

Article I, Article II and Amendment X of the Fergus County 4-H Leaders Council Constitution define the object of the 4-H Council and its standing committees.

FERGUS COUNTY 4-H LEADERS COUNCIL CONSTITUTION

ARTICLE I

Name

~~The name of this organization shall be Fergus County 4-H Leaders Council.~~

*Amendment VI – The name of this organization shall be Fergus/Petroleum County 4-H Leaders Council. *Accepted April 19, 2000.*

ARTICLE II

Object

The object of this council will be:

1. Give leaders a channel for offering suggestions and helping develop a county-wide program.
2. Enable leaders to undertake projects or activities on a county-wide basis.
3. Give Extension workers the benefit of leaders' thinking and experience.
4. Provide closer association and exchange of ideas among 4-H leaders and other youth organizations.
5. Provide opportunities for leader training and development.

ARTICLE III

Membership

~~All 4-H local leaders and junior leaders are eligible for membership in this council. County Extension personnel shall serve as advisors.~~

*Amendment VII – All local 4-H leaders **and junior leaders**, with currently paid dues, are eligible for membership in this council. County Extension personnel shall serve as advisors. *Accepted April 19, 2000. Revised Date.*

*Amendment X – Standing committees for the County 4-H Activities shall be:

1. Horse
2. Livestock
3. Small Animal
4. ~~Dog~~
5. ~~Family and Consumer Science~~ Static Projects
6. ~~Miscellaneous Projects~~
7. ~~Plant and Soil~~
8. Awards and Recognition
9. Food Booth

Every club shall have a leader attending Leaders Council, Food Booth, and Awards and Recognition Committee meetings. Each club shall also have a representative at all other committee meetings, if they have members enrolled in the projects under that committee.

Accepted April 19, 2000. Revised Date

Livestock Committee

Purpose

Projects; Beef, Dairy, Sheep, Goat, Swine

To provide educational and leadership opportunities for 4-H youth enrolled in livestock projects. To ensure a positive and safe environment at all 4-H livestock events. To assist with the organization of county level events and activities, i.e. fair, livestock judging, project workshops. To review, revise and create policy related to 4-H Livestock projects that ensures impartial overall fairness and safety. Policies must be approved by the County Extension Agent and remain within the scope of the 4-H Mission and the 4-H Council By-Laws. To collaborate and coordinate with the other 4-H Council Standing Committees and the Council, to provide the best possible experience for all 4-H members, cloverbuds and leaders.

Fair

1. Help schedule pre-fair interviews
2. Help set up and clean up for pre-fair interviews
3. Help on pre-fair interview day
4. Help set up and clean up the pavilion
5. Arrange additional awards other than ribbons and rosettes

Officers

Chair

- Presides over all Livestock Committee Meetings
- Consults with the Extension Agent to create a meeting agenda
- Runs the meeting using parliamentary practice to ensure a democratic process
- Notifies the Vice Chair if they are going to miss a meeting
- May be consulted by the Extension Agent if there has been an infraction of policy or if a member is asking for an exception to policy, i.e. – early check out from fair.

Vice Chair

- Presides over the Livestock Committee Meetings if the Chair is absent

Secretary

- Keep minutes at all meetings
 - Records meeting attendance
 - Records- exact wording of all motions the maker of the motion and the second
 - Records whether a motion passes or fails.
 - Records the date of the next meeting.
 - Records committee election results
 - Sends an electronic copy of the meeting minutes to the Extension Agent within 2 weeks of the meeting

4-H Livestock Fair Superintendents

Beef and Dairy

Sheep and Goat

Swine

Purpose: To organize, coordinate and supervise the 4-H/FFA Livestock Shows, which are part of the Junior Livestock Show held in conjunction with the Central Montana Fair in Lewistown. To provide educational and leadership opportunities for 4-H youth enrolled in livestock projects.

Terms- 5 years with a 1-term limit. The first year they will assist and train with the current superintendent and their fifth year they will train the incoming superintendent.

Requirements

1. Must be an enrolled 4-H Leader who has a current 4-H Background check and has completed the 4-H Leaders Clover Academy Online Training.
2. Must have a sincere interest in the 4-H Livestock Projects and a desire to provide a positive educational experience for the youth participating.
3. Ability and willingness to communicate and collaborate with a diverse group of adults and youth and the Extension Staff.
4. Previous experience as a member, parent, or leader in the livestock pavilion during the Central Montana Fair.
5. Comprehensive, working knowledge of the livestock species you are supervising.

Specific Duties

Pre-Fair

1. Attend Livestock Committee Meetings
2. Provide input for fair book revisions
3. Read and understand the 4-H/FFA Youth Livestock Section of the Fairbook and have an overall understanding of the entire 4-H schedule and events during the Central Montana Fair
4. Provide recommendations to the County Extension Agent and the 4-H Livestock Committee regarding a show judge.
5. After fair entry is completed, use the Pen and Stall Report generated by the Extension Office to make Pen/Stall assignments for your species, grouped by club or chapter. Make a chart(s) on poster board provided by the Extension Office that shows assignments.
6. Recruit the following volunteers
 - a. Ready ring- at least two people that will line up the next class in the show order
 - b. Ring Stewards- assist judge and members in the ring to assure safety and order
 - c. Show Announcer
 - d. Clerk- Check with Extension Office to see if they are providing a clerk. If not make sure your volunteer is trained by the Extension Office
 - e. Swine Show- at least four pig board holders
7. Communication with the Market Sale Coordinator
 - a. Understand the help they will need with your species
 - i. Before the sale
 - ii. During the sale
 - iii. After the sale with dispositions
 - iv. Load out of sale animals
 - v. Complete resale buyers information form and return to the Extension Office prior to the sale
 - vi. Refer buyers' questions to the Sale Coordinator or Extension Office
 - b. Beef
 - i. The Sale Coordinator will arrange the Brand Inspector- make sure you have their contact information

- ii. Market Replacement Heifer Pregnancy Check- make sure you know the policy and if a vet has been arranged if needed. Market Heifers that are not pregnant will be moved to the appropriate breeding class. Notify the Extension Staff as to which class they should be moved.
- 8. Collaborate with the Extension Agent and the other Livestock Superintendents to arrange the stall area, show ring, tack and feed storage, and sale set up plan for the Livestock Pavilion.
 - a. Supervise the stall area and the tack and feed storage set up for your species in the livestock pavilion.
 - b. Post your chart of stall assignments in a prominent area of the pavilion.
 - c. Assist with showing set up

During the Central Montana Fair

1. Supervise the check in and stalling of your species
2. Be available to make stall adjustments if needed
3. Participate in the exhibitor meeting held prior to weigh in
4. Assist with the weigh in of your species
 - a. Arrange for the following volunteers
 - i. Scale front gate
 - ii. Scale back gate
 - iii. People to send animals from the stall/pen to the scale, assist members as needed
 - iv. Beef- make sure all members receive their brand inspection
 - v. Assist the Extension Agent with market class breaks
5. Assist with Carcass Ultrasound for your species
 - a. Make sure members are aware of the schedule
 - b. Help line up animals for ultra-sounding
6. Supervise and coordinate all shows, (market, showmanship, breeding) for your species. Assist your volunteers as needed.
7. After market classes, assist with the timely collection of the sale slips that will indicate which animal the members will be selling.
8. Proofread the sale order when it is completed by the Extension Office and notify the Agent or Office about any issues.
9. After Showmanship Classes, confirm with the winners in each age division if they will participate in the Round Robin. If not, notify the Reserve Champion for that age division.
10. Assist with Sale Photos for your species
 - a. Make sure all members are aware of the schedule
 - b. Assist with line up of members and sale animals for photos
11. Round Robin
 - a. Assist with set up
 - b. Make sure the showman for each age group is lined up and ready to go
 - c. Assist with animals during rotations
 - d. Assist with clean up
12. Sale
 - a. Assist with set up of the showing and line up areas
 - b. Assist with set up of seating
 - c. Assist with set up of the sale office area
 - d. Assist with set up of the hospitality area
 - e. Line up your species according to the sale book-Members and Sale Animals during the sale
 - f. After the sale, assist the sale coordinator as needed with dispositions and resale animals
 - g. Assist with load out of Sale Animals- make sure that members are aware of the schedule

13. Release of Animals

- a. Make sure that all members are aware of the release schedule
- b. Make sure all members are aware of the procedure for an "Early Departure Request"
- c. Consult on "Early Departure" requests and make decisions on these requests with the Extension Agent and the Livestock Committee Chair.

14. Fair Clean Up

- a. Make sure that all families are aware of the cleanup plan
- b. Assist with general pavilion clean up
- c. Assure that the stall area for your species is clean and all panels, pig boards, and garbage have been appropriately picked up and stored.

Post Fair

1. Assist with carcass contest and award program as needed
2. Assist the Livestock Committee with after fair evaluation. Your input is valuable for the continued success and improvement of the 4-H/FFA Livestock Division.
3. Complete "Policy Change Request Forms" as needed and submit by the deadline to the Extension Office.
4. If you have completed your 4th year assist with the recruitment of a new superintendent that you will train at your 5th fair.

Other Fair Job Descriptions

Sale Coordinator

The sale coordinator does not have to be an enrolled 4-H Leader. They do need to be an individual with comprehensive, working knowledge and experience in the livestock industry and the sale of livestock. They need to be familiar with community resources that will be applicable to the livestock sale.

Duties

1. Livestock Committee Meetings
 - a. Attend the fair preparation, pavilion walk through meeting prior to fair
 - b. Attend the post fair meeting to participate in the post fair evaluation related to the livestock sale
2. Work with the Extension Agent and Extension Office Staff to coordinate
 - a. Resale buyers
 - b. Sale catalog
 - c. Dispersion- meat processors
3. Contact and retain an auctioneer
4. Weigh in all livestock and oversee the accurate recording of weights
5. Work with Extension Staff after the sale to organize dispersion of animals and resale of animals
6. Supervise load out of sale animals

Herdsmanship Superintendent

1. Recruit 1 judge per day- Wednesday, Thursday, Friday, Saturday
2. Collect the Herdsmanship Binder and Plaque from the Extension Office. It will contain
 - a. Contest Guidelines
 - b. Judging/Score Sheets
 - c. Awards
3. Orient your judge each day
4. Collect and record each day's results
5. Award prizes each day

6. Award the Herdsmanship Plaque prior to the sale- return the plaque to the Extension Office
7. Award the final day prize before checkout
8. Return binder, results, and plaque to the Extension Office

Sale Hospitality/ Buyer Appreciation

1. Carry out the wishes of the Livestock Committee, within the budget given
2. Arrange for food/refreshments and tubs of bottled water with ice
3. Supervise the arrangement of the hospitality area
4. Recruit volunteers to help serve food
5. Make sure a club is lined up to decorate the sale ring area
6. Arrange two volunteers to write buyers names on Buyer Thankyou Placards and hand out to members as they go through the sale
 - a. Get the Thank you Placards, Sharpies, Clip Board, Tape, Stapler, from the Extension Office
 - b. Ask for a list of buyers prior to the sale
 - c. Sit by sale ring exit and write buyers names on Placard to give to member.
7. Arrange three volunteers to help at the "Thank you Note Table" from 9 am to 11 am on Saturday morning.
 - a. Have an example thank you note on a poster
 - b. Have an example addressed envelope on a poster
 - c. Have a "Thank you Note Table" Poster
 - d. Get a list of Buyers with purchased animals and addresses from the Extension Office. Two copies.
 - e. Get thank you notes (4-H and FFA) and envelopes from the Extension Office.
 - f. Get pens from the Extension Office
 - g. Set up 3 tables in a u shape with 3 chairs inside and many chairs around the outside, next to the premium payout table.
 - h. Supervise the writing of an appropriate thank you note
 - i. Market Sale Members must write their thank you before they collect their premium money.

Horse Committee

Purpose

To provide educational and leadership opportunities for 4-H youth enrolled in horse projects. To ensure a positive and safe environment at all 4-H horse events. To assist with the organization of county level events and activities, i.e. fair, horse judging, project workshops/clinics. To review, revise and create policy related to 4-H Horse projects that ensures impartial overall fairness and safety. Policies must be approved by the County Extension Agent and remain within the scope of the 4-H Mission and the 4-H Council By-Laws. To collaborate and coordinate with the other 4-H Council Standing Committees and the Council, to provide the best possible experience for all 4-H members, cloverbuds and leaders.

Fair

1. Provide recommendations and contact information for judges to the Extension Agent
2. Help with pre-fair interviews for horse project members
3. Help with facility set up and cleanup for 4-H horse shows
4. Plan and organize the awards that are in addition to ribbons and rosettes
5. Arrange volunteers
 - a. Gate keepers
 - b. Clerks
 - c. Announcers

- d. Ring Stewards
- e. Ready Ring
- f. Show ring transitions

Officers

Chair

- Presides over all Horse Committee Meetings
- Consults with the Extension Agent to create a meeting agenda
- Runs the meeting using parliamentary practice to ensure a democratic process
- Notifies the Vice Chair if they are going to miss a meeting
- May be consulted by the Extension Agent if there has been an infraction of policy or if a member is asking for an exception to policy.

Vice Chair

- Presides over the Horse Committee Meetings if the Chair is absent

Secretary

- Keep minutes at all meetings
 - Records meeting attendance
 - Records- exact wording of all motions the maker of the motion and the second
 - Records whether a motion passes or fails.
 - Records the date of the next meeting.
 - Records committee election results
 - Sends an electronic copy of the meeting minutes to the Extension Agent within 2 weeks of the meeting

Small Animal Committee

Purpose

Projects; Cat, Dog, Pocket Pet, Poultry, Rabbit

To provide educational and leadership opportunities for 4-H youth enrolled in small animal projects. To ensure a positive and safe environment at all 4-H small animal events. To assist with the organization of county level events and activities, i.e. fair, project workshops. To review, revise and create policy related to 4-H small animal projects that ensures impartial overall fairness and safety. Policies must be approved by the County Extension Agent and remain within the scope of the 4-H Mission and the 4-H Council By-Laws. To collaborate and coordinate with the other 4-H Council Standing Committees and the Council, to provide the best possible experience for all 4-H members, cloverbuds and leaders.

Fair

1. Help schedule pre-fair interviews
2. Help set up and clean up for pre-fair interviews
3. Help on pre-fair interview day
4. Help set up and clean up the show areas and small animal barn
5. Fill a schedule to provide security in the small animal barn during the fair

Officers

Chair

- Presides over all Small Animal Committee Meetings
- Consults with the Extension Agent to create a meeting agenda
- Runs the meeting using parliamentary practice to ensure a democratic process
- Notifies the Vice Chair if they are going to miss a meeting
- May be consulted by the Extension Agent if there has been an infraction of policy or if a member is asking for an exception to policy, i.e. – early check out from fair.

Vice Chair

- Presides over the Livestock Committee Meetings if the Chair is absent

Secretary

- Keep minutes at all meetings
 - Records meeting attendance
 - Records- exact wording of all motions the maker of the motion and the second
 - Records whether a motion passes or fails.
 - Records the date of the next meeting.
 - Records committee election results
 - Sends an electronic copy of the meeting minutes to the Extension Agent within 2 weeks of the meeting

Small Animal Fair Superintendent Responsibilities

1. Early Prep
 - a. Find Volunteers for the following fair jobs
 - i. Show Clerk
 - ii. Show Announcer
 - iii. Ring Steward- assists judge, helps kids clean up after their animals.
 - iv. Ready Ring- line up next class, make sure the next group is ready to go.
 - v. Barn watchers (Poultry and Rabbit)- try to fill on pre-fair interview day
 - b. Make sure you and your clerk understand the award structure- this may happen with a one-on-one meeting with Extension Office or a group meeting.
 - c. Make sure you have the contact information for your judge.
 - d. Find out which ambassador volunteered to hand out ribbons for your show.
 - e. On show day, meet and greet your judge, explain the show order, explain the award structure, introduce to your clerk, announcer, and ambassador.
 - f. Dog- get the patterns/signs the judge would like to use for each obedience level.
 - g. Line up Herdsmanship Judges (Rabbit and Poultry)
2. Set/Up and Clean up
 - a. **Cat and Pocket Pet**
 - i. Gather Supplies

Extension Office

 1. Disinfectant spray and paper towels or wipes
 2. Paper Towels
 3. Show Riser for Cats (wooden platform, small animal barn office)
 4. Pens, pencils, black marker
 5. Exhibitor Numbers, extra safety pins, card stock
 6. Awards- Ribbons, Rosettes, Best of Show Banners
 7. Paperwork- Clerk Sheets, Show Books
 8. Sound System
 9. Extension Cord
 - ii. Cat and Pocket Pet- arrive early to set up show area.

1. 2 tables (1 for judging, 1 for clerk and announcer) 2-3 chairs.
2. Box on table for cats
3. Chairs for audience

iii. Clean up

1. Put away tables and chairs
2. Take down all signage
3. Sweep
4. Return supplies to the Extension Office
5. Make sure clerk sheets go to Extension Office

b. Dog

iv. Gather Supplies

Storage

1. Show ring fence and posts
2. Agility Equipment
3. Pop up tents, milk cartons filled with water (4/tent), cord to tie cartons to each leg.
4. Rally Signs
5. Table and 3 chairs

Extension Office

6. Pens, pencils, black marker
7. Exhibitor Numbers, extra safety pins, card stock
8. Awards- Ribbons, Rosettes, Best of Show Banners
9. Paperwork- Clerk Sheets, Show Books
10. Sound System
11. Extension Cord

v. Set up/Cleanup.

1. Evening before show-Set up show rings- notify all dog members to help, Set up Agility Equipment
2. Remind members to clean up dog poop if needed
3. Get participants to clean up after show and return all equipment and props.

c. Rabbits and Poultry

i. Barn Set up Day

1. Have stall assignments done and barn map ready
2. Make sure power washing is done before set up time
3. Make sure tools, ½" and 9/16 " rachets, drills, socket sets, wire, screw drivers, zip ties, are brought for set up
4. Attend and direct traffic at barn set up.
 - i. Set up & label poultry pens, cover with mesh
 - ii. Set up & label rabbit stalls, hang rope
 - iii. Set up show ring- panels, table & 3 chairs, bleachers
 - iv. Clean office

5. Complete and post security schedule

ii. Gather Supplies

Extension Office

1. Herdsmanship Plaque
2. Herdsmanship Paperwork and daily certificates
3. Sound System
4. Extension Cord
5. Large Stapler, Wrapping Tape, Duct Tape
6. Paperwork- Programs, Clerk Sheets
7. Pens/Pencils/Black Markers
8. Card Stock (forgotten/lost numbers)

- 9. Safety Pins
 - 10. Exhibitor Packets
 - 11. Awards- Ribbons, Rosettes, Best of Show Banners
- vi. Check in- Sunday evening 5 to 7 pm and Monday noon to 2:30 pm
 - 1. Hand out exhibitor packets
- vii. Show Day
 - 1. Get your volunteers set up and make sure they understand their job.
 - 2. Meet, Greet and Orient your judge. Make sure they understand the award structure. Give them a program. Introduce them to the clerk and ask them to keep touch base with the clerk after each show to make sure results were recorded accurately.
 - 3. Clean up
 - i. Return result sheets to the Extension Office
 - ii. Return supplies to the Extension Office
 - iii. Clean up show ring, tear down if needed
- 3. During Fair
 - a. Make sure all winners have their picture taken
 - b. Rabbits and Poultry
 - i. Open and close the building morning and night.
 - ii. Visit with members if they are not keeping stalls clean or animals fed and cool.
 - iii. Visit with Herdsmanship Judges and post results
 - iv. If needed remind barn watchers about the schedule
 - v. Recognize herdsmanhip all around winner before the sale
 - vi. Supervise clean up on Saturday afternoon of fair.
 - c. All Small Animal Superintendents- **Round Robin**
 - i. Visit with the winners of each age division and make sure they are going to do the Round Robin. If not visit with the Reserve Champion
 - ii. Remind winners of the date, time and place for the Round Robin
 - iii. Help set up show area for the Round Robin
 - iv. Get the list of judges and contact information from the Extension Office
 - v. Get supplies from the Extension Office
 - 1. Judges cards
 - 2. Spread sheet to record score and tabulate
 - 3. Pencils
 - 4. Awards
 - 5. Sound system
 - vi. Delegate someone to
 - 1. Announce
 - 2. Time
 - 3. Record scores and tabulate
 - 4. Find people to hold animals during rotations

Static Committee

Purpose

Projects; Exploring 4-H, Aerospace, Electricity, Robotics, Small Engines, Welding, Woodworking, Entomology, Forestry, Outdoor Adventures, Shooting Sports, Sport Fishing, Wildlife, Crop Science, Gardening, Rang Science, Weed Science, Babysitting Family Adventures, Interior Design, Sewing and Textiles, Quilting, Cake Decorating, Cooking, Baking, Food Preservation, Cowboy Poetry, Leathercraft, Photography, Visual Arts, Scrapbooking, Citizenship, Leadership.

To provide educational and leadership opportunities for 4-H youth enrolled in static projects. To ensure a positive and safe environment at all 4-H static events. To assist with the organization of county level events and activities, i.e. fair, project workshops. To review, revise and create policy related to 4-H static projects that ensures impartial overall fairness and safety. Policies must be approved by the County Extension Agent and remain within the scope of the 4-H Mission and the 4-H Council By-Laws. To collaborate and coordinate with the other 4-H Council Standing Committees and the Council, to provide the best possible experience for all 4-H members, cloverbuds and leaders.

Fair

1. Help schedule pre-fair interviews
2. Help set up and clean up for pre-fair interviews
3. Help on pre-fair interview day
4. Help set up the static project display area
5. Fill a schedule to provide security in the static project display area during the fair
6. Help clean up and check out the static display area

Officers

Chair

- Presides over all Static Committee Meetings
- Consults with the Extension Agent to create a meeting agenda
- Runs the meeting using parliamentary practice to ensure a democratic process
- Notifies the Vice Chair if they are going to miss a meeting
- May be consulted by the Extension Agent if there has been an infraction of policy or if a member is asking for an exception to policy, i.e. – early check out from fair.

Vice Chair

- Presides over the Static Committee Meetings if the Chair is absent

Secretary

- Keep minutes at all meetings
 - Records meeting attendance
 - Records- exact wording of all motions the maker of the motion and the second
 - Records whether a motion passes or fails.
 - Records the date of the next meeting.
 - Records committee election results
 - Sends an electronic copy of the meeting minutes to the Extension Agent within 2 weeks of the meeting