in newsletter as appropriate.

(OVER)

- Communications
 - Web site – Monitor and provide suggestions to web manager.
 - Newsletters – Assist the secretary in preparing 3 to 4 newsletters per year.
 - Directory – Prepare request for proposal for Directory editor and work with executive board to select an editor. Provide feedback and suggestions to editor. Help proof the Directory if possible.
 - Advertising – Work with sale committees and secretary on ad schedule and assist as needed with ad in MCA magazine.

- Policies and Procedures (Responsibility of the Board of Directors and/or Executive Committee)
 - Board meetings
 - By-laws and operating procedures
 - Financial
 - Data management
 - Calendar of events
 - Minutes
 - Junior association
 - Auxiliary
 - Awards (Year end or association awards)
 - MSU Beef Endowment

Approved by Michigan Angus Association Board of Directors 11/08/10