

**PROGRAM OF WORK
AUGUSTA COUNTY FARM BUREAU
2010 - Revised**

January – 2010

Conduct Chair Preparation Meeting
 Approve 2010 Budget
 Approve 2010 Calendar of Events
 Approve 2010 Program of Work
 Approve 2010 Young Farmers Committee Goals
 Approve 2010 Board Goals
 Approve 2010 Leadership Team
 Prepare 2010 Membership Development Plan
 Prepare 2010 Marketing Plan
 Review of Board member responsibilities
 Submit Budget to Virginia Farm Bureau
 Participate in Legislative Day
 Conduct Committee Planning Meetings
 Determine President’s Challenge Activities
 Create a Legislative Action Plan (local, state, federal)
 Prepare first newsletter (deadline January 26, 2010)
 Send out scholarships and grants announcement
 Design new facility (continuing)
 Monitor natural resources issues (continuing)
 Monitor product and commodity issues (continuing)
 Monitor budget (continuing)
 Plan special educational programs (continuing)
 Participate in Young Farmer Conferences
 Identify and report on legislative priorities
 Revise and update list of local agricultural leaders
 Schedule representatives to monitor BOS meetings
 Monthly Progress Report (continuing)

Leadership Responsibility

Executive Committee
 Board of Directors
 Board of Directors
 Board of Directors
 Board of Directors
 Board of Directors
 Board of Directors
 Board of Directors
 Membership and Nominating Chair
 Marketing and Public Relations Chair
 Field Services Director
 MSS/President
 Legislative Action Chair
 Committee Chairs
 Committee Chairs
 Legislative Action Chair
 Media Coordinator/MSS
 Scholarships and Grants Chair
 Facilities Task Force
 Natural Resources Coordinator
 Legislative Action Chair
 Treasurer
 Program and Activities Chair
 Young Farmer Chair
 Legislative Action Chair
 President
 Legislative Action Chair
 Chairs and Coordinators

February – 2010

Conduct Chair Preparation Meeting
 Create special educational programs
 Report on unpaid members
 Participate in Young Farmer Expo
 Report on legislative activity
 Invite agriculture leaders to Board meetings (continuing)
 Monitor county agriculture industry issues (continuing)
 Monitor natural resources issues (continuing)
 Monitor budget (continuing)
 Monitor product and commodity issues (continuing)
 Conduct Young Farmers’ Committee events (continuing)
 Conduct Women’s Committee activities (continuing)
 Plan special educational programs (continuing)
 Evaluate scholarships and grants applications (continuing)
 Notify applicants of awards (continuing)

Executive Committee
 Program and Activities Chair
 Membership and Nominations Chair
 Young Farmer’s Chair
 Legislative Action Chair
 President/Officers/Chairs
 Legislative Action Chair
 Natural Resources Coordinator
 Treasurer
 Legislative Action Chair
 Young Farmers’ Chair
 Women’s Committee Chair
 Program and Activities Chair
 Scholarships and Grants Chair
 Scholarships and Grants Chair

Pay scholarships and grants (continuing)
Order marketing and public relations materials
Design new facility (continuing)
Plan President's Challenge activity
Identify local media contacts
Identify local media resource persons
Promote scholarships and grants
Send out first newsletter (February 16, 2010)
Celebrate USA Food Freedom Week
Participate in President's Conference
Monthly Progress Report (continuing)

MSS/Scholarships and Grants Chair
Marketing and Public Relations Chair
Facilities Task Force
Chairs and Coordinators
Media Coordinator
Resource Coordinator
Scholarships and Grants Chair
MSS/Media Coordinator
Women's Committee Chair
President
Chairs and Coordinators

March – 2010

Participate in State Women's Conference
Conduct Young Farmers' Committee events (continuing)
Conduct Women's Committee activities (continuing)
Review legislative results/initiate new policy development
Personal contact of unpaid members
Plan county fair activities
Plan special educational programs (continuing)
Plan annual meeting
Participate in district policy development meeting
Conduct a review of local communication strategies
Evaluate scholarships and grants applications (continuing)
Monitor natural resources issues (continuing)
Monitor product and commodity issues (continuing)
Invite agriculture leaders to Board meetings (continuing)
Design new facility (continuing)
Notify applicants of awards (continuing)
Conduct Membership Resolutions Meeting
Pay scholarships and grants (continuing)
Conduct President's Challenge activity (continuing)
Monitor budget (continuing)
Refer media requests to resource persons (continuing)
Celebrate National Agricultural Week
Monthly Progress Report (continuing)

Women's Committee Chair
Young Farmers' Chair
Women's Committee Chair
Legislative Action Chair
Membership and Nominations Chair
Augusta County Fair Chair
Program and Activities Chair
Program and Activities Chair
Legislative Action Chair
Media Coordinator
Scholarships and Grants Chair
Natural Resources Coordinator
Legislative Action Chair
President/Officers/Chairs
Facilities Task Force
Scholarships and Grants Chair
Legislative Action Chair
MSS/Scholarships and Grants Chair
Chairs and Coordinators
Treasurer
Resource Coordinator
Marketing and Public Relations Chair
Chairs and Coordinators

April – 2010

Create an improved Local Communications Plan
Plan county fair exhibit
X Plan County Fair Exhibit and Participation X
Design new facility (continuing)
Study criteria for membership classifications
Promote Hunters for the Hungry Program
Conduct Young Farmers' Committee events (continuing)
Conduct Women's Committee activities (continuing)
Conduct President's Challenge activity (continuing)
Monitor budget (continuing)
Monitor natural resources issues (continuing)

Media Coordinator
Augusta County Fair Chair
Augusta County Fair Chair
Facilities Task Force
Membership and Nominations Chair
Hunters for Hungry Coordinator
Young Farmers' Chair
Women's Committee Chair
Chairs and Coordinators
Treasurer
Natural Resources Coordinator

Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Conduct Board of Supervisors Luncheon	Women's Committee Chair
Honor Administrative Assistants (MSS)	Women's/Executive Committee Chairs
Refer media requests to resource persons (continuing)	Resource Coordinator
Monthly Progress Report (continuing)	Chairs and Coordinators

May – 2010

Monitor scholarship and grant activity (continuing)	Scholarships and Grants Chair
Support Market Animal Show	Women's/Young Farmers'/VP
Prepare second newsletter (deadline May 25, 2010)	Media Coordinator/MSS
Plan County Fair Exhibit and Participation	Augusta County Fair Chair
Submit Design Plan and Proposal for new facility	Facility Task Force Chair
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Conduct President's Challenge activity (continuing)	Chairs and Coordinators
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Refer media requests to resource persons (continuing)	Resource Coordinator
Monthly Progress Report (continuing)	Chairs and Coordinators

June – 2010

Conduct special educational program/activity	Special Program Chair
Send out second Newsletter (June 15, 2010)	Media Coordinator
Plan County Fair Exhibit and Participation	Augusta County Fair Chair
Present slate of officers and directors for 2011	Membership and Nominating Committee
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Conduct President's Challenge activity (continuing)	Chairs and Coordinators
Refer media requests to resource persons (continuing)	Resource Coordinator
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Monthly Progress Report (continuing)	Chairs and Coordinators

July - 2010

Have resolutions approved by the Board	Legislative Action Chair
Conduct AGPAC evaluations	Local AGPAC Evaluation Chair
Plan County Fair Exhibit and Participation	Augusta County Fair Chair
Schedule Fair Exhibit Workers	Augusta County Fair Chair
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Prepare third newsletter (deadline July 25, 2010)	Media Coordinator
Conduct President's Challenge activity (continuing)	Chairs and Coordinators
Refer media requests to resource persons (continuing)	Resource Coordinator
Monthly Progress Report (continuing)	Chairs and Coordinators

August - 2010

Participate in County Fair August 10-14, 2010	Augusta County Fair Chair
Have annual meeting planned	Program and Activities Chair
Have officers nominated	Membership and Nominations Chair
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Send out third newsletter (August 24, 2010)	Media Coordinator
Conduct President's Challenge activity (continuing)	Chairs and Coordinators
Refer media requests to resource persons (continuing)	Resource Coordinator
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Monthly Progress Report (continuing)	Chairs and Coordinators

September - 2010

Prepare 2011 Women's Committee Goals	Women's Committee Chair
Approve Women's Committee Goals	Board of Directors
Submit recognition and awards applications	Officers and Chairs
Submit Women's award and recognition applications	Women's Committee Chair
Send out third newsletter (September 14, 2010)	Media Coordinator
Submit President's Challenge Report	Chairs and Coordinators
Refer media requests to resource persons (continuing)	Resource Coordinator

Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Monthly Progress Report (continuing)	Chairs and Coordinators

October – 2010

Conduct Annual Meeting October 4, 2010	Program and Activities Chair
Present resolutions at local annual meeting	Legislative Action Chair
Present nominations at the annual meeting	Membership and Nominations Chair
Identify voting delegates for annual convention	Executive Committee
Submit county resolutions to state	MSS/Legislative Action Chair
Submit total number of producer members to state	MSS./Membership and Nominations Chair
Maintain an ongoing file of resolutions	MSS/Legislative Action Chair
Participate in State Policy Development Meeting	Legislative Action Chair/President
Register delegates and participants to Annual Convention	MSS/Secretary
Prepare forth newsletter (deadline October 25, 2010)	Media Coordinator
Refer media requests to resource persons (continuing)	Resource Coordinator
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator
Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Monthly Progress Report (continuing)	Chairs and Coordinators

November – 2010

Select 2011 committee chairs and coordinators	President
Complete 2011 committee membership	Committee Chairs
Participate in Annual Convention	Delegates and others
Send out forth newsletter (November 15, 2010)	Media Coordinator
Prepare 2011 Program of Work	Program and Activities Chair
Prepare 2011 Calendar of Events	Program and Activities Chair
Prepare 2011 Goals	Executive Committee
Prepare 2011 Young Farmer's Committee Goals	Young Farmer's Chair
Prepare 2011 Board Goals	Executive Committee
Refer media requests to resource persons (continuing)	Resource Coordinator
Monitor budget (continuing)	Treasurer
Monitor natural resources issues (continuing)	Natural Resources Coordinator

Monitor product and commodity issues (continuing)	Legislative Action Chair
Invite agriculture leaders to Board meetings (continuing)	President/Officers/Chairs
Conduct Young Farmers' Committee events (continuing)	Young Farmers' Chair
Conduct Women's Committee activities (continuing)	Women's Committee Chair
Plan special educational programs (continuing)	Program and Activities Chair
Evaluate scholarships and grants applications (continuing)	Scholarships and Grants Chair
Notify applicants of awards (continuing)	Scholarships and Grants Chair
Pay scholarships and grants (continuing)	MSS/Scholarships and Grants Chair
Monthly Progress Report (continuing)	Chairs and Coordinators

December – 2010

Submit Leadership Team to VFBF	MSS/President
Participate in Senatorial Meeting	Legislative Action Chair
Revise Young Farmer Directory	Young Farmer's Chair
Prepare 2011 Budget	Executive Committee
Refer media requests to resource persons (continuing)	Resource Coordinator
Hold Board Christmas Dinner	Program and Activities Chair