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?