

# Michigan Angus Association

## 2020 Vision

### **PRESIDENT:**

- I. Preside at all meetings
  - A. Board meetings
    - September
    - January
    - March
    - May
  - B. Annual meeting March
- II. Maintain and supervise the affairs of the Association
- III. Report to members at annual meeting
- IV. Make Committee appointments
  - A. Serve as member of Finance Committee
- V. Set meeting agendas prior to meeting
  - A. Provide to Secretary for distribution
- VI. Submit President's message for newsletter
- VII. Represent MAA at industry events/functions

### **VICE PRESIDENT:**

- I. Presides at meetings in absence of President
- II. Serve as ex-officio member of all committees

### **SECRETARY:**

- I. Prepare and distribute
  - A. Minutes of meetings
    1. Draft approved by President
    2. Distribute within 30 days of meeting
    3. Publish Annual meeting minutes on web site
  - B. Certificates of Membership
    1. New members
    2. Signed by President
    3. Include in Membership Packet
    4. Invite new AAA members to join MAA

- C. Meeting notices
  1. Meetings to be held 1<sup>st</sup> or 2<sup>nd</sup> Wednesday (whenever possible) of September, January, March (also Annual Meeting) and May
  2. Send postcard reminders to BOD 2 weeks prior to meeting
  3. Send email reminders to BOD 1 week prior to meeting
- II. Correspondence
  - A. New MAA members
  - B. New AAA members
  - C. Communicate deadlines for newsletter
  - D. Special mailings as required
- III. Preparation of reports and documents
- IV. Newsletter editor
  - A. Distribute February, July and December
  - B. Each issues should include:
    1. Officers, Directors and Chairpersons names, addresses and telephone numbers
    2. President's message
    3. Calendar of upcoming events
    4. Show results
    5. Sale results
    6. Junior news
    7. Auxiliary news
    8. Committee reports as appropriate (i.e., Banquet, field Day, full Test, Expo)
    9. Special notices (i.e., deaths, births, etc.)
    10. New member information
  - C. February issue
    1. Call for annual meeting in March (2<sup>nd</sup> Sunday); Expo information
  - D. July Issue
    1. Fall sale information
    2. Update from bull Test committee meeting
    3. Information regarding Bull Test sale
    4. Notice that bull Test entries due September ?
  - E. December issue
    1. Expo registration form
    2. Bull Test summary
    3. First announcement of annual Meeting (2<sup>nd</sup> Sunday in March)
- V. Maintain membership list
  - A. Database spreadsheet
    1. Members
    2. Buyers
    3. AAA members who are not MAA embers
    4. Dues paid/not paid (to be communicated to Treasurer)

- VI. Submit page to MCA for quarterly publication (March, May, September and December) (ad deadline is first of month prior to publication)
  - A. Spring – Expo ad (February 1)
  - B. Summer – expo thank you to buyers; Champions and Reserve Champions information (April 1)
  - C. Fall – Fall sale and junior recap (August 1)
    - 1. Send complimentary MCA magazines to Fall sale buyers
    - 2. Winter 2007 to include information regarding Nancy Thelan’s installation as new National Auxiliary President

**TREASURER:**

- I. Custodian of cash, funds and securities
- II. Deposit
- III. Invest
- IV. Disperse
- V. Submit financial reports to the Board for annual and quarterly meetings
- VI. Collect dues
  - A. Send invoices for dues
- VII. Prepare budget
- VIII. Serve as Chair of the Finance committee
- IX. Prepare a “worksheet” for each activity and distribute to committee chairperson
- X. Send invoices to members for MCA ad page
- XI. All bills for all events should be sent to the Treasurer
  - A. Within 30 days, the event chairperson and the Treasurer will meet to make financial settlement
  - B. Responsible for final settlement of event proceeds and bills

**BOARD OF DIRECTORS:**

- I. Elect officers
- II. Attend meetings
- III. Expectation for committee involvement
- IV. Participation in association events

## **SALE COMMITTEE CHAIRPERSON(S):**

- I. Recruit committee members
- II. Work with Treasurer to create budget
- III. Determine date
- IV. Secure:
  - A. Facility
  - B. Auctioneer/Color commentator
  - C. Ring men
  - D. Sales Clerks
  - E. Additional labor
    1. Cattle movers
    2. Load-out
    3. Ring/gate men
  - F. Awards for exhibitors (Expo)
  - G. Veterinarian
  - H. Groomers for Fall sale
- V. Advertising
- VI. Coordinate food
- VII. Coordinate and compile sale entries
- VIII. Communicate with consignors by letter
- IX. Coordinate catalog
  - A. Composition, printing and mailing
- X. Coordinate Sale order
  - A. Post sale order in several locations
- XI. Receive cattle
  - A. Registrations signed
  - B. Necessary health papers
- XII. Lot signs
- XIII. Coordinate facility set-up
- XIV. Class assignments (Expo)
- XV. Work with Treasurer to settle sale