

# Texas Junior Simmental Simbrah Association Board of Directors Guidelines

To be signed by each TJSSA Board of Director applicant with the understanding that a TJSSA Board member may be removed from service for violating any aspect of the guidelines.

## **Directors:**

1. A director is required to attend a minimum of two director meetings annually.
2. Directors will commit to work a minimum of 10 hours annually at least two of the Junior Major Shows, as determined by the Board of Directors.
3. Directors will commit to work at the State Futurity, as determined by the Board of Directors.
4. Directors must attend Director's Camp
5. Directors must adhere to the TJSSA Code of Conduct
6. If a director fails to meet any of the requirements listed in the guidelines, they will be determined to review by the Board of Directors and may be removed from office by a two thirds vote of the board and/or will not be eligible to re-run the following year.

The Officers of the Association shall be President, Vice President, Secretary, Treasurer, Reporter, Historian, Parliamentarian, Past President

## **President:**

1. The President shall preside over all Association meetings, meetings of the Board of Directors, and meetings of the Executive Committee.
2. The President shall appoint all committees.
3. The President shall contact the State Futurity Cattle Show and Showmanship judges and secure a contract from each.
4. The President shall preside over the annual State Futurity Banquet.
5. The President shall chair the Executive Committee
6. The President shall have other duties and authority as determined by the Board of Directors.

## **Vice President:**

1. The Vice President shall in absence, disability, or inability of the President, perform the duties or exercise the powers of the President and shall perform other duties as the President or Board of Directors shall prescribe.
2. The Vice President shall chair the Show Rules and Ethics Committee
3. The Vice President shall have other duties and authority as determined by the President.

## **Secretary:**

1. The Secretary shall record all votes taken and the minutes of all proceedings in a Minutes Book of the Association to be kept for that purpose.
2. The Secretary shall keep a register of mailing address/email of each director, officer, and advisor of the Association.
3. The Secretary shall have other duties and authority as determined by the President.

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## **Treasurer:**

1. The Treasurer shall work with the adult advisors to provide financial reports to the Board of Directors.
2. The Treasurer shall chair the Finance Committee
3. The Treasurer shall have other duties and authority as determined by the President.

## **Reporter:**

1. The Reporter shall publicize Association activities, meetings, and special events.
2. Updates the social media pages
3. The Reporter shall chair the Membership/Publicity Committee
4. The Reporter shall have other duties and authority as determined by the President

## **Historian:**

1. The Historian shall keep a record of the past and present activities of the Association.
2. Organize and prepare the yearly Association scrapbook.
3. The Historian shall chair the Exhibition Committee
4. The Historian shall have other duties and authority as determined by the President

## **Parliamentarian:**

1. The Parliamentarian shall serve as an advisor and consultant to the President and members on procedural matters.
2. The Parliamentarian shall keep a copy of Robert's Rules of Order, the By-Laws, and the Official Show Rules.
3. The parliamentarian shall see that parliamentary procedure is carried on efficiently.
4. The Parliamentarian shall chair the By-Laws Committee
5. The Parliamentarian shall have other duties and authority as determined by the President

## **Past President:**

1. Past President serves as advisor to the President and assists the Executive Committee where needed.
2. The Past President shall have other duties and authority as determined by the President

The Board of Directors will form the following committees:

### **A. EXECUTIVE COMMITTEE**

This Committee shall consist of the Past President, President, Vice President, Treasurer, and Secretary. The President shall serve as chairman. It shall be their duty to conduct the affairs of the Association between Director's meetings and carry out the instructions of the Board of Directors.

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All adult Advisors shall be AD HOC members of the Executive Committee. As such they shall assist the committee in all areas of TJSSA activities. They shall assist the President in coordinating the TJSSA activities with the TSSA.

## **B. EXHIBITION COMMITTEE**

This committee shall make recommendations pertaining to all youth activities and shows.

The Adult Advisor(s) assigned to this committee shall assist in coordination of the State Futurity, the Regional Classic, and the National Classic. This includes fund raising, development of rules and guidelines, transportation, and activity coordination.

## **C. FINANCE COMMITTEE**

The Treasurer shall be the Chairman of the Finance Committee. The Committee purpose shall be the consideration of business, which involves the use of Association funds. The committee shall make recommendations to the Board of Directors regarding approval of an annual budget, preparation of periodic financial statements and the use of association funds.

The Adult Advisor to this committee should have a background or working knowledge of bookkeeping. The advisor shall assist the Treasurer with the development of an annual budget. The Advisor will also assist the Treasurer with preparing periodic financial statements. These statements shall be presented to the Junior Board.

## **D. MEMBERSHIP/PUBLICITY COMMITTEE**

The Reporter shall be Chairman of this committee with the assistance of the secretary. The purpose of this committee shall be to recruit new members and to renew current members. They will provide membership data to other committees as needed. The reporter will be assisted by the secretary in promotion and publicity. The historian shall keep a scrap book for the TJSSA.

The Adult Advisor to this committee shall assist the reporter and secretary to recruit new members. The advisor shall assist the reporter and secretary in planning and obtaining publicity for the TJSSA. These duties include advertising and membership publicity.

## **E. SHOW RULES & ETHICS COMMITTEE**

This committee will review and make recommendations to the board of directors on the show rules and ethics of this association. They will aid in enforcing the rules set forth by the association.

## **F. BY-LAW COMMITTEE**

This committee will review and make recommendations to the board of directors on the by-laws of this organization.