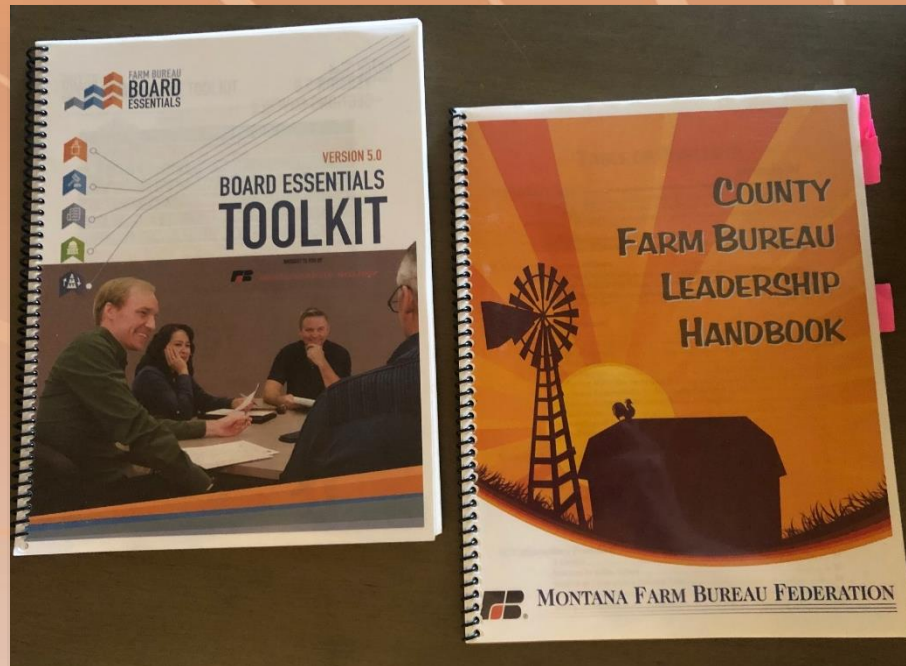


# Tips and Tricks to Make Your Job Easier!



# Handbooks

- Farm Bureau University Modules/ Board Essentials Tool Kit
- MFBF County Leader Handbook



# FBU Board Essentials Toolkit

- **Meetings**
  - Record Sheets
  - Templates: Minutes, Agendas, Meeting Materials
- **Key Documents**
  - Bylaws
  - Forms
  - Board Policies
- **Planning**
- **Committees**
- **Advocacy & Policy Development**
- **Volunteer Engagement**



# **MFBF County Leader Handbook**

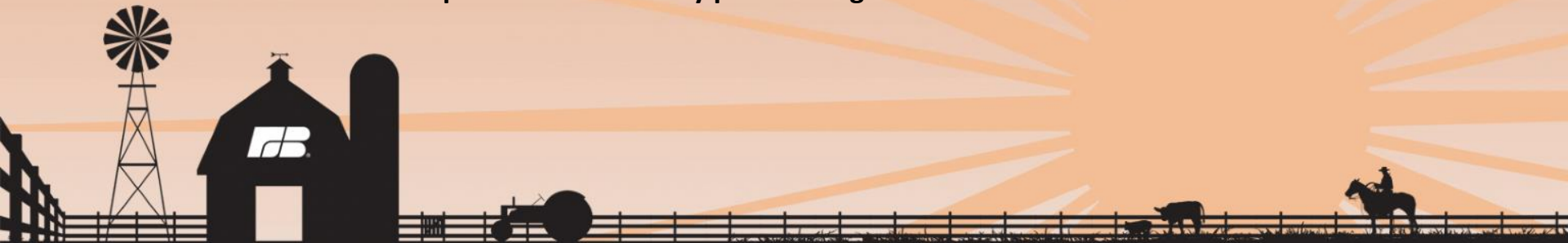
- **Dues Structure**
- **Duties of Officers**
- **County Board of Directors Duties & Responsibilities**
- **County Program of Work**
- **Parliamentary Procedure**
- **Montana Farm Bureau Programs**
- **Forms and Reports**





# County Farm Bureau Secretary Job Description

- **Function-** Maintain official records of the county Farm Bureau
- **Reportability-** Report to the president and board as needed
- **Authority-** Review any and all documents of the county organization
- **Responsibilities**
  - Maintain and preserve the official county minutes, records, documents and reports
  - Record motions and other official actions taken by the board at the board meetings
  - Prepare copies of the board minutes and distribute to each board member
  - Secure approval of minutes as accurate or as corrected
  - Notify the state Farm Bureau of all changes of the county board and committees
  - Prepare and send all official correspondence
  - Work with the president to provide an agenda for each meeting
  - Assist with the preparation of the county program plan and budget
  - Authenticate all personnel records by personal signature.



# Apps or Programs to Help You!

- **Canva- Design Website/App**
- **Google Photos**
- **Mail Chimp- Correspondence/ Email Service**
- **MFBF Database direct email/SMS message**
- **Survey Monkey**
- **When is Good/ Doodle Poll**
- **Zoom**



# Efficient County Communication

- **Consistent Group Text/ Email/ Facebook Messenger**
- **Email agenda, minutes, etc. instead of print copies**
- **Create a template for your minutes/ agenda**
- **County Newsletter for Members**
- **County Facebook Page Management**



# Efficient County Meetings

- Prepared Agenda, Minutes, Treasurers Report
- Scheduled start and ending time
- Delegate
- Annual Program of Work & Prepared Budget
- Separate Regular and Special Meetings
  - Board Meeting VS Speaker or Special Event
- “Back 40”/ “Parking Lot”





# Quick Tips for Minutes

- **Include for Motions:**
  - Name of Maker
  - Statement of Motion
  - Action Taken
- **List action items to be completed following the meeting**
  - What is to be done
  - By When
  - By Whom
- **Minutes are permanent records**
- **Minutes should be distributed to all group members within two weeks of the meeting.**



# Questions?

