

# *American Angus Auxiliary Guidelines*



*Updated 2018*

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# ***AMERICAN ANGUS AUXILIARY BY-LAWS***

## **AMERICAN ANGUS AUXILIARY TO THE AMERICAN ANGUS ASSOCIATION BY-LAWS (Revised 11/05/2016)**

### **ARTICLE I Name**

**Section 1.1** The name of the organization shall be the American Angus Auxiliary to the American Angus Association.

### **ARTICLE II Object**

**Section 2.1** The object of the Auxiliary shall be to have persons interested in the welfare of the Angus breed meet together for educational, promotional, social and other functions appropriate to this organization. It shall be a non-profit organization.

### **ARTICLE III Members**

**Section 3.1** Members shall be active or honorary.

**Section 3.2** Active members are persons who are willing to uphold the purpose of the organization and pay their annual or lifetime dues in advance to the Secretary/Treasurer. They should be willing to serve in any capacity needed.

**Section 3.3** Honorary members may be any person who has rendered distinguished service to the organization or to the Angus breed and has been recommended by the Executive Board and elected by the membership at the Annual Meeting. Honorary members may attend all meetings of the organization, shall be exempt from paying dues and cannot hold office or vote unless first having attained active membership status.

### **Article IV Officers and Regional Directors**

**Section 4.1** The majority voting at the Annual Meeting shall elect the Officers and the majority voting from each region by mail ballot shall elect the Regional Directors.

#### **Section 4.2 President**

1. Shall preside at all meetings of the organization, Executive Board and Executive Committee meetings.
2. Appoint a representative for each unorganized State to serve that State on the Executive Board.
3. Appoint Standing Committees.
4. Appoint Special Committees as authorized by the Executive Board.
5. Shall be an ex-officio member of all Committees except the Nominating Committee.
6. See that Committees function as they should and in a timely manner.
7. Appoint members to fill vacancies in the officer and regional director positions with approval of the Executive Board.
8. Appoint sufficient Tellers for the Annual elections.
9. Shall become a member of the Executive Committee and Chair of the Nominating Committee for one year at the expiration of her Presidency.

#### **Section 4.3 Vice-President shall be known as the President-Elect.**

1. Shall automatically become the next President.
2. Serve in the absence, incapacity or death of the President.
3. Serve as a member of the Liaison Committee.

4. Perform such other duties as the President may assign to her.
5. Serve as Chair of the Scholarship Committee.
6. Comply with the regulations governing finances as stated in Article X of the By-Laws.

**Section 4.4 Secretary/Treasurer**

1. Maintain separate accounts: The Secretary's record in one book and the Treasurer's Record in another.
2. Keep an accurate record of the minutes of the Annual, Regular Executive Board, Executive Committee and special meetings, and send a true and exact copy promptly to all members of Executive Committee and Chair of the Yearbook Committee.
3. Oversee the activities of the executive treasurer who shall receive, deposit and disperse money as provided and directed by the provisions of Article X.
4. Oversee the executive treasurer to receive money for dues and receipt for same.
5. Cooperate with the executive treasurer in keeping an accurate record of the General Fund.
6. The President and Secretary shall co-operate in arranging the Order of Business for all meetings of the Auxiliary.
7. Prepare and present an Annual Report at the Annual Meeting and receive and file all annual reports of the Officers and Chair of Committees for further reference. Send or provide one copy to be sent to the Association office in St Joseph, Missouri.
8. Have the accounts audited at the close of the Fiscal Year and after paying all outstanding bills after the Annual Meeting, turn over the records to her successor within thirty (30) days after election.

**Section 4.5 Regional Directors**

Regional Directors will be elected from the following six regions:

- Region 1 - Washington, Idaho, Oregon, California, Nevada, Montana, Wyoming, Utah, Arizona, Hawaii and Alaska
- Region 2 – Colorado, New Mexico, Texas and Oklahoma
- Region 3 – Kansas, North Dakota, South Dakota, Minnesota, Iowa and Nebraska
- Region 4 - Missouri, Arkansas, Louisiana, Tennessee, Mississippi, Alabama, North Carolina, South Carolina, Georgia and Florida
- Region 5 – Wisconsin, Michigan, Illinois, Indiana, Ohio and Kentucky
- Region 6 – Delaware, Maine, New Hampshire, Massachusetts, Vermont, New York, Rhode Island, Connecticut, New Jersey, Maryland, Pennsylvania, West Virginia, Virginia and District of Columbia

Regional Directors shall serve a term of two years but no more than two consecutive terms. In order for terms to be arranged so that no more than three directors' terms shall expire annually and for one term only, the directors from Regions 1, 2 and 3 shall serve a two-year term and the directors from Regions 4, 5 and 6 shall serve a three-year term for those director positions elected in November 2010. Regional Director responsibilities will include:

1. Assist states without organized Auxiliaries in setting up an organized state Auxiliary.
2. Recruit members to the American Angus Auxiliary from their region.
3. Improve communication between the American Angus Auxiliary and state and regional Angus Auxiliaries.
4. Keep contact lists up to date, i.e. state officer lists and scholarship contacts.
5. Secure state contacts in all states without organized Auxiliaries.
6. Attend Annual, Mid-year and Executive Committee meetings.

## **Article V Meetings**

**Section 5.1** The Annual Meeting of the American Angus Auxiliary shall be held at the time and place of the Annual Meeting of the American Angus Association.

**Section 5.2** Regular Meetings. One meeting shall be held during the National Junior Show.

**Section 5.3** Special Meetings. Shall be called by the President or by five (5) members of the Executive Board.

## **Article VI Executive Board**

**Section 6.1** Executive Committee. The elected Officers, Regional Directors and the immediate Past President form the Executive Committee of the Executive Board to transact business requiring immediate attention between meetings.

**Section 6.2** State or Regional Auxiliary representatives. The President of each state/regional Auxiliary is entitled to serve on the Executive Board, or an appointed representative from that state/region if the President is unable to serve. Representative is appointed by the President of state/region.

**Section 6.3** Director at large. Each unorganized state shall have a representative appointed by the American Angus Auxiliary President.

**Section 6.4** Chair of all national Committees or in her absence a member of that Committee.

**Section 6.5** All Past Presidents of the American Angus Auxiliary will be members of the Executive Board.

**Section 6.6** Only members of the Executive Board shall have the right to introduce a motion or vote at Executive Board meetings. Any member attending shall have the right of discussion.

## **ARTICLE VII Standing Committees**

**Section 7.1** There shall be the following Standing Committees and in addition such other Committees as deemed necessary to carry on the work of the Auxiliary. The Committees will report their activities and any recommended actions related to their Committee to the Executive Board.

### **Section 7.2 Awards Committee.**

1. In charge of awards given in recognition of junior Angus members' achievements.

### **Section 7.3 Program Committee.**

2. Plan Programs and make all arrangements for meetings, following guidelines presented by the President.
3. Select members to serve as hostesses during the Annual Meeting

### **Section 7.4 Finance Committee.**

1. Shall prepare books for audit by Committee appointed by the President.
2. Plan and present a budget for the next fiscal year with the members at the annual meeting.
3. Shall oversee the management of the Scholarship Fund by the Angus Foundation.
4. The Finance Committee and Executive Board shall review the amount of monies in the Scholarship Fund and its investment with the Angus Foundation on at least an annual basis.

### **Section 7.5 By-Laws Committee.**

1. Prepare and make available By-Law forms as a guide for State Auxiliaries.
2. Review By-Laws of the States before they are adopted to prevent conflict with existing national rules.
3. Review existing By-Laws and recommend changes when necessary.

**Section 7.6 Membership Committee.**

1. Should consist of Chair and Vice Chair.
2. The duties of the Chair shall be to maintain the membership files and collect the dues, transmitting the money to the executive treasurer.
3. The Vice Chair's duties are to consider, advise and act upon the ways of building and maintaining membership in the Auxiliary.

**Section 7.7 Education Committee.**

1. Cooperate with established groups in the distribution of reliable information concerning merits of meat in human diet and beef in particular.
2. Collect, file and publicize kitchen tested recipes using beef.
3. Educate the public as to the excellence of Angus beef.

**Section 7.8 Scholarship Committee.**

1. The Scholarship Committee shall consist of eight members. The President-elect shall be Chair. The eight members shall be appointed by the President and confirmed by the Executive Committee of the Executive Board and shall serve for a period of four (4) years with two retiring and two new members appointed annually. In the event of a vacancy, an individual shall serve only the time represented by the unexpired term of the member the individual was appointed to replace.
2. The duty of the Committee shall be to conduct the annual National Scholarship contest including the judging of the entries in the contest.
3. If due to the number of entries or the absence of a member of this Committee the Chair may appoint such additional members to consider and judge the entries as may be reasonably needed with the approval of the President and the Executive Committee.
4. No scholarship award may be made to the immediate family of any officer of this organization or any member assisting in the judging of the entries.
5. All monies received for the scholarship fund shall be deposited as provided in Article X and all bills incurred by the scholarship Committee shall be paid from the general fund.
6. The amount of the scholarship awards and the number of them shall be established each year as follows: The scholarship Committee, upon receipt from the Angus Foundation of an estimate of the income of the funds' interest, shall recommend to the Executive Committee, the number of awards and the amount of money of each award.
7. It is recognized that the scholarship principal funds were received by this Auxiliary for scholarship purposes only and are therefore dedicated funds to be held for this single purpose.

**Section 7.9 Public Relations Committee.**

1. Public Relations Committee will correlate and publicize news items from the State Auxiliaries and cooperate with the American Angus Association's Public Relations Director and Editor of the *Angus Journal*. The Public Relations Committee shall manage and oversee electronic communications and social media as directed by the Executive Committee.

**Section 7.10 Ways and Means Committee.**

1. Fund Raising.
2. Study and advise on methods of raising funds.
3. The Chair shall have the Committee's books audited at the close of the fiscal year and after paying all outstanding bills after the Annual Meeting, turn over the records to the successor within thirty (30) days after the Annual Meeting.
4. The Chair shall comply with the regulations governing finances as stated in Article X of the By-Laws.

**Section 7.11 Nominating Committee.** See Article VIII below.

**Section 7.12 Liaison Committee.**

1. Shall find ways to work more closely with American Angus Association.
2. Shall cooperate with like organizations of other breeds on matters of mutual interest.
3. The President-Elect shall be a member of this Committee.

**Section 7.13 Historian Committee.**

1. Shall keep an Auxiliary Scrapbook of programs, news clippings, pictures and any important events pertaining to the organization.
2. The scrapbook shall contain an accurate list of State and Regional Auxiliary Officers and the annual report of each State and Regional Auxiliary submitted by printing deadline.

**ARTICLE VIII Nominations and Elections**

**Section 8.1 Nomination Committee.**

1. Shall consist of five members no two of whom shall be from the same state; two are elected by the active members at the Annual Meeting and two members elected by the Executive Committee of the Auxiliary before July 1. The Chair shall be the Immediate Past President of the Auxiliary.
2. Maintain a record during the year of the qualified persons for positions of leadership.
3. For the election of Regional Directors, the nominating Committee will work with state and/or regional auxiliaries and members to recruit candidates for Regional Director. Members will have the opportunity to nominate a regional director candidate from their respective region. All names of nominees who consent to accept the position and complete an information form will go on the Regional Director ballot. The ballots for each region electing a director will be mailed to the current official list of members in those regions and members will only vote for nominees in their region. The nominee receiving the largest number of votes shall be elected. The nominating Committee Chair is responsible for issuing and counting the returned ballots. The regional director ballots and returned ballots may be provided by U.S. mail, electronic methods or such other method as approved by the Board.
4. For the election of Officers, shall prepare a ticket of one (1) and not more than two (2) candidates for each officer position to be filled and secure prior consent of all candidates to have their names appear on the ballot.
5. At the appointed time for the election of the Officers, the Chair shall read the report of the Nominating Committee to the members. The President shall call for nominations from the floor (per Robert's Rules of Order).
6. For the Officers, the election shall be by ballot and a majority of all ballots cast shall be necessary to elect.
7. For the election of Officers, the President shall have appointed the Tellers before the meeting. They shall prepare the ballots and pass one to each member and count when all have voted.

8. For the election of Officers, if there should be but one candidate for each office, candidates shall be declared elected by a motion from the floor.

## **ARTICLE IX Dues and Fiscal Year**

**Section 9.1 Dues.** Dues to be determined by the Executive Board.

**Section 9.2 Fiscal Year.** The fiscal year of the American Angus Auxiliary shall be from October 1 to September 30 and the books of the Treasurer shall be closed September 30.

## **ARTICLE X Finances**

**Section 10.1** Funds of the American Angus Auxiliary shall be used for necessary operating expenses and constructive work benefiting the American Angus cattle industry.

### **Section 10.2 Scholarship Fund.**

1. The Angus Foundation will receive and manage the investment on behalf of the American Angus Auxiliary of all American Angus Auxiliary scholarship funds.
2. All monies received by the American Angus Auxiliary for the Scholarship Fund shall be transferred to the Angus Foundation.

### **Section 10.3 General Fund.**

1. There shall be a separate account maintained at a bank in St. Joseph, Missouri, in the name of the American Angus Auxiliary General Fund into which all money received by the Auxiliary shall be deposited providing these monies are not intended for the scholarship fund. This money may then be disbursed by check after an authorization of the Executive Committee.
2. The money received by the Chair of the Ways and Means Committee shall be deposited into the General Fund.

### **Section 10.4 Educational Awards Fund**

1. The Angus Foundation will receive and manage the investment on behalf of the American Angus Auxiliary for the purpose of funding awards.
2. All monies received by the American Angus Auxiliary for the Awards Fund shall be transferred to the Angus Foundation.
3. Any donations to establish a named award or ongoing award in honor or memory of a person will be accepted through an agreement with the Auxiliary. The agreement will specify funding of the award, length of time the award will be given and criteria for the award. Funds will be managed through the American Angus Auxiliary Awards Endowment Fund.

### **Section 10.5**

Should American Angus Auxiliary cease to exist, the balance of all accounts held by the Auxiliary will be turned over to the American Angus Association to be used for the same purpose as originally intended.

## **ARTICLE XI Quorum**

**Section 11.1** A quorum for the annual, regular and special meetings shall be a majority of the voting members present.

**Section 11.2** A quorum of the Executive Board shall consist of those members present including two members of the Executive Committee, totaling not less than six qualified members.

## **ARTICLE XII Parliamentary Authority**

**Section 12.1** Robert's Rules of Order Revised shall be the guide on all points not contained in these By-Laws.



**ARTICLE XIII Amendments**

**Section 13.1** These By-Laws may be amended at the Annual Meeting by a two-thirds (2/3) vote of the members present and voting provided notice of the proposed amendment was published in the *Angus Journal* or members were notified in writing not less than thirty (30) days prior to the Annual Meeting.

# ***AMERICAN ANGUS AUXILIARY GUIDELINES***

## **President Guidelines**

Study the President's file/notebook to acquaint yourself with your duties. Don't hesitate to call any Past President for additional information, clarification or suggestions. Try to meet with your successor to provide a background of Presidential duties.

The duties of the American Angus Auxiliary President begin immediately after the election at the Annual Meeting. At the Auxiliary Breakfast the new President gives a "President's Message". At the American Angus Association Breakfast, the new President introduces the new Officers and Miss American Angus and her parents.

Monthly general duties and obligations of the President include keeping Executive Committee and Committee Chairs informed of their responsibilities and upcoming events, responding to emails and calls, as well as writing a column/article for the *Angus Journal*. Deadline for the *Journal* is the 20th of the month.

Monthly - Receiving and disbursing updated information from Regional Directors and Committees, such as contact information on committee chair, state president, state scholarship chairs, sharing with Secretary, RD's, PR, Membership, etc. Please use "mass" email so everyone receives updates. Work with PR committee on monthly communications and web updates.

The President may be asked by the Activities Director to write articles for the spring and fall issues of *Directions* and the NJAS "Welcome Packet Letter".

Set conference calls as needed for Executive Committee and Committee Chairs.

As information on members who are interested in serving on Committees is received, send information to the appropriate Committee Chair and President-Elect.

**NOTE ABOUT GUIDELINE CHANGES:** These changes should be evaluated each year prior to the Annual Meeting. The President has primary responsibility for updating these, but each change must be presented to and approved by the Executive Committee.

**NOTE:** No item may be taken from the Auxiliary Archives at American Angus Association headquarters without the permission of the President. Note each request with name and date. Ask that the person inform you upon return of the item. Note the date.

**NOVEMBER – after Convention** (newly elected President)

Write brief "President's Message" for the Auxiliary website. Submit to the Public Relations Chair.

Write thank you note to American Angus Association for their cooperation and support.

Write thank you notes to all who have helped throughout the year.

Send thank you cards to all Full Circle consignors and buyers.

Work through Public Relations Chair to maintain accurate, up-to-date information on the Auxiliary's website.

Compile Annual Report. Past President writes the President's Message to be include. The newly-elected President compiles documents and submits report to PR Chair for the Auxiliary website.

Annual Report includes:

- Past President's message
- Annual Meeting Minutes
- Treasurer's Report
- Past years' Committee Chairs, State Presidents, Scholarship Chairs
- Be sure that Auxiliary logo is included in ANNUAL REPORT

Have a photo available to be used on Auxiliary page of the *Angus Journal* (someone from the *Journal* will usually take one when officer photos are taken at the Annual Breakfast). You may also send a favorite photo to them (snail mail or electronically).

The President may be asked to send signature in black ink on a plain white 8 1/2 x 11 sheet for use in *Journal*. The signature may be sent electronically.

Send Committee lists to Officers and Committee Chairs. Write Officers outlining plans and ask for support and suggestions. Write Committee Chairs stressing the importance of contact with their Committee members. Committee Chairs should receive Committee guidelines with their member lists.

You need to assemble the following information to the Public Relations Chair for possible publication in the February issue of the *Angus Journal* as well as for updating the Auxiliary website:

Information to API-

- President's Message (This is your February column for the *Journal*)
- Executive Committee Photo (taken at Auxiliary Breakfast – *Journal* usually has)
- Any By-Law changes

Information to PR Chair for web publishing-

- Committee Chairs
- Committee Members
- Guideline changes - for Website only
- Awards - Scholarships - Miss American Angus (include her home address) - Showmanship - Grote - Spader- Black Kettle - Crystal – Grote LEAD Scholarship
- Miss American Angus photo, speech, home address (work with Miss American Angus Committee)
- Updates to State Auxiliary Presidents and State Scholarship Contacts

Be certain that Miss American Angus has received her guidelines/contract from the Miss American Angus Committee. Send copy of the signed Code of Conduct to the Bookkeeper.

If you are planning a meeting in Denver, work with American Angus Association to request room reservations for Executive Committee for the National Western in Denver immediately. Contact American Angus Association Activities Director about rooms and passes. Set up Executive Committee meeting for Denver if necessary or plan for a teleconference for January.

Send new Auxiliary Executive Committee names and addresses to the National Cattlewomen.

### DECEMBER

Check with Membership Chair that Miss American Angus and candidates are added to list. (see Membership Guidelines)

Send Christmas cards from the Auxiliary officer team to American Angus Association staff, Miss American Angus, AAA Board of Directors, donors throughout the year, friends of the Auxiliary, past Presidents, NJAA Board, etc. (cost paid from stipend)

Plan spring Executive Board Meeting. Work with Executive Committee and American Angus Association to select dates. Notify all parties of time frame for meeting so travel plans can be made.

Send list of Committee Chairs and their addresses to Secretary/Treasurer and/or Bookkeeper and Finance Committee Chair.

Be sure the accountant/tax preparer has a copy of the previous year's financial statement. The tax return is filed February 15. The tax ID number is 43-6063358.

### JANUARY

If traveling to the Denver Stock Show, meet with Full Circle Online Auction Committee and begin to contact potential consignors.

Confirm Spring Meeting dates and agenda with American Angus Association Activities Director. Invite all the Auxiliary Executive Board, Executive Committee members, Committee Chairs, State Presidents and Past Presidents. Room reservations need to be made two months in advance.

Prepare letter/form to send to State Angus Auxiliary Presidents or contact person requesting that they send items to the Auxiliary Historian (include Historians name and address) for use in the scrapbook. Remind them of the Certificate of Achievement program and invite them to participate in our Mentoring Program.

### FEBRUARY

Send a copy of annual report to the National Cattlewomen.

Check with Bookkeeper or Secretary/Treasurer to see if the 990 tax return has been completed and sent to the IRS. Make a copy for the American Angus Association Chief Financial Officer. Send a copy to the all the Officers. A copy should be filed in the archives at the Angus Association in St. Joseph. Check to see status on Personal Property Tax Return, Buchanan County, MO is filed - Due March 1st.

Update contact information on Missouri Tax Exempt status. Include your information and the Secretary/Treasurer information as Officer contacts.

Check in with Public Relations Chair (*Post* sub Chair) to see that they begin work on *Auxiliary Post* for the edition. Set publication date for the *Post*.

AT SPRING MEETING: Conference with the Officers and the Auxiliary Finance Committee to set scholarship amounts. Confer with the President-Elect/Scholarship Chair.

Confer with the Chair of the By-laws Committee to see if any changes are recommended. They will need to be presented at the July Mid-Year Meeting and published in the October issue of the *Angus Journal* and/or in the September issue of *Auxiliary Post* newsletter.

Decide if Red Bag Raffles will be held at Mid-Year and Annual meeting.

### MARCH

Check with the American Angus Association Activities Director to see that room reservations have been secured for National Junior Angus Show for the Executive Committee, Miss American Angus, Beef Cook-off Chairs, Ways and Means Chairs.

Confirm Mid-Year Meeting location, schedule and details. Work with Program and Hospitality Chair to coordinate Auxiliary social activity at NJAS.

Work with American Angus Association Activities Director to make sure awards for NJAS are ordered and arrangements have been made to transport awards to NJAS. Awards to be secured through the Committee Chair or the Activities Department (AD):

1. AD- Order five Revere Bowls for Showmanship contest. Check file for wording. First place is the Dean Hurlbut Award.
2. AD- Order two Silver Pitcher Awards. Check file for wording.
3. AD- Order the Richard Spader Senior Extemporaneous Speaking Award (we usually present a belt buckle from Gist Silversmiths which can be sent to Activities Director for transporting). *Richard L. Spader Award – NJAS 20XX*.
4. AD- Order two Crystal Awards. The American Angus Auxiliary Janet Castle Crystal Award - High Point Girl (or Boy) Educational Contests NJAS 20XX (and location)
5. Order the Pat Grote Speaking awards (we usually present 2 Ratteys for the top 2 Intermediate Extemporaneous Speaking Awards. The Ratteys are ordered through the Rattey Committee Chair, can be sent to Jr. Activities Director for transporting). *Pat Grote Award – NJAS 20XX*.
6. Make sure the Black Kettle award has been ordered by the Lampe family.
7. For the Grote LEAD Scholarships, print off certificates where the names can be filled in at NJAS and have frames/jackets/folders for them. Recipients would be the winning Intermediate Steak Cook-Off team at NJAS, usually no more than 6 junior members. This award pays registration fee to LEAD recipients and is valid for 2 years. Place those dates on certificates to the recipients. Confirm that all winners are old enough to attend.

### APRIL

Check on the status of the scholarship program.

Following the Spring Meeting and review of the Grote Endowment Fund, confirm with Finance Committee Chair and mail a report to: Shannon Worrell, 7141 US Hwy 87N, Mason, TX 76856. Include balance of Fund, awards received for previous LEAD conference, and pending recipients.

### MAY

Communicate details of the National Junior Angus Show to the Executive Committee. Set agenda for the Mid-Year Meeting at the National Junior Angus Show.

Plan Executive Committee Meeting location at the Annual Meeting. If the Executive Meeting is held in President's suite, there will be a \$500 room reimbursement from the Auxiliary to the President. All other charges will be the President's responsibility.

Work with Hospitality Committee Chair and discuss costs on hosting a President's Reception or social prior to the Annual Meeting.

### JUNE

Be prepared to attend the Certified Angus Beef Annual Conference. (location varies each year) You should receive registration notification.

Set Executive Committee meeting for the National Junior Angus Show. Make final plans for the Mid-Year Meeting

Ensure that Auxiliary facts are included in mentor books and Quiz Bowl study guides. Confirm with Activities Director the number of Auxiliary Executive Committee members and guests that will be at the NJAA Delegate Dinner.

Present any By-Law changes at the Mid-Year Meeting. No vote is taken.

Confirm with Crystal Awards Committee that Association Jr. intern or assistant will help score the Crystal Awards. Silver Pitcher scores are tabulated by American Angus Association and Activities Director.

Encourage Officers to help with Cook-Off.

Send email or letter to Committee Chairs and State Presidents inviting them to the Mid-Year Meeting. Confirm Public Relations Committee has sent email to members with meeting information.

Assist with compiling the brochure for the Full Circle Online Auction brochure to debut at the NJAS. Make sure Membership Chair and Secretary have updated list of members and staff for check in at the Mid-Year meeting.

### JULY

Work with Activities Department to update the NJAS awards ceremony script prior to the NJAS. Let other Executive Committee Members know who will need to be present and coordinate with Activities Department that the script is accurate. Awards Ceremony: The Crystal Awards are presented by the Committee Chair during the awards ceremony. The President-elect announces the scholarship winners, the President presents the certificates. The President presents the Grote

Awards and the Grote LEAD Awards, and the Spader Award if Sheri, Jared, or Brett Spader are not there. (Remind Sheri prior to the awards ceremony).

Be available for Opening Ceremonies of the National Junior Angus Show.

Attend Cook-Off and Queens Luncheon/Reception.

Review and renew Angus Gift Barn contract with Angus Gift Barn Manager at the NJAS for the upcoming fiscal year. Send signed copies to the Executive Committee and Bookkeeper.

Showmanship: The Executive Committee (President, President Elect, Secretary/Treasurer, Advisor and one Regional Director) should present the Silver Bowls for Showmanship. You will need 5 people. If not enough Executive Committee members are present, a Past President can assist.

Conclusion of the Show: The President, and Silver Pitcher chair (if available), presents the Silver Pitcher Awards.

Arrange for an Association representative to send all official award photos or other candid photos from Auxiliary events at NJAS to you for use in publications and website.

Check in with Public Relations Committee Chair (*Post* sub Chair) to see that they begin *Auxiliary Post* for the September 1<sup>st</sup> edition. Solicit articles and news from State Presidents, Regional Directors and Committee Chairs.

Work with the American Angus Association Activities Director to make sure requests for room reservation for the Angus Convention and Trade Show have been made.

## AUGUST

Prepare a report for the American Angus Association board at the American Angus Association Board of Directors meeting held in normally the Friday of Convention. Check with Activities Director for date and location. The Association will pay for your transportation, if location is not at Convention. **Power point suggested.**

Contact Program and Hospitality Committee Chair to finalize plans for Annual Meeting.

Check with Activities Department to be sure the Miss American Angus tray for Angus Convention is ordered and the bill submitted to the treasurer, so it can be sent to the Bookkeeper for payment.

Check with Chair of Nominating Committee.

President should insure that the Secretary/Treasurer has asked all Chairs to send their bills directly to the Auxiliary Bookkeeper by September 1<sup>st</sup>.

Check with Bookkeeper to ensure that the annual report for corporation filing has been made. Missouri Secretary of State – Due August 31<sup>st</sup>.

Provide the American Angus Association Communications Director with a schedule of Auxiliary events so that they can be included in the publicity for the Angus Convention. Check in with Public Relations Committee Chair and Miss American Angus Committee Chair to see if a Miss American Angus candidate press release has been written and is available to publish.

Finalize Full Circle Online Auction consignors.

### SEPTEMBER

Contact Regional Directors for their annual reports for an October 1 deadline. Remind them to secure the State President's reports in their region and submit to you by October 1. Remind them to bring a Red Bag Raffle item.

Write a letter to State Presidents reminding them to request Achievement Award applications from qualified juniors and send them to the Achievement Award Committee Chair, reminder that Bronze and Silver Awards are a requirement to compete for American Angus Auxiliary Scholarships and invite each state to donate a door prize for the Auxiliary breakfast at the Angus Convention. Also, remind them to submit state report to their Regional Director and scrapbook information to the Historian.

Write a letter to Committee Chairs inviting them to the Annual Convention Auxiliary activities and to submit a committee report by October 1. Invite them to bring a Red Bag Raffle item.

Program and Hospitality Chair works with the host state and Auxiliary President concerning Annual Breakfast plans. Check with the Chair to see if help is needed.

Work with Angus Media for an Auxiliary article highlighting newsworthy events of the past year for the Angus Association Annual Report. Work with Angus Media, Hospitality Chair, and MAA Chair on Breakfast program design.

Check with President-Elect to be sure that all scholarship winners have submitted proof of enrollment.

Work with Public Relations Committee on eblasts and news releases for the Full Circle On-Line Auction.

Work with Activities Director to schedule the time for the Mid-Year Meeting at the next NJAS.

Contact the Angus Foundation to see if the Grote LEAD Certificates were redeemed. Any unused awards will stay in the Grote Endowment.

### OCTOBER

Send letter or email to Past Presidents inviting them to the Annual Meeting activities.

Check with the Activities Department on reserved tables at the Auxiliary and American Angus Association Awards Breakfast. Work with Hospitality Chair to finalize Breakfast program; schedule; ticket count; and menu (determined by CAB).



Prior to the Annual Meeting, send emails regarding plans or schedule conference call, if needed, for the Executive Committee and any other Committee Chairs necessary.

Check with the Chair(s) of the Miss American Angus Committee to be sure their responsibilities are met.

Contact Advisor as a reminder to bring the Minnie Lou Bradley Bull Trophy to the Auxiliary Breakfast. History: "In 2017, Minnie Lou Bradley donated the bull trophy she received at the very first Auxiliary banquet hosted in Chicago in 1952 to the Auxiliary. The trophy was given to her in recognition of her winning the collegiate livestock judging contest at the International Livestock Show the day before. She was the first female to win this prestigious honor. This traveling trophy is presented to the Past President to enjoy for one year."

During the Annual Meeting in November, the host state (President's state, not location site) is allowed to sell an item to offset the Auxiliary Breakfast costs. This item must not be in competition to any items in the AGB and must be approved by the AGB Manager. Any other requests will be considered and voted on by the Executive Committee.

Compile all Regional Director; State President; and Committee reports into a PDF file to be posted to the website. Submit to PR Chair.

NOVEMBER – prior to Convention and at Convention

Check with the Activities Department to verify the date, time and location of the Auxiliary presentation at the American Angus Association Board Meeting. Present Power Point.

Work with the Secretary/Treasurer to prepare and print packets for the meetings, including: agendas, minutes, financials, and budget for the meetings of the Executive Committee, the Executive Board and the Annual Meeting.

Nominating Committee Chair will recommend two committee appointments to the Executive Committee meeting to be voted on and the Nominating Committee Chair will announce in her report at the Annual Meeting.

At the Annual Meeting, a vote is needed to elect two members to be seated on the Nominating Committee. President will entertain nominations from the floor. No two from the same state shall serve, including the next Committee Chair.

Following the Annual Meeting, present the newly elected President an updated flash drive of the past year.

NOTE: The Auxiliary Historian will present you with your Presidential Scrapbook. You may enjoy it until October of the following year. After that time, send it to the American Angus Association to be placed in the Auxiliary Archives. Notify the Association that it is being shipped and then notify the Historian that you have sent it.

## **President-Elect/Scholarship Chair Guidelines**

Throughout the year, keep a file of members interested in serving on Committees and share with Committee Chairs when updating Committees in the fall.

### **NOVEMBER/DECEMBER**

Finish the Secretary/Treasurer duties. Type the minutes from all Board and Open Meetings, email copies to Executive Committee, Bookkeeper and Finance Committee Chair. Put originals in plastic sleeves and mark for the new Secretary/Treasurer for copying for next year.

Send the updated scholarship form and directions for the upcoming year to the Auxiliary Public Relations Chair for immediate publication on the Auxiliary website.

### **JANUARY**

Contact state Chairs or State Presidents to update the state scholarship Chair list with changes. Supply changes to the Auxiliary Public Relations Committee Chair and American Angus Association by Jan. 31st so that the Auxiliary webpage can be updated.

Concerning Scholarships: There is a flash drive in the scholarship Chair's notebook(s) that have all the documents that need to be used during the year. Update files on flash drive to pass on to new scholarship Chair. Feel free to do any revisions necessary to written information.

Continue to revise and update state scholarship contacts for web page and contact information.

### **FEBRUARY**

Direct the Finance Committee to obtain the financial statements from American Angus Association for the Endowment Funds. Following the review of Scholarship Funds ask for recommendations from the Finance Committee along with the Scholarship Chair and determine scholarship awards, number and amount of each to be presented to the Executive Committee for approval.

**During the Spring Executive Committee Meeting**, make a final decision on the scholarship amounts and splits to be awarded. Send an e-mail to state contacts listing updated scholarship amounts.

Scholarship work:

Send letter noting important information or changes along with the web link of the application to each state scholarship Chair. Remind state Chairs of the following:

1. Letters of recommendation must NOT be from current American Angus Auxiliary Officers or Regional Directors or from current scholarship Committee members or alternates.
2. All applications must be submitted on 20# or 24# white paper only. NO card stock, glossy or color paper.
3. All transcripts must be removed from sealed envelopes by state Chair/contact and 6 copies submitted with application.
4. It is recommended the last page with six photos be copied in color.
5. Scholarship applications will NOT be returned to the applicant. If they would like a copy, make one before the original is turned into the state Chair or mailed to the American Angus Auxiliary Scholarship Chair.

6. A digital copy of the application and photo will be emailed to the State Scholarship Chair from each applicant.
7. The American Angus Auxiliary will require one printed original, one digital file with digital photo, and one-color copy of the scholarship application. A digital copy of the application and photo should be emailed to the 8 judges. If a judge is unable to review the applications digitally, make a copy and send the copies to the judge. Judges are free to make their own copies if they choose.
8. Once the winners are decided, send a digital file of the application, **transcript removed**, and photo to the Angus Media Editor. Once the 5 candidates for Miss American Angus are decided, send a digital file, **transcript removed**, including photo to the MAA Chair. The copy will be displayed at the Annual Angus Convention (remove transcript and reference letters). The original printed application is archived in the Scholarship binder.
9. INCOMPLETE applications, or those not adhering to the directions and guidelines will not be forwarded to the Committee for judging and will be disqualified.
10. State Scholarship Chairs can be contacted for revisions to applications IF applications received prior to the May 1 deadline are incomplete. Deadline for revisions is postmarked May 1<sup>st</sup>.

Use email contact with state contacts and Committee members when possible to save time and postage costs.

Continue to revise and update state scholarship contacts for web page and contact information.

Refer any calls you receive for applications to their State Chair, if there is one. If not, answer the requests yourself.

### MAY

Send letter/email to scholarship judges notifying them of upcoming timetables. Notify alternate judges that they will judge the applications. Their scores will be used if a regular judge is unable to participate or if there is a tie.

Prepare score sheets and a master score sheet for each judge and for yourself.

Set up conference calls (one for “boy” judges and one for “girl” judges).

Divide the judges into two groups-boy and girl judges based on applicant’s and judges’ home states. When possible, try not to assign judges to applicants from their home states to avoid prejudice.

Once all the scholarships are received, prepare the judges packets remembering to keep the original scholarship form and one copy. Prepare score sheets and a master score sheet for each judge and for yourself. Using Excel and emailing score sheets will help expedite tallying scores.

Judges packets should include the following:

- Letter outlining the procedure/process for judging.
- Score sheets for each applicant.

- Master Sheet for each judge to record scores and retain for use during the conference call with instructions for returning a copy of the master sheet to you. Individual judges must rank all applications after their individual scores are determined, breaking their own ties by rank. Rank, not scores, will determine final placings.
- One copy of each scholarship application in either boy or girl category.
- Instructions to the judges with time frame for returning scores to you.
- Instructions regarding the conference call (time and format).

INCOMPLETE applications or those not meeting all of the directions or guidelines should not be forwarded to the Committee, and shall be disqualified. It is the responsibility of the Scholarship Chair to disqualify an applicant.

Mail judges' packets ASAP to provide adequate time to score applications.

Send a letter to all girl scholarship applicants (and their parents) with the following information:

- Introductory letter explaining Miss American Angus competition, Auxiliary reimbursement for two nights stay at Angus Convention, requirements for Miss American Angus and chaperone time commitment for the year and Miss American Angus required duties.
- Intent to Compete form for Miss American Angus.
- Code of Conduct contract for Miss American Angus.

*The "Intent to Compete" and the Code of Conduct contract are to be reviewed, signed by the applicant and their parents and returned to the Scholarship Chair at a designated due date prior to the NJAS. Based upon the yes/no responses on the intent to compete form, the five highest placing female scholarship applicants that choose to compete for Miss American Angus will automatically become contestants for Miss American Angus and will be announced at the NJAS awards program. This information is shared **only** between the Miss American Angus Committee Chair and the Scholarship Chair.*

Digital image files need to be a minimum of 500 pixels wide. Follow up with applicants to receive digital image files as needed. Check with API if there is a question on file quality.

## JUNE

When you receive the completed score sheets from the judges, tabulate them and calculate totals.

Discuss any discrepancies between the judges' tallies and yours in an email or by a phone call so that everything will be ready to go for the actual conference call.

If possible, once you have tabulated everything and know the rankings, please share scores with judges by email one day prior to conference call so that the conference call can move more quickly, and the judges have a visual from which to work during the actual conference call.

The Secretary/Treasurer should be included on at least one of the conference calls so that they will understand the format for the next year.

From that list of top girls, prepare a final listing of who will be running for Miss American Angus to be announced at the NJAS. **FIVE GIRLS MUST PARTICIPATE IN THE CONTEST.** Send to the Miss American Angus Chair(s) the following information for each of the five females who will

be competing for Miss American Angus: (This may also be used for Miss American Angus judges' review.)

- Email a scanned Copy of signed Letter of Intent to Compete
- Email the digital Scholarship application and photo – remove transcript

Prepare a Scholarship Committee Report; send to Auxiliary President.

Prepare a Scholarship Committee Report, excluding winners, to be presented at the Mid-Year Meeting.

Send a copy of the winners' scholarship applications (remove transcript) and email digital photos to the editor of the *Angus Journal* for publication in the upcoming issue. Call ahead of time to insure confidentiality. Include the list of winners, placing, and the amounts.

Notify the Miss American Angus Committee Chair to let her know the applications have been sent to the *Angus Journal*.

Have certificates for scholarship recipients printed and framed or rolled and tied or presented in a manner of your choice. Cost is approximately \$20/certificate.  
Have certificates printed and framed for the five females who will be competing for Miss American Angus.

Work with the Auxiliary President to prepare a script for the awards ceremony. Be sure to include the 10 winners as well as the names of the five females who will compete for Miss American Angus as all of this will be announced during the awards ceremony at the NJAS.

Provide the American Angus Association Activities Director with a scholarship report and script.

Contact Miss American Angus Committee Chair to have one Committee person to meet with candidates following announcement at NJAS. Request that they provide you with a tentative contest schedule.

## JULY

Take the certificates, script, and scholarship report to the National Junior Show. Work with Activities director prior to Awards Ceremony to make sure script, presenters, and winners list are accurate. Take the certificates and scholarship report to the National Junior Show. Announce the winners at the awards ceremony. The Secretary/Treasurer will present the certificates. Announce Miss American Angus contestants and provide them with a schedule after the ceremony, if provided.

## AFTER THE NATIONAL JUNIOR SHOW:

Send letters to:

- judges (thank you and gifts, and confirm if they are still able to complete their term on the Committee)
- non-winners
- winners-requesting that they submit proof of enrollment by September 1

Mail framed certificates to scholarship recipients and/or Miss American Angus contestants that did not attend NJAS Awards ceremony.

The American Angus Association prepares and distributes press releases. Send the five Miss American Angus candidates to the Membership Chair. She will send a letter of invitation notifying each candidate of their 1-year gratis membership.

Send PR Chair individual photos of winners and brief bio for use in press release, on Facebook, and Emails.

### AUGUST

Finish old business from National Junior Show.

Submit all remaining bills pertaining to scholarships to the Secretary/Treasurer to be forwarded on to the Bookkeeper (General Fund).

### SEPTEMBER

When the deadline for proof of enrollment (September 1) is past and/or you have all information from winners, send a letter to the American Angus Association Finance Officer, the Angus Foundation, and the American Angus Association Activities Director with a request/instruction to release funds to the students' respective colleges/universities. Please include the list of scholarship winners, their addresses, the address of their college/university financial aid office, their student identification number. Notify the President when funds have been released.

Send letters, or email, to last year's state scholarship Chairs to confirm their intent to serve for the upcoming year, including current address, home phone, cell phone, email.

Committee Appointments - Contact current Committee Chairs thanking them for their service and asking if they would like to continue to serve in their position. You may change Chairs or members at your discretion. Some Chairs like to select their own Committee members. After a Chair is selected, send the names of current members and anyone else interested in serving and ask Chairs to get the list back to you before the Annual Meeting. Be prepared to make appointments to Chair positions and Committees using these responses, new requests to serve and new people who have expressed interest. Review the by-laws and guidelines for information on who is required to serve or Chair some of the Committees.

### OCTOBER

Finish Committee lists before the Angus Convention/Annual Auxiliary meeting if possible.

Check the rotation for the Scholarship Committee. Two members are retired each year and two join the four-year rotation. A list should be kept of Committee members and the year they joined. Work with the Secretary/Treasurer to bring to the Executive Committee Meeting two new members for the Scholarship Committee. Vote should be taken at the Executive Meeting at Convention on the new Scholarship Committee members, and any requested changes to the application, as recommended by the Scholarship Committee.

### NOVEMBER – prior to and at Convention

Select four members who are interested in serving on the Nominating Committee for the following November. Forward these names to the current Nominating Chair. Two members will be appointed by the President-Elect and voted on by the Executive Committee. The other two members will be nominated to the Executive Committee and voted on for approval. The two members nominated and approved by the Executive Committee will be nominated from the floor at the Annual meeting and voted on by the membership.

Article VIII, section 8.1 states this should be done before July 1. The Annual Meeting offers a convenient time for this. Nominating Chair will present at the Annual Meeting and vote taken to appoint the coming year.

Order stationery and envelopes from the *Angus Journal*, if needed.

Angus Productions Inc. will contact you to order the business cards for all Officers and Regional Directors. Collect name, address, phone, cell phone and email information during the Annual Meeting.

Begin your first *Journal* article. Check with the President or the *Journal* for deadline schedules. You will be writing your notes two months out from publication date.

Work with the Public Relations Chair to check the schedule for the Auxiliary advertising and Editorial publication by Angus Media. Meet with Public Relations Chair at Angus Convention.

Bring the scholarship applications of the top five young men and young women to the Annual Meeting at the Angus Convention. Remove the grade point information, transcript, and all reference letters. Display the applications in the Angus Gift Barn area.

The incoming President attends lunch with the Miss American Angus candidates, judges and Committee.

At the Auxiliary Breakfast, the newly elected President of the Auxiliary will offer brief remarks and make announcement of further Auxiliary activities.

At the American Angus Association Awards Breakfast, the newly elected President of the American Angus Auxiliary will introduce the new Executive Committee/spouses.

The newly elected Auxiliary President meets with Miss American Angus Committee Chair(s) and the new queen immediately after she is crowned to review her responsibilities.

Proceed with Presidential duties.

## Secretary/Treasurer Guidelines

### ALL MONTHS

Forward any monies you have received and bills to the Auxiliary Bookkeeper. Any donation checks (Ex. Bridger Bronze for the Rattey Program), send a thank you card to the person/association that sent the donation check and to who forwarded it to you (if different). Go through monthly financial report emailed to the Executive Committee with the bookkeeper in detail, either by email or phone.

Every month: Keep up the Auxiliary Contacts Lists excel workbook. This workbook has sheets (tabs at the bottom of the workbook) for the contact information for every state President, Scholarship Chair and Royalty. Regional Directors should feed this information to the President who will forward to you and appropriate committees. Note the date of the revised information and forward any corrections or changes to the PR Committee Chairman. Ask the PR Committee Chairman how they would prefer to receive revised information. (Excel sheet, in an email, text...?) Ask PR Committee Chairman to send you an email when information you send her has been corrected on website or she has received information that has bypassed you. Ensure information on the Auxiliary website is current with your contact sheet.

Keep minutes of all meetings of the Executive Board and Executive Committee, as well as general meetings and notes from all conference calls. Send copies of all minutes and Treasurer's Reports to Historian, Executive Committee, Bookkeeper and Finance Committee Chair. Mail correspondence as necessary. Be familiar with the CDs and other investments we have. Plan ahead when CDs are coming up for renewal. Consult Executive Committee and Finance Committee.

### DECEMBER

Send notes to American Angus Association Board Member wives inviting them to join the Auxiliary.

Work with Activities Department to schedule trip to CAB Building Blocks.

### JANUARY

Attend Building Blocks in Wooster, OH.

Work with the American Angus Association Communications staff to be included in the packet mailed to state associations as they request updated info from states – be sure to request the following:

- Names of state queens and princesses along with their mailing addresses
- Current State Auxiliary Officers

Request American Angus Association funds of \$13,500 (2016) from the Activities Director. These funds are for expenses in Beef Education, Annual Meeting and Miss American Angus travel. They are deposited in the General Fund and credited to individual ledger accounts. A sample letter from the previous year should have been on the USB key provided to you when you took office.

Forward dues from our national affiliates and any other bills that have come in to the Bookkeeper.



Do any follow up work with the Accountant that is necessary for the taxes.

### MARCH

Remind President to remind the Regional Directors, again, to contact the state associations in their region to send updated information for the state contact excel sheet. Officers, Scholarship Chair and Royalty.

### SPRING

Attend Spring Meeting and take minutes.

### MAY

Send a current list of state royalty to the Activities Department and the current NJAS Queen's Brunch Committee Chair.

### JUNE

Forward list of State Auxiliary Officers to the Executive Committee and to the Public Relations Committee Chair to send to the web site.

### JULY

Make a sign in sheet for Mid-Year Meeting with name, address, phone and email. Make form for member request to receive *Auxiliary* Post via email. Secure updated membership list from Membership Chair for the Angus Convention. Bring all necessary items for meeting/check-in: pens, name tags, sign in sheets, membership list.

Mid-Year Meeting Red Bag Raffle – bring bags, tickets, and change. Make sign that proceeds benefit Auxiliary Projects and price of tickets. Solicit helpers to set up as folks arrive with items; sell tickets; draw tickets; and distribute prizes.

Attend the National Junior Show and assist in any way (cook-off, awards ceremony). Work with the President on Red Bag Raffle needs: red paper bags for tickets, ticket rolls, donations to raffle.

Send copies of Mid-Year Meeting minutes, and financial report to Executive Committee, Bookkeeper, Finance Committee Chair, Historian and Committee Chairs.

Make sure the Bookkeeper receives the bills for award expenses -Silver Pitchers, Silver Bowls, Miss American Angus Silver Tray, Crystal Awards, the Spader Award, Grote Awards and the Black Kettle Award. These are paid by the Auxiliary General Fund and then billed to the Auxiliary Educational Awards Endowment Fund at the Angus Foundation for once per year reimbursement, prior to September 30<sup>th</sup>.

### AUGUST

Send a list of people that signed up to join the Auxiliary at the mid-year meeting (and following annual meeting) but didn't pay to Membership Chair to see if they can get them to submit \$ either online or a check to the Membership Chair. A little follow up after these two meetings may get some of those that didn't pay to join. Check in with Membership Chair, perhaps it wouldn't hurt to suggest Regional Directors to reach out to Membership Chair to ask if help needed contacting those in their regions as well.

## SEPTEMBER

Ask all Chairs to send their bills to the Bookkeeper so they can be paid by September 30<sup>th</sup>. Also remind them to send information to the Historian.

Order the token of appreciation for the new President. Previously was the gavel and year lapel pin. Most recently a gavel charm and year charm.

Check with the Bookkeeper to make sure everything that must be done by year end will be done. Our fiscal year ends September 30.

## OCTOBER

Prepare any reports left over from September work.

Ask the Bookkeeper to write checks for the new Officers (annual expense amounts) so that checks may be distributed while at the Angus Convention.

Work with the Auxiliary Bookkeeper and Finance Committee Chair to prepare financial reports for the year, including all income and expenses for all accounts. Show the actual amounts compared to the budgeted amounts. Ask Bookkeeper if there are additional notes to include.

Work with the President on packets for the meetings – 50-75 copies of the following for the Auxiliary meetings at the Angus Convention:

- Copies of the previous year's Annual Meeting minutes
- Copies of the previous year's Executive Board Meeting minutes
- Copies of your annual Treasurer's report showing all bank accounts
- Copies of budget for upcoming year (consult with Finance Chair)
- Membership applications
- Meeting agendas (consult with President)
- Bags, tickets, and change for Red Bag Raffle

Take or ship, if necessary, all copies of meeting materials to the Angus Convention.

## NOVEMBER – prior to Convention

Make a sign in sheet for Annual Meeting with name, address, phone and email. Make form for member request to receive *Auxiliary* Post via email. Secure updated membership list from Membership Chair for the Angus Convention. Bring all necessary items for meeting/check-in: pens, name tags, sign in sheets, membership list.

Annual Meeting Red Bag Raffle – bring bags, tickets, and change. Make sign that proceeds benefit Auxiliary Projects and price of tickets. Solicit helpers to set up as folks arrive with items; sell tickets; draw tickets; and distribute prizes.

## NOVEMBER – at Convention

Take minutes at all meetings, including the post breakfast meeting of the new Executive Committee.

Collect all available bills and forward to the Bookkeeper.

Meet with new Secretary/Treasurer to go through your notebook, pass off your notebook and explain her duties.

#### NOVEMBER – after Convention

Order new name tags for the members of the Executive Committee (President, President Elect, Secretary/Treasurer, Past President and Regional Directors) that you were not able to order before the Convention. Order business cards for all new positions.

Remind the Miss American Angus Committee Chair to send all the bills from outgoing Miss American Angus to the Bookkeeper immediately for payment.

Remind the Hospitality and Program Chair to send all the bills from the Annual Meeting immediately to the Bookkeeper for payment.

Type minutes from all meetings and circulate draft copy to Officers for comment. Final version should be sent to the Executive Committee, Bookkeeper and Finance Committee Chair.

Send budget, financial reports and minutes of ALL meetings to Historian.

Consult with the President to make sure the following items are sent ASAP to the PR Chair for the Annual Report posted to the website.

- Minutes of Annual Meeting
- Minutes of Executive Board Meeting
- Financial report for the previous year on all accounts
- Past years' Committee Chair, State Presidents, Scholarship Chairs lists
- Past President Message

Continue to duties of President Elect.

### **Auxiliary Advisor (Immediate Past President) Guidelines**

The duties of the American Angus Auxiliary Advisor begin immediately after the election at the Annual Meeting at the Angus Convention.

The Advisor shall serve on the Executive Committee and the Executive Board.

The Advisor shall serve as Chair of the Nominating Committee and responsible for sending out press releases regarding nominations.

The Advisor shall serve as Chair of the Distinguished Woman Committee.

The Advisor shall be responsible for implementing the memorial policy. Send sympathy card to family with mention of a donation to be made in memory of the Auxiliary Scholarship fund. If

available, sign online condolence book from the entire Auxiliary. Contact Bookkeeper to request that a \$50 check be sent to the Foundation. Email or contact Foundation to be expecting a check with details of who passed away along with a mailing address for the family so that the Foundation may send the family a note of receipt or thank you.

#### NOVEMBER/DECEMBER

Write President's Message for the past year's Auxiliary Annual Report. Forward to newly elected President for inclusion.

Follow up on any Annual Meeting work.

Write thank you notes to breakfast donors and those who assisted with the breakfast.

Write thank you note to speaker/entertainment at the Annual Breakfast.

Write thank you note to American Angus Association for their cooperation and support.

#### AT SPRING MEETING

Add annual report, breakfast program, minutes and Treasurer's Report, etc. to the archives/files during the Spring Meeting at the Association office.

#### JULY

Bring scrapbook to the Mid-Year Meeting for display.

#### JUNE/JULY

Work on Nominating Committee responsibilities.

#### AUGUST

Complete Nominating Committee responsibilities. If no more than one person is competing for an office or Regional Director position, send out appropriate guidelines and information letter to designated persons.

#### OCTOBER

Contact the American Angus Association and send scrapbook to the office directly at the end of October. Notify Historian Committee Chair that this has been done.

#### NOVEMBER

Remember to bring the Minnie Lou Bradley Bull Trophy to the Auxiliary Breakfast. History - "In 2017, Minnie Lou Bradley donated the bull trophy she received at the very first Auxiliary banquet hosted in Chicago in 1952 to the Auxiliary. The trophy was given to her in recognition of her winning the collegiate livestock judging contest at the International Livestock Show the day before. She was the first female to win this prestigious honor. This traveling trophy is presented to the Past President to enjoy for one year."

Present Nominating Committee report at the Annual Meeting.

## **Regional Directors Guidelines**

The duties of the American Angus Auxiliary Regional Directors shall begin immediately after the election at the Annual Meeting at the Angus Convention. This position is viewed as an opportunity for members to become involved in the organizational aspects of the Auxiliary. The knowledge gained through the position of director would also be excellent training for an officer position, if so desired.

The Regional Directors shall assist the Membership Committee Chair in continual revision of the membership list for their region and recruit members from their region.

The Regional Directors shall assist the Achievement Awards Committee Chair with communication and publicity within their region.

The Regional Directors shall update the manual for establishing a state auxiliary (or assist states without organized Auxiliaries in establishing a state auxiliary and keep a manual up to date).

The Regional Directors shall keep contact lists up to date including state officer lists, royalty contacts, and scholarship Chair contacts. Regional directors shall email President, Secretary/Treasurer and Public Relations Committee Chair with updates.

The Regional Directors shall serve as a liaison and will solicit and secure state reports from their Auxiliary contacts for the Spring Meeting, Mid-Year Meeting and Annual Meeting. Reports shall be forwarded to the President and shall encourage their states to send photos and activity information to the Public Relations Chair and Historian to be included in social media and the annual scrapbook.

The Regional Directors shall assist with marketing Angus Gift Barn, Gifts That Sizzle and Full Circle Online Auction within their region.

The Regional Directors shall secure state contacts in all states without organized Auxiliaries.

The Regional Directors shall help identify members who are interested in becoming involved in the American Angus Auxiliary leadership.

Work with Junior Activities Director to contact female junior members who have reached the age of 21 and invite them to join the Auxiliary.

Attendance at all meetings (Spring planning, Mid-Year and Annual) are strongly encouraged. Regional Directors may receive a travel reimbursement dependent on attendance at meetings. The Finance Committee will determine the amount of the reimbursement after a recommendation from the Executive Committee during the Spring planning meeting. (Presently, a total of \$500 is provided. \$200 for attending Annual Meeting, \$200 for Spring Meeting and \$100 for Mid-Year Meeting.)

## DECEMBER

Work with the Achievement Awards Committee Chair in the completion and distribution of the Achievement Awards for your region.

Send name and contact information for State Presidents/Contacts and State Scholarship Chairs to Public Relations Committee Chair.

## JANUARY

Participate in phone conference with Auxiliary Officers.

## MARCH

Contact State Presidents for regional director report for Spring Meeting.

Attend Spring Executive Committee Meeting.

Regions 1, 3, and 5 submit article to *Auxiliary Post* Editor.

## MAY

Send state royalty names and addresses to Secretary/Treasurer for NJAS Queens Brunch.

Send Queen's Etiquette information to State Auxiliary Presidents.

## JULY

Attend Executive Committee meeting at the NJAS.

Attend Mid-Year Meeting at the National Junior Angus Show.

Regions 2, 4, and 6 submit article to *Auxiliary Post* Editor.

## SEPTEMBER

Contact State Presidents for annual report and submit regional director report to President by October 1.

Contact states in your region, reminding them of the upcoming deadline for Achievement Award applications and Annual Meeting and Breakfast schedule.

## NOVEMBER

Attend Auxiliary meetings and activities at the Angus Convention.

## **Awards Committee Guidelines**

### **CERTIFICATE OF ACHIEVEMENT AWARDS COMMITTEE:**

The purpose of the Achievement Awards Committee is to reach Angus Juniors throughout the United States and Canada who are qualified to receive the American Angus Auxiliary Achievement Awards through their accomplishments with Angus projects.

Certificate of Achievement Awards are presented to all Junior Angus members in the United States and Canada in recognition of their accomplishments with Angus cattle. The recognition must be the result of leadership positions held and competition, i.e. steer, bull, heifer, cow/calf pair in the following divisions: first place, division or reserve division champion, grand or reserve grand champion, champion or reserve grand champion showman, winners in judging contests, National Junior Angus Showmanship Contestants, scholarship winners, queens and princesses, Bronze, Silver, or Gold Award winners, winners in any of the contests at the NJAS and any place first place in state contests such as poster contest, photography, team sales, team fitting, scrapbook, public speaking, extemporaneous speaking, Cook-Off. The record is based on shows at which the junior has personally shown the animal.

Certificates are issued for outstanding achievement from October 1 - September 30 at the national, state, district level (multiple counties).

Applications MUST be submitted to the Certificate of Achievement National Chair by November 1. Applications for Certificates of Achievement are available on the Auxiliary website at [www.angusauxiliary.com](http://www.angusauxiliary.com). The award year is October 1 to September 30. The junior's name, age, address, member code, show date-name-level-placing or indicator of other outstanding work must be included in the application. An address of where to mail the certificate must also be included. If your state has an Angus Auxiliary or Junior Angus Association, send the application to the Auxiliary contact person or state junior Advisor. For more information regarding submission of application contact Achievement Award Chair.

A junior will receive only one certificate per year even though they may have qualified for more.

#### **APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER**

The Committee should obtain a list of state junior Angus Advisors from the American Angus Association Activities Director. Send a letter and follow up emails reminding them to submit Certificate of Achievement Awards applications by November 1 to the Certificate of Achievement National Chair. The NJAS has an email list for all state Advisors. This can be utilized to contact state Advisors. Encourage State Auxiliary Chairs or State Junior Advisors to submit applications as a group so that completed certificates may be mailed back to them as a group for distribution at state functions (banquets, field days, preview shows, sales, etc.). The Committee may want to work with Regional Directors. If there is no organized state association the certificate will be sent directly to the junior.

Check supply of Certificates and mailing envelopes. If supplies are low, contact Auxiliary President to see that more are printed.

Ask the President to place information in the monthly Auxiliary column about Certificates of Achievement. Ask the Auxiliary President to sign blank Certificates of Achievement to be mailed to Committee Chair along with large envelopes printed with the Auxiliary logo.

#### OCTOBER AND NOVEMBER

Any questions regarding the spelling of the member's name should be directed to the American Angus Association Activities Director.

Achievements DO NOT need to be listed on each certificate. Achievements may be typed on a card and then attached to the Certificate or the application can be returned with the certificate.

#### AFTER NOVEMBER

The Certificate of Achievement Awards Committee Chair will compile a list of recipients of the Certificates of Achievement. A copy should be sent to the Auxiliary President for submission into the historical book and the Historian. Submit a copy to the *Angus Journal* by **February 20<sup>th</sup>** for publication in the May issue highlighting junior members. This information **MUST** be in one of two forms – on a computer disc or in an email with a file attachment.

#### DECEMBER/JANUARY

The Chair should write to all Committee members and thank them for serving.

### **SILVER PITCHER AWARDS COMMITTEE:**

A Silver Pitcher shall be presented to the boy and girl with the most outstanding achievements in the cattle show at the National Junior Angus Show. They must show the animal themselves. There is no application needed for this award.

The American Angus Association has a computer program that calculates the points for this award. The winners of this award shall be determined according to the following point system:

1st place in class	4 points
2nd place in class	3 points
3rd place in class	2 points
4th place in class	1 point
Division Champion	1 points
Reserve Division	1 point
Grand Champion	3 points (steer, cow-calf, owned heifer, bred and owned heifer, bull)
Reserve Grand Champion	2 points (steer, cow-calf, owned heifer, bred and owned heifer, bull)

#### MARCH

Contact the President to ensure the two Silver Pitcher awards have been ordered thru the American Angus Association Activities Director.

Make sure the bill for the Silver Pitchers is submitted to the Auxiliary Bookkeeper.

#### JULY



Upon arrival at NJAS, check in with Association staff and ask what assistance they might need and let them know you are available to help. Be available after the show to receive results.

The Silver Pitcher Award will be presented by the Auxiliary President at the conclusion of the National Junior Angus Show in agreement with the American Angus Association.

### **JANET CASTLE CRYSTAL AWARDS COMMITTEE:**

The American Angus Auxiliary strongly believes in the importance of the educational contests at the National Junior Angus Show. To promote and support these contests, the Auxiliary sponsors the Janet Castle Crystal Award. This award is based on placings in all the educational events. It is awarded to the overall high-point boy and the high-point girl. There is no application needed for this award. When juniors enter any of the educational contests they are automatically in the running for the Crystal Award.

The Janet Castle Crystal Award is in memory of Janet Castle and is made possible by a generous donation from her family to the Auxiliary. Janet was one of the founders of the Scholarship fund. She served as President of the Auxiliary in 1962. Janet's vision and dedication helped many Junior Angus members. It is appropriate that this Auxiliary award for juniors be named in her honor. ***It must be called the Auxiliary- sponsored Janet Castle Crystal Award on first reference; Crystal Award on second reference.***

Individual and team contests included for this award are:

- Photography
- Cook-Off
- Quiz Bowl
- Career Development
- Graphic Design
- Team Sales
- Team Marketing
- Extemporaneous Speaking
- Prepared Public Speaking
- Creative Writing
- Posters -Junior Division Only
- Career Development - Intermediate and Senior Divisions Only
- Skill-A-Thon
- Angus Stockman

Since there are three categories in the photography contest and the poster contest, each contestant will be eligible to earn points only for their highest placed category in photography and poster.

Points are awarded to the top three placings in each age division in each contest as follows:

1st place	7 points
2nd place	5 points
3rd place	3 points

(One point is also awarded to each participant in each contest who is not among the top three placings.)

### MARCH

The two awards are ordered through the AAA Activities Department; the ordering of these awards should be coordinated with the current Auxiliary president. Follow up with the AAA Activities Department to insure the invoice has been sent to the Auxiliary bookkeeper.

### JULY

The Janet Castle Crystal Award is presented by the Committee Chair at the awards ceremony at the National Junior Angus Show.

The Crystal Awards Committee should work with the NJAS staff to keep and tabulate NJAS educational contest placings. In case of a tie, the contestant that has competed in the most contests will be declared the recipient of the award.

The Crystal Awards Committee Chair shall notify the Auxiliary President and the President Elect of the names and states of the Janet Castle Crystal Awards winners.

Write thank you note to the American Angus Association Activities Director acknowledging his or her cooperation.

## **Audit Committee Guidelines**

Committee members are appointed by the President because of their knowledge of the Auxiliary and general financial principles.

The fiscal year is October 1 to September 30.

All monies flow through the Bookkeeper. The Bookkeeper, with assistance of the Finance Chair, prepares the books for audit.

The Bookkeeper prepares financial reports (balance sheets and profit & loss statements) monthly, and emails these documents, along with the Auxiliary's bank statements, to the Audit committee for review each month.

The audit does not include Auxiliary funds held in the Angus Foundation. Upon request the Foundation will provide a statement on these funds at the close of the Foundation audit.

### **AUDIT PROCEDURES:**

At the close of the fiscal year, the Audit Committee may request additional documents from the Bookkeeper. These documents, along with the monthly financial reports, will be used to conduct the year-end audit prior to the Annual Meeting.

Bank statements will be reconciled, ledger entries verified against cancelled checks and deposits; checks including cancelled checks should be accounted for.

A report should be given to the President, the Executive Board and the membership at the Annual Meeting.

## **Beef Education Committee Guidelines**

### **All-American Certified Angus Beef® Cook-Off and Chef's Challenge:**

Cooks of all ages should bring their chef's hats, aprons, beef recipes and flair for preparation to the Certified Angus Beef® Cook-Off and Chef's Challenge, held during the National Jr. Angus Show. The two contests, held simultaneously, are sponsored jointly by the American Angus Auxiliary, National Jr. Angus Association, American Angus Association and Certified Angus Beef LLC. Both the All-American Certified Angus Beef® Cook-Off, begun in 1983, and the Chef's Challenge, begun in 2010, are educational, competitive and fun! Both contests provide excellent ways to educate and entertain audiences as well as participants, while promoting our chief end product – Certified Angus Beef.

Each contest has specific qualifications for contestants, unique judging criteria and specific contest rules. The guidelines for both the All-American Certified Angus Beef® Cook-Off and the Chef's Challenge are listed below.

### **RULES FOR THE ALL-AMERICAN CERTIFIED ANGUS BEEF® COOK-OFF**

1. The contest will be held during the National Jr. Angus Show.
2. There will be a division for junior teams.
  - a) The junior teams must be NJAA members. They will be divided into three age categories: 8-13; 14-17; 18-21 (all ages will be determined as of January 1). Mixed teams may be entered, but will be classified by the oldest member of the team. State Junior Associations may each field only one team of two to six members in each division.
  - b) There will be categories of CAB products which will be determined by April 1.
3. All entries must use CAB in the recipes.
4. No alcoholic beverages may be used in the recipe, presentation or be presented to the judges; an exception is use of cooking wine in recipes.
5. All entries will be evaluated on the two separate and distinct categories of SHOWMANSHIP (presentation of the dish) and RECIPE (taste of the dish). Adult and junior winners will be named in both showmanship and recipe categories as well as overall excellence. Awards will be presented in all areas.
6. All names of Cook-Off participants, age, birth date, address and member codes along with a typed copy of the entry's recipe, should be submitted to Cook-Off officials by ~~June 1~~ May 15<sup>th</sup> (unless an earlier deadline has been established).
7. Certified Angus Beef® will be provided to the contestants and will be available the morning of the contest after 9:00am. All other ingredients must be furnished by the contestant.
8. Specific CAB cuts are specifically designated steaks, roasts, and other beef items. Contact the Cook-Off Committee Co-Chairs after April 1 for specific cuts available.

9. Grills will be provided; other types of cooking units may be used but must be furnished by the contestants. Type of cooking unit must be included in entry. Refrigeration will be available for the beef.
  
10. In keeping with the creative aspect of the contest, contestants are encouraged to choose a theme, dress accordingly and serve the beef in a manner in keeping with that theme. Participants should use imagination and creativity in choosing a theme and in serving the dish.

#### JANUARY

Contact Certified Angus Beef (CAB) office to determine the extent of involvement from CAB for the event during the National Jr. Angus Show.

#### FEBRUARY

Make any changes in rules/guidelines prior to Auxiliary Executive Board Meeting.

#### MARCH

Contact Beef Education Committee members about plans for Cook-Off and specific requests for assistance. Confirm donors of CAB® product  
Work with the Auxiliary President to finalize plans for *Angus Journal* article for May issue.

#### APRIL

Update score sheet. Announce designated CAB® products for Cook-off.

#### MAY

Send packet including guidelines, entry form, score sheets, introductory letter and CAB information to all State Jr. Association Advisors to share with their state's contestants.  
Confirm judges for event.

Accept entries and organize them for *Angus Journal*, staff (or designated party) to print and assemble them in contest booklet. **Entries are due May 15.**

#### JUNE

Review copy to be certain it is updated. Ask Activities Office to print score sheets for contest.

Work with *Journal* about final deadline to receive all printed materials. Confirm that American Angus Association staff member will deliver the copies to the NJAS.

Order T-shirts.

Confirm all details of NJAS during June and July with local contact persons, American Angus Association Activities Director and CAB.

#### JULY

Continue to work with CAB about prizes, judges, meat and other contest details. CAB usually provides some awards. In addition, CAB has provided signs for advertising the contest at the

NJAS. That material can be sent to coordinator prior to the show. Prizes are usually sent to the show site.

Work with NJAA Board members assigned to the event.

Copy completed score sheets for contestant distribution. These are placed in the State's packets at the NJAS and the state's Advisors can pick them up before they leave the show.

### SEPTEMBER

Write thank you notes to all persons involved in the Cook-Off. This includes Junior Board members, Angus Association staff, Auxiliary volunteers, parent volunteers, contestants, judges and anyone else involved.

Prepare report for Annual Meeting – October 1 deadline.

### NOVEMBER

Present report at Annual Meeting with any new details of the next year's event.

### DECEMBER

Begin preparations for the next year's event.

## **THE ALL-AMERICAN CERTIFIED ANGUS BEEF® CHEF'S CHALLENGE**

**The Challenge:** *Prepare and serve a unique entrée using a specified cut of Certified Angus Beef® item and secret ingredients provided by the contest. Contestants will be notified of the beef cut and secret ingredients by 9 am the day before the contest.*

### Participant qualifications

1. There will be two age divisions in the contest
  - ADULT (age 21 and over)
  - NJAA members age 18-21
2. 1 or 2 people per entry, individuals and teams of 2 will compete together.
3. NJAA members **may not** participate in the "Challenge" if they are members of a state Cook-Off Team
4. **Challenge contest will be limited to 10 entries** - ideally 5 adult and 5 NJAA, determined by receipt of entry (postmark or fax, email date/time.) Multiple entries from the same state will be accepted in each division.
5. Registered contestants only may participate in the preparation and cooking of the entry.
6. Entry deadline is May 15; completed entry form must be postmarked, faxed or emailed to the contest Chairs by May 15. Contestants will receive entry acceptance by June 15.

### Judging Criteria

*Each entry will be evaluated by a panel of 3 judges. (See score sheet for explanation)*

Taste – 30 points

Use of CAB® and secret ingredients – 25 points

Originality – 25 points

Technique and preparation – 10 points

Plating – 10 points

### Contest Rules

1. Contestants will receive a Certified Angus Beef® cut suitable for grilling and 2 to 3 other ingredients that must be used in the preparation and presentation of the dish.
2. All contestants will receive the same Certified Angus Beef® cut and portion size, along with same kind and amount of the other secret ingredients. Secret ingredients may be the following: vegetable, fruit, herb, spice, condiment, regional favorite.
3. Contestants are responsible for any other ingredients, garnishes and spices used in their entry. (Do not use alcoholic beverages except for products labeled cooking wine or wine vinegar)
4. Contest will provide a workspace table for each entry. Grills will be available.
5. Contestants must provide their own cooking and preparation utensils, bowls, pots, pans, cutting boards, foil, etc. If cooking method or appliances other than a grill or microwave oven is needed, contestants must furnish their own. (Example- fryers, electric skillet/wok, griddle, blender, etc.) Contestants may choose to furnish their own grill.
6. Contestants must present 3 separately plated servings of the finished product to the judges. Points will be given for attractive and creative presentation and plating.
7. Contestants must provide their own plates and flatware/steak knives appropriate for their dish when serving to the judges. Table setting/centerpiece and extra side dishes should **not** be included in the entry.

### Contest Procedure

1. Entries due to contest Chairs by May 15.
2. Contestants will be notified of the CAB product and secret ingredients by 9 am on the day before the contest.
3. Contestant order will be determined randomly and posted by 4 pm on the day before the contest.
4. Contestants will have a maximum of 1 hr. to prepare their entry.
5. ALL contestants must be present at no later than 1 pm on contest day in the designated contest area at their designated workspace with all their ingredients displayed, with the exception of their CAB product and secret ingredients. Contestants will meet the judges at this time and should be prepared to tell the judges what they are preparing and answer question about preparation, recipe, cooking method, etc.

6. Contestants will receive their CAB product and secret ingredients in 10-minute intervals beginning at 12:50 pm, at this time the contestant may begin preparation and cooking. Contestants will serve their completed entry to the judges in 10-minute intervals beginning at 2:00 pm. *Example Contestant(s) #1 receive CAB and secret ingredients at 12:50 pm, serve to judges at 2:00 pm; #2 at receive at 1:10 pm serve at 2:10 pm; # 3 at 1:30 pm serve at 2:20 pm. With maximum number of entries of 10, # 10 receives at 2:30 serve at 3:30 pm.*
7. Judges may observe and ask questions of contestants during preparation.
8. Contestants must present 3 separately plated servings of the finished product to the judges. Contestants must provide their own plates and flatware/steak knives appropriate for their dish when serving to the judges (see # 6 under contest rules.)

#### Awards

The first-place entry in each division will receive a Certified Angus Beef® logo jacket and a \$100 cash prize. 2nd and 3rd place entries in each division will receive an award. *Winners in the Chef's Challenge will not compete for the All-American Certified Angus Beef® Cook- Off Black Kettle Award.*

### **Distinguished Woman and Honorary Membership Committee Guidelines**

This Committee is composed of three persons appointed by the Executive Committee – the Auxiliary Advisor (immediate Past President), a currently active member and another Past President. The Auxiliary Advisor serves as Committee Chair

The work of this Committee may be very limited. It should function only when an outstanding nominee(s) has been presented to the Committee; the nomination(s) being in strict accord with the directive given in these Guidelines. This Committee does not seek nominee(s). A Distinguished Woman must be an American Angus Auxiliary member. The Distinguished Woman Award and the Honorary Member Awards are prestigious awards and do not need to be given every year.

#### DISTINGUISHED WOMAN

The Committee should evaluate the name(s) and credentials presented to it before making a recommendation to the current Officers and Advisor. A list of the nominee's accomplishments and service should be read to the Executive Committee before a decision is made by this Committee to approve the nomination. The Distinguished Woman award should be approved by the Executive Committee. The award is presented at the Auxiliary Breakfast.

Prior to the annual breakfast, purchase a gift and notify the family of honoree. Also, notify the breakfast Chair of awards and additional family members who may be attending.

Write a script for the presentation; the presentation should be brief. It is a long-standing tradition to surprise the honoree with this award.

When the award has been finalized and presented, and in addition to posting on the Auxiliary website, these recording and archiving method(s) should be followed, under the auspices of the Secretary: The recipient's name and summary of her accomplishments should be sent to API to be added to the list of previous recipients and included in the Auxiliary Annual Report and included in the Auxiliary archives in the American Angus Association's office, in a cooperative effort with the Historian.

### HONORARY MEMBERSHIP

This Committee may also present names to be considered for honorary membership within the Auxiliary and should only function when a nominee(s) is presented to it. It should not seek nominees.

An honorary membership may be given as defined in the Bylaws Article III, Section 3.3. Honorary members may be any person who has rendered distinguished service to the organization or to the Angus breed and has been recommended by the Executive Board and elected by the membership at the Annual Meeting with a brief description. Honorary members may attend all meetings of the organization, shall be exempt from paying dues and cannot hold office or vote unless first having attained active membership status. The award is a framed certificate which includes the Auxiliary logo.

Recording and archiving directives are identical to those of the Distinguished Woman.

### Finance Committee Guidelines

The Finance Committee's duties are to plan and present a budget to the membership at the beginning of the fiscal year. The fiscal year is October 1 - September 30. The Committee should monitor the finances of the Auxiliary during the year.

Each Committee member should receive a copy of each Treasurer's Report presented to the Executive Committee. It is necessary to monitor income and expenses.

If any item is going to exceed the budgeted amount, the budget must be amended by the Executive Committee before the bill can be paid.

The Committee members should be informed of Committee meetings before the Annual Meeting.

Following the Spring Meeting and review of the Grote Endowment Fund, confirm with president and work together to mail a report to Shannon Grote Worrell, 7141 US Hwy. 87 N, Mason, TX 76856. Include balance of Fund, award received for previous LEAD conference, and pending recipients.

In August, a letter should be sent to all Committee Chairs asking them to project needed funds for the coming year. The President and/or Secretary typically includes this request in her letter to them. The prior year's expenses and receipts should be examined. The Committee should recommend a budget based upon the collected information.

The budget is presented at the Annual Meeting.



When any monies are returned to the Foundation account, it should be specified which fund they are to go into.

The Executive Committee has supported maintaining a minimum balance of \$35,000 in the Auxiliary Educational Awards Endowment Fund. The Finance Committee will make a recommendation to the Executive Committee at the Fall Executive Committee meeting to transfer 25% of excess income into Auxiliary endowment funds whenever possible and specify Scholarship or Awards fund to receive the contribution. The Finance Committee should contact the American Angus Association Finance Officer to request American Angus Auxiliary endowment fund reports as needed.

Any donations to establish a named award or ongoing award in honor or memory of a person will be accepted through an agreement with the Auxiliary. Agreement will specify funding of the award, length of time the award will be given and criteria of the award. Funds will be managed through the American Angus Auxiliary Educational Awards Endowment Fund. The Executive Committee may also consider naming an award in honor or memory of a person or starting a new award. The above guidelines will also be followed in this situation.

### **Historian Committee Guidelines**

This Committee keeps an Auxiliary scrapbook containing pictures, programs, news clippings and other items of interest to the organization. There are 15 - 20 sealed containers of scrapbooks, historical books and records in the Auxiliary Archives at the American Angus Association office in St. Joseph, MO.

The Auxiliary Advisor (immediate Past President) will keep the scrapbook for one year, after which it will be placed in the American Angus Association archives. Remind the Auxiliary Advisor (immediate Past President) to contact the American Angus Association and send it to the office directly at the end of October and notify Historian Chair that this has been done.

Remind the Activities Director that no American Angus Auxiliary material may leave the Auxiliary Archives without the approval of the American Angus Auxiliary President, the Executive Committee or the Historian Committee Chair in conjunction with American Angus Association office staff and complying with directives which are clearly displayed on Auxiliary archives containers.

Do not allow archives to become lost or borrowed.

The following should be included in but not limited to the scrapbook:

- Breakfast Program
- Program from National Junior Angus Show that includes info regarding the National Junior Showmanship Contest.
- Copy of the Annual Report
- Copies of Committee lists and Committee reports
- Minutes from all meetings (Annual, Midyear and Executive Board)
- Budget, financial reports and year end closing reports.

## DECEMBER

The Historian Committee Chair should write the Committee members a letter thanking them for serving on the Committee and asking them to be aware of photos and stories of interest to the National Auxiliary scrapbook. Those items should be sent to the Committee Chair. Committee members should encourage State Auxiliaries to send clippings and pictures to the Historian Committee Chair to be included in the National Auxiliary Scrapbook.

Contact the *Angus Journal* and state Angus newsletter editors at the beginning of the year to notify them that you are the Chair of the Auxiliary Historian Committee. Include your name and address. Let them know that as Chair it is helpful to you to receive a copy of the *Angus Journal* and other Angus publications each month from which to obtain articles.

The Chair should keep a record of Committee expenses and turn them into the Bookkeeper for reimbursement.

## JANUARY

Make sure the Auxiliary President includes a request to solicit scrapbook items in columns, letters, e-mails, and news releases to State Presidents and National Committee Chairs and Executive Committee members. This notification should be sent by February with a follow-up in August.

## AUGUST

Ask the Auxiliary President to include a request to solicit history book items in columns, letters, e-mails, and news releases to State Presidents and National Committee Chairs and Executive Committee members.

Contact each Auxiliary Chair to request material from their Committee activities during the year.

Contact the Finance Chair for budget amount to be spent on the scrapbook.

## NOVEMBER

Take the completed Auxiliary Scrapbook to the Annual Meeting to be presented to the retiring Auxiliary President.

## **Legislative and By-Law Committee Guidelines**

The Committee shall review existing By-Laws periodically and recommend changes.

A proposed By-Law change should be introduced at the Mid-Year Meeting (held in July at the National Junior Show) of the Auxiliary. NO vote is taken at this time.

The recommended change should be published in the October issue of the *Angus Journal*. The by-laws require publication of the proposed change at least 30 days prior to the Annual Meeting.

All proposed By-Law changes must be voted on at the Annual Meeting in November.

Be available to assist State Auxiliaries in making their By-Laws.

Work with Public Relations Committee Chair to make sure any By-Law changes get put on our website ASAP.

### **Liaison Committee Guidelines**

Liaison is defined in many ways, but for the Auxiliary's purpose it means unity of action maintained by various forms of contact and communication.

The Auxiliary President-Elect is a member of this Committee.

The Chair should communicate with the American Angus Association and find ways to be of assistance and to work more closely with the Association. The Committee members should be contacted as to their responsibilities as the need arises. The Chair should contact the Auxiliary President for additional suggestions from time to time.

It is the duty of this Committee to cooperate with like organizations of other breeds on matters of mutual interest. When possible communicate information regarding the National Cattlewomen and encourage anyone interested to participate in their activities.

National Cattlewomen, also, recognize the American Angus Auxiliary as associate members, thus allowing us a representative at their meetings.

### **Membership Committee Guidelines**

#### **Chair Duties:**

Review Article III of the By-laws. All dues paying members are active Annual or Life, based on the current dues' amounts. Honorary members are designated only by a vote of the membership.

Collect membership dues, update membership list (includes complete contact information, payment date and Committee interest), send payments to the Bookkeeper, and send lifetime members a welcome letter. Membership applications can be received via email, mail and via the Angus Gift Barn. Verify email addresses and solicit whether member wishes to receive the spring & fall *Auxiliary Notes* via email.

Motion 04-2016: Karla Knapp moved that the membership chair send a postcard/email encouraging renewal of dues each spring. If after 2 years' dues are not paid the member shall be dropped from the list.

Annually, add the top five female scholarship winners as annual members, one year gratis, and send them a congratulatory letter. In addition, once Miss American Angus is crowned, update her status to a lifetime member and send a congratulatory letter.

Motion 11-2018: All past and future Miss America Angus' shall receive "Active Life" membership.

Share the membership list with the President on a quarterly basis and to the designated point of contact that is responsible for mailing the Auxiliary newsletter. The Auxiliary membership list may only be released to members of the Executive Committee

Collaborate with Vice Chair on content and submit Committee reports for the Spring, Mid-Year and Annual Meetings.

**Vice Chair Duties:**

Work with State Auxiliaries and Regional Directors on the following: encourage their state members to become national members (annual or lifetime), review and update their member's contact information and membership 'status' in the master list and designate a contact at the Mid-Year and Annual Auxiliary Meetings to check-in members.

**Memorial Guidelines**

When a current or former Officer or Committee Chair, or a member of their immediate family passes away, the following policy authorizes the Executive Committee to contribute to the American Angus Auxiliary scholarship fund. Other memorials and cards may be decided by the Executive Committee.

Current Executive Committee Member or Committee Chair, or a member of their immediate family: \$50 donation to the scholarship fund and a sympathy card to the family.

Past President: \$50 donation to the scholarship fund and a sympathy card to the family.

Family member of Past President and Past Committee Chairs: Sympathy card sent to the family.

Immediate family consists of father, mother, spouse, son, step-son, daughter, and step-daughter.

The Auxiliary Advisor is responsible for implementing this policy which was adopted in 2008.

Procedure for making a Scholarship donation in memory of former Auxiliary President:

1. Send sympathy card to family with mention of a donation to be made in memory of the deceased to the Auxiliary Scholarship fund/sign online condolence book if available- all from Auxiliary.
2. Contact Bookkeeper to ask to send \$50 check to Foundation.
3. Email Foundation to be expecting check with details - include a mailing address for the family so they may send a note of receipt/thank you.

**Miss American Angus Committee Guidelines**

The Auxiliary Executive Committee will appoint/select the Miss American Angus Committee Chair and Committee members as needed. This Committee is responsible for planning, organizing, and carrying out the contest from which Miss American Angus is chosen. The Committee will also oversee Miss American Angus throughout her year to see that she fulfills her contract and obligations.

The names of the five girls who are competing for the title are announced at the National Junior Show in July. The Committee operates within a very limited time frame and must have plans underway by this July date to be prepared to make a first contact with the Miss American Angus Contestants no later than August 1.

The five highest placing scholarship winners who have committed to compete in the Miss American Angus contest (see details under June), and completed the proper paperwork before the NJAS have the opportunity to compete for Miss American Angus.

The Miss American Angus competition will be held in conjunction with the Angus Convention.

### Elements of the Contest

The contest should consist of a prepared speech category, interview, impromptu question category, and informational test.

- Each contestant's speech should range from five to seven minutes. The speech will be based on a topic chosen by the Committee and provided to each contestant in September. This category may be open to an audience.
- The private, individual interviews consist of the contestant and the three judges plus two Miss American Angus Committee members, one of which is a timer. The interviews should last 20 minutes.
- The impromptu question category allows each contestant to spontaneously answer a question read to them by one of the Committee members. This question is prepared ahead of time by the judges and Committee Chair. Contestants have no knowledge of the content of the question. Each contestant should answer the question to the best of her ability. All five contestants are asked to respond to the same question and are brought into the room one at a time to prevent each from hearing the response of other contestants. Two questions are presented; one industry related and one character based.
- The written test is developed from selected websites provided to each contestant in September. Two delegated Committee members should create the test and, if possible, be present during the testing session for questions. The Committee will determine when the test will take place. The contestants should gather in a private room to take the test and two Committee members should administer and collect the test, staying in the room at all times and answering any questions.

### Judges

A panel of three judges will be chosen. This panel should be represented by a combination of men and women. Possibilities for judges include an Auxiliary Past President or a former Miss American Angus. Consideration should be given to include in the mix judges with a background in agriculture communications as well as those persons having the ability to interact well with youth. A judge's orientation should be held with the judges and be conducted by the Committee Chair prior to the contest. The judge's handbook, which should be updated as needed for each contest, should be provided to the judges during this orientation. The judges should also receive a copy of the contestants' Auxiliary Scholarship applications. The Committee Chair should discuss interview questions and provide an overview of the role of Miss American Angus.

### Required Activities for Miss American Angus

Miss American Angus is required to attend the following six shows:

1. North American Livestock Show - Louisville, Kentucky
2. National Western - Denver, Colorado
3. Western National- Reno, Nevada
4. Atlantic National - Timonium, Maryland
5. Eastern Regional Junior Show - Location different each year
6. National Junior Angus Show - Location different each year

CAB Building Blocks Seminar - Wooster, OH (January following crowning in November); attends with the 6 new Directors of the NJAA and the newly elected American Angus Auxiliary Officer. Miss American Angus gives a presentation at this seminar.

Web site - Miss American Angus is required to prepare her web site update (photos and articles) four times a year per the required schedule with Miss American Angus Committee Chair and Public Relations Committee Chair.

Optional shows to attend:

- American Royal - Kansas City, Missouri
- The All-American Angus Breeders' Futurity - Louisville, Kentucky. It is not a required show but invites Miss American Angus to attend. This show is usually held in mid-June. The Futurity Committee will pay up to \$500 in expenses.

Miss American Angus is allotted a \$7,500 wardrobe and travel allowance by the American Angus Association to cover the cost of travel expenses for these six required shows. Miss American Angus is also encouraged to attend other Angus related shows and activities and may be reimbursed at the end of her reign for the expenses incurred up to the to the \$7,000 travel allotment at the approval of the Committee Chair and/or the Auxiliary representative appointed by the Executive Committee.

### Schedule for The Contest May Be as Follows:

#### FIRST DAY

Orientation/get acquainted meeting -

All five contestants and their guest should attend along with the Committee members and the outgoing Miss American Angus and guest. The Chair should direct this meeting and the following should be provided or accomplished at this meeting:

- Pass out schedule of the contest events.
- Pass out list of sponsors and their addresses so that all contestants can send thank you notes. Each contestant will write their thank you notes to each of these sponsors during the contest. Chair will collect and mail these.
- Allow the contestants to draw for the order in which they will compete.
- Pass out gifts.
- Acknowledge the outgoing Miss American Angus and ask her to speak about her year.
- If any Auxiliary Executive Committee members attend, they should be introduced. If the Auxiliary President attends, she should be offered the opportunity to address the contestants.

This should be a fun, relaxing, yet informative time. All the contestants should have the opportunity to ask questions and get to know each other.

- 12:00 noon Lunch with the newly elected Auxiliary President, Miss American Angus Committee and judges
- 3:00pm Personal Interviews

Recommendation: set up gift display table.

### SECOND DAY

The contestants should attend the Auxiliary Breakfast. Contestants will be introduced during the Breakfast.

Suggested schedule:

- 7:30 am Auxiliary Breakfast - introductions
- 5:00 pm Prepared Speeches and Impromptu Questions (both open to audience)

### THIRD DAY

All contestants will attend the American Angus Association Awards Breakfast where the crowning will take place.

Group photos will take place prior to the beginning of the Awards Breakfast.

The newly crowned Miss American Angus and her parents are to meet with the Miss American Angus Committee Chair(s) and the Auxiliary President immediately following the breakfast to go over the Miss American Angus handbook, to sign the Code of Conduct Contract and to answer any questions that they may have.

### ANNUAL SCHEDULE FOR THE COMMITTEE:

#### JUNE

All girl scholarship applicants (and their parents) for the American Angus Auxiliary scholarship will receive the following information in a letter from the Scholarship Committee Chair.

- Introductory letter explaining the Miss American Angus competition, requirements for Miss American Angus time commitment for the year and Miss American Angus required duties.
- Intent to Compete form for Miss American Angus.
- Code of Conduct contract for Miss American Angus.

The “Intent to Compete” and the “Code of Conduct Contract” are to be reviewed, signed by the applicant and their parents and returned to the Scholarship Chair at a designated due date prior to the NJAS. Based upon the yes/no responses on the intent to compete form, the five highest placing female scholarship applicants that chose to compete for Miss American Angus will automatically become contestants for Miss American Angus and will be announced at the NJAS awards program. This information is shared *only* between the Miss American Angus Committee Chair and the Scholarship Committee Chair.

## JULY

If possible, the Committee should plan to meet at the National Junior Angus Show. Decisions that need to be made at this meeting or within this timeframe include:

- Determination of judges - a list of potential judges should be created by the Committee. Once the contestants are announced, a final decision of judges needs to be determined and a Committee member is responsible for contacting and confirming these judges.
- Develop a contest schedule and discuss the events. Parents should be invited to participate in the orientation session. Determine a gift list for both the new Miss American Angus and the contestants.
- Identify potential sponsors and develop a strategy for contacting and securing sponsorship for these gifts. Mandatory gifts include banner and jacket, and tickets for the five contestants and the outgoing Miss American Angus to attend the American Angus Association Awards Breakfast. Optional gifts may include a custom belt buckle, luggage, watch, and/or leather bag. The outgoing Miss American Angus may wish to continue the tradition of giving the crown pin to the incoming Miss American Angus. She should be contacted at this time so that she may order the pin if necessary.

The contest gift table should be prepared and exhibited during the following times:

- Orientation session
- Auxiliary Breakfast
- American Angus Association Awards Breakfast

Contest sponsors will be announced at each of the above listed times, and additionally at the Auxiliary Annual Meeting and during the prepared speech portion of the competition.

Suggestions for contestant gifts include personalized luggage, embroidered totes, engraved jewelry. Gift sponsors should be invited to participate in a sponsor picture with the new Miss American Angus at the time of the crowning.

Determine gifts for the judges.

Contact the five contestants with an introductory letter. This introductory letter should give a more detailed overview of the contest with a tentative schedule and contest requirements. In addition, reminders of the Code of Conduct are sent.

Inventory of jackets, order additional sizes if necessary. Make arrangements for embroidery work to be completed.

## AUGUST

Begin process of selection of appropriate gifts; order when necessary to insure arrival prior to Nov. 1st.

Begin obtaining Committees for sponsorships, billing/receipt of payments. Work through the budget.

Begin finalizing Miss American Angus contest expenses. Re-check Miss American Angus travel expenditures for the year and finalize payments. Begin preparation of year end Committee report.



Communicate with the American Angus Association regarding public relation needs for Angus Convention/Miss American Angus contest.

Coordinate room reservations for contestants with American Angus Association.

### SEPTEMBER

Contact the five contestants with a letter explaining the specific elements of the competition, prepared speech subject, what can be expected in future correspondence, written test websites with recommended focus points, and dress for the various activities in which they will participate.

Contact Scholarship Chair to obtain copies of contestant scholarship applications for judges' review.

Continue working to secure sponsors if this is not already completed. Order gifts such as the sash, belt buckle, luggage, etc. to make sure that these are prepared by November.

Confirm the reservation of rooms necessary for events during the contest with Hospitality Committee Chair and the Activities Department. Rooms are needed for: judges' orientation, contestant orientation, lunch with contestants/judges/Miss American Angus Committee, personal interviews, written test, special etiquette session, and the prepared speech. Rooms that will be used for things open to the public need to seat about 75-100.

### OCTOBER

Include letter that can be used by contestants to inform college professors of this activity to help with their make-up work.

Review and update the Miss American Angus Handbook as necessary and prepare this to be printed and bound (5 copies - one for Auxiliary President, one for new Miss American Angus and two for Committee Co-Chairs, one new Miss American Angus's parents)

Report to the President all activities as they have been planned and invite her as well as the Executive Committee to any events held in conjunction with the contest.

Coordinate publicity of contest for Annual Meeting publications with the American Angus Association communications dept. Also print any media or visual aids media to promote the contest.

### NOVEMBER

*Prior to arriving at Convention:*

A minimum of two weeks prior to convention, send a final letter to contestants. Reconfirm the time and place for the Orientation Meeting.

A minimum of two weeks prior to convention, order flowers. Flowers include arrangements that are sent to each contestant's room upon arrival and a dozen roses to be used in the crowning ceremony.

*Upon Arriving at Convention:*

Check with the florist to be certain the floral order has been completed with no problem. Sign enclosure cards if necessary to be included with arrangements sent to contestants.

Pick up Breakfast Tickets for each contestant from the Hospitality Committee Chair.

Coordinate with Activities Director and Hospitality Committee Chair to ensure tickets and tables are reserved for the American Angus Association Awards Breakfast for the retiring Miss American Angus and her parents, as well as the Miss American Angus contestants and their parents.

Provide incoming Auxiliary President with a sponsor list so those sponsors may be acknowledged at Awards Breakfast.

Try to contact the gift sponsors to remind them to be available immediately following the Awards Breakfast so that they can participate in a sponsor picture.

*Immediately Following the Crowning:*

After the new Miss American Angus is crowned, the Chair and the President of the American Angus Auxiliary should meet with her and her parents to discuss the upcoming year, overview the Miss American Angus Handbook, sign the Code of Conduct Contract, and begin to establish a line of communication that should be fostered throughout the year.

*After the Angus Convention:*

Order the official Miss American Angus jacket.

Write thank you notes to judges, contestants and sponsors.

Establish a file from the contest including all correspondence to contestants, all correspondence to gift sponsors, all correspondence with judges, a sponsor list with addresses and phone numbers, a copy of the test, informational packet, judge's handbook, Miss American Angus Handbook and any other important information.

DECEMBER Through the Following Year

Keep in close contact either by phone or by e-mail with the reigning queen and assist with travel plans when necessary. Ensure that Miss American Angus has an expense submission form and understands to turn in report with travel receipts to Committee Chair within 30 days of an event. Following review of expenses with contract, the Chair will submit the report and documents to the Bookkeeper for reimbursement.

Update and revise Committee guidelines as needed and provide to Auxiliary President.

Finish end of year financial statement to Auxiliary Bookkeeper.

Update "Guidelines for State Queens and Princesses" and forward to individual states and representatives as needed.

**Nominating Committee Guidelines**

Refer to Article VIII in the By-laws for details and procedures.

The Auxiliary Advisor is Chair of this Committee. The Chair is responsible for notifying all states that the Auxiliary is accepting nominations and sending out press releases regarding nominations.

The Chair shall work with American Angus Association on sending a press release to media and state Angus organizations.

Refer to file/notebook for members who have expressed an interest in an Auxiliary office and maintain a record during the year of the qualified persons for position of leadership.

Regional Directors shall serve a term of two years but no more than two consecutive terms. In order for terms to be arranged so that no more than three Regional Directors' terms shall expire annually and for one term only, the Regional Directors from Regions 1, 2 and 3 shall serve a two-year term and the Regional Directors from Regions 4, 5 and 6 shall serve a three-year term for those director positions elected in November 2010.

For the election of Regional Directors, the Nominating Committee will work with state and/or regional auxiliaries and members to recruit candidates for Regional Director. Members will have the opportunity to nominate a Regional Director candidate from their respective region. Contact members and thank them for serving on this Committee.

Review officer/regional director information form and revise or update as necessary. Contact State Presidents, Committee Chairs, Nominating Committee Members and Auxiliary members for names of potential candidates for the office of Secretary/Treasurer and Regional Directors.

Candidates for Executive Committee posts should be advised that immediate family may not be eligible for Auxiliary scholarships during their term. Please consult with the President and Scholarship chair.

Prepare an article and/or nomination form for the regional director positions to go in the Spring *Auxiliary Post* (or consider including it as a separate sheet in the newsletter and only insert in the letters of those who live in the region where there will be an election). Determine deadline to receive the nominations back, then contact the nominees asking if they are willing to run and if so, have them complete the information form and return it to the Nominating Committee Chair by August 15 to allow time for information to be prepared for mailing with the September *Auxiliary Post*. Stress that they can only nominate a member from their respective region, to ensure that the directors are nominated by members in their region.

Set an officer application deadline.

#### JUNE/JULY

Work with Committee to compile list of potential candidates for Secretary/Treasurer, including lists from the past, suggestions from others, etc. and determine who will contact viable potential candidates to ask if they will complete an officer information form.

### Secretary/treasurer nominations

1. When considering candidates for Secretary/Treasurer the nominating Committee shall consider the home state of the current Officers and avoid having Officers from the same state whenever possible.
2. Candidates for Secretary/Treasurer should have been an Auxiliary member for least 3 to 5 years prior to nomination and meet one or more of the following criteria:
  - a. Have served as an Auxiliary Committee Chair/Co-Chair or have been an active Committee Member.
  - b. Have served as an Auxiliary Regional Director.
  - c. Been an officer in a State or Regional Auxiliary.

### JULY/AUGUST

Work with Committee to finalize the regional director nominees. All names of nominees who consent to accept the position and complete an information form will go on the Regional Director ballot. Review Robert's Rules for details on handling mail ballots.

### Regional Directors Nominations

In accordance with the by-laws (article VIII) all nominees for Regional Directors after confirming membership and acceptance shall be placed on the ballot printed in the fall *Auxiliary Post* for voting by the membership in respect regions.

When promoting nomination process to membership list the following suggested criteria for regional director candidates. Candidates for Regional Directors should have been an Auxiliary member for two years prior to nomination and have attended at least one American Angus Auxiliary Meeting (Mid-Year or Annual).

**IF NO NOMINATIONS ARE RECEIVED** from the membership for open Regional Director positions the Nominating Committee shall identify potential candidates and secure one candidate to be placed on the ballot. When identifying potential candidates, the Committee shall use the following criteria:

1. Avoid having Officers and Regional Directors from the same state when possible.
2. Candidates for Regional Directors should have been an Auxiliary member for 2 years prior to nomination.
3. Have attended at least one American Angus Auxiliary Meeting and meet one or more of these qualifications:
  - a. Member of a State or Regional Auxiliary.
  - b. Served as an Officer or Director in a State Auxiliary.
  - c. Served on a Committee in the American Angus Auxiliary.
  - d. Attended a Women Connected Conference.

The Chair shall provide the name, state and a brief bio of each Regional Director candidate for inclusion in the Fall *Auxiliary Post*.

Self-nominations and/or nominations from members are accepted for Secretary/Treasurer and Regional Directors.

Work with Committee to review candidates for Secretary/Treasurer. Send completed forms from prospective Secretary/Treasurer nominees to Committee members. Arrange for Committee conference call or email discussion. The By-Laws state that you shall prepare a ticket of one (1) and not more than two (2) candidates for each Officer position to be filled and secure prior consent of all candidates to have their names appear on the ballot.

Write each current Officer for written confirmation of her desire to advance to the next Office.

Prepare the ballot for Regional Director. They need to be separated by regions and should include a short bio on each candidate.

Ballots can be included in the Fall *Auxiliary Post* or could be included as an insert. Process needs to be as cost effective as possible, but all parliamentary rules need to be followed. The ballots for each region electing a director will be mailed, or emailed if include in the *Auxiliary Post*, to the current official list of members in those regions and members will only vote for nominees in their region. The nominee receiving the largest number of votes shall be elected. The Nominating Committee Chair is responsible for issuing and counting the mail ballots. A suggested ballot return USPS postmark or emailed date of October 15 would allow time to make plans for the Angus Convention.

#### OCTOBER

Notify the Executive Committee, your nominating Committee and regional director candidates on the results of the regional director election. Notify Secretary to order name badges.

After selection by the Committee, send the current President a copy of the Slate of Officers that will be presented at the Annual Meeting.

#### NOVEMBER

Present the report of the Nominating Committee at the Annual Meeting. Be prepared for a ballot. It is called for in the By-Laws.

### **Program and Hospitality Committee Guidelines**

The purpose and function of the Program and Hospitality Committee is as follows:

- Arrangements for the Annual Meeting of the American Angus Auxiliary in November at the American Angus Association Annual Meeting and Trade Show including the Executive Committee Meeting, Executive Board Meeting, Auxiliary Annual Meeting, Auxiliary Breakfast, Past Presidents' Luncheon, and Auxiliary Reception. The Miss American Angus Committee handles all their contest arrangements including rooms. The Ways and Means Committee handles all their arrangements for the Angus Gift Barn for both the American Angus Association Annual Convention and Trade Show and the NJAS.
- Mid-Year Meeting (NJAS) arrangements and refreshments.
- NJAS Auxiliary membership and membership recruitment activity.

Committee members include the American Angus Association Director of Activities and Education, active members of the Auxiliary, including at least one member selected from the Auxiliary

President's state or the Auxiliary President's designee who will be attending the Annual Meeting in November.

Members of the Committee are selected by the Chair of this Committee with input from the President. A list of current Committee members will be posted on the Auxiliary website. Most communication will be accomplished through email.

The Committee is responsible for all room arrangements, menu selection, decorations, speakers, programming and entertainment relating to Auxiliary activities at the NJAS and the Angus Convention.

The Committee works with the American Angus Association representatives (API and Director of Activities and Education) relating to the NJAS and Angus Convention in scheduling events, breakfast ticket sales, posters, flyers, entertainment equipment, facility staff, breakfast program art work and contents.

Regarding the Angus Convention, the Committee is responsible for working with the API to communicate needs and desires regarding the hotel or facility to plan for the necessary rooms, menus, and equipment. Arrangements throughout the year can be accomplished through email and phone calls.

Work with the API and the Auxiliary Executive Committee in selecting a breakfast menu and setting a breakfast ticket price as well as the number of guests projected to attend the event.

The Committee selects and purchases the gift for the outgoing Auxiliary President. The budget for this gift is \$250 to \$300.

The Committee Chair will work cooperatively with the Auxiliary President and the host state Committee representatives to coordinate the breakfast program design ideas, specific entertainment if requested, state gift for Breakfast attendees and the decorations.

If appropriate, the Committee Chair will work with the Foundation staff after the selection of their centerpieces to make sure the Breakfast decorations coordinate and compliment the Foundation centerpiece selections if the Committee chooses to recycle the Foundation decorations for the Breakfast. This must meet approval with the florist working with the Foundation.

Work with the President to plan and orchestrate the Auxiliary's Reception during the Annual Meeting weekend. This is usually done in conjunction with the Miss American Angus contest speeches.

The Committee will work with the President, Executive Committee, American Angus Association Director of Activities and Education and NJAS Chair to plan the details for the Mid-Year meeting and special activity such as the scheduled date and time, room location and refreshments.

The Committee will work with the President and Executive Committee to plan and execute a hospitality activity or event during the NJAS for the Auxiliary members and prospective members to

socialize together and learn more about the Auxiliary and its many programs and opportunities to serve.

### JANUARY

Begin to search for Auxiliary Breakfast entertainment.

Consult with Executive Committee regarding needs for Angus Convention (times, events, room needs, schedule, etc.).

Work with API to begin coordinating details with hotel or facility for Annual Meeting and breakfast arrangements.

Work with API to set up a block of rooms at host hotel for Executive Committee, Committee Chairs and Auxiliary Past Presidents.

### FEBRUARY:

Work with President on plans for Breakfast program and entertainment.

Work with the Executive Committee on Auxiliary hospitality activity for National Jr. Angus Show.

Communicate with host state or Auxiliary Committee representative the host state duties including table decorations, gift for attendees, program needs, door prizes and decorating times.

Promote to Executive Committee, Past Presidents and Committee Chairs to reserve American Angus Association Annual Convention and Trade Show room block details and deadlines for reservations.

### MARCH

Touch base with Auxiliary President regarding Breakfast plans that include attendee gifts, decorations and program theme so that she can start making plans and fundraising.

### APRIL

Finalize National Jr. Angus Show Auxiliary schedule of activities with American Angus Association Director of Activities and Education and Executive Committee.

Attend Auxiliary Spring Board meeting or conference call with attendees while at meeting.

### JULY

Carry out or assign other Auxiliary members to carry out plan for NJAS hospitality activity/event.

Communicate with API number of tables needed for Breakfast (ticket sales, door prizes, Miss American Angus display).

Contact Foundation Director/Staff to confirm the possible use of flowers and centerpieces from the Foundation's event for Auxiliary Breakfast. Make sure that the colors the Auxiliary selects for the

breakfast coordinate with the Foundation floral arrangements and compliment host state decorations, if any.

Confirm the hotel or convention center's stock colors of table linens and napkins.

### AUGUST

Re-visit Foundation Director/staff to confirm the possible use of flowers and centerpieces from the Foundation's event for Auxiliary breakfast.

Contact Scholarship Committee Chair for photos of ALL Miss American Angus contestants for publication in Breakfast Program.

Contact current Miss American Angus for photo to be used in Breakfast program. Also, ask her to speak at Breakfast making general comments with a timeline (normally 3-5 minutes).

Ask President to contact all State and Regional Auxiliary Presidents to ask them to bring or send a door prize to the Breakfast.

Write up article for Fall *Auxiliary Post* regarding Annual Breakfast. Submit to Editor.

### SEPTEMBER

On September 1, contact Auxiliary President and Miss American Angus Committee Chair to discuss contents of breakfast program and tickets. Tell both the President and Miss American Angus Committee that all program information (design/theme requests, reflections, sponsors, agenda, special recognition, and Miss American Angus sponsors) MUST be emailed to Program and Hospitality Chair by September 15.

Confirm entertainment.

Work with President and American Angus Association Director of Activities and Education to select one or two NJAB members to present pledge and invocation at Breakfast.

Check with Miss American Angus Committee Chair to see if judges and contestants for Miss American Angus need Breakfast tickets.

Contact API to confirm that October 1 they will receive Breakfast program information.

Contact Distinguished Woman Committee Chair to see if a nominee will be selected this year.

### OCTOBER

October 1 - Send final copy of all items needed for the Annual Breakfast program to *Angus Productions Inc. (Journal)* by Oct. 1, including cover design suggestions, President's reflections/message, thank you's, Breakfast agenda, Miss American Angus photo, Miss American Angus contestant sponsors, Miss American Angus contestant photos, breakfast gift sponsors (if any). Send API list of names for head table place cards as well as the requested 5 *reserved* table signs for Breakfast



*(Reserved for Auxiliary Past Presidents, State Presidents, Distinguished Women and Their Guests).*

October 1 – contact Auxiliary President to remind her to contact all state and regional Auxiliary Presidents and Executive Committee Members to ask them to bring or send a door prize to the Breakfast.

October 1 – check with API on number of Breakfast tickets sold to date. Communicate to President and Committee.

October 1 – If a Distinguished Woman has been selected, confirm with Committee Chair names of family who will be attending event.

October 1 – reserve complimentary Breakfast tickets with API staff. These would normally include NJAB representatives doing pledge and invocation, Miss American Angus, Distinguished Woman's family and entertainment. It could also include 5 Miss American Angus contestants and the 3 Miss American Angus judges. Envelopes containing tickets with recipient's names will be placed at the Convention Registration Booth.

Proof breakfast program. Share breakfast program with the Auxiliary President and host state Committee representative for additional input.

Make final arrangements with API staff – review Auxiliary needs (make a checklist).

Purchase President's gift - include gift bag and card for incoming President to sign and present to outgoing President.

Submit reimbursement to Bookkeeper for President's gift.

Work with President regarding menu, publicity and decorations for President's reception.

Update Guidelines.

October 1 - Submit Committee budget request to Finance Committee Chair for the upcoming year. Complete Annual Committee Report.

Plan gift distribution and door prize distribution. If necessary, make or have made door prize tickets for the drawing.

Put timeline on agenda. Discuss with President. Breakfast must last less than one hour – preferably 50 minutes.

Communicate with API plan for obtaining Breakfast programs and printed materials at Convention.

Communicate with Bookkeeper the need to pay Breakfast entertainment, if necessary.

## NOVEMBER

November 1 contact API to review all arrangements.  
Communicate with Committee members the decorating and set up time.

### Upon arriving at Convention:

Meet with API, hotel staff or facility staff for final arrangements.  
Pick up Breakfast programs and table tents from API.  
Finalize number or Breakfast tickets sold. Communicate to host State regarding number of needed gifts.  
Decorate evening prior to Breakfast or very early the morning of Breakfast with Committee members, host state and Auxiliary representatives.

### Morning of Breakfast:

Present gifts or payment to entertainment.

Count number of door prizes. Draw names for door prizes.

Make sure flag is placed at head table.

### Before leaving Convention:

Thank all staff (API and event facility) for a job well done.

### Following Convention:

Discuss with API and Executive Committee any improvements needed for next year's event, etc.

Go over final bill with API and confirm all charges prior to submission for payment. Send to the Bookkeeper with a copy to the Executive Committee.

Select and verify Program and Hospitality Committee members for the upcoming year. Be sure to consult with the new Auxiliary President for input of Committee members from her state as well as a list of members from other states who may have expressed a desire to serve on the Committee.

Write thank you notes to Committee Members and API staff who worked on Breakfast.

## **Public Relations Committee Guidelines**

The purpose of this Committee is to oversee communications between the Auxiliary, its' members and the public, in print, social media, and electronic media. The Committee Chair shall work closely with the President, Ways and Means, and various Committees, under the supervision of the Executive Committee. Committee members shall be assigned specific duties under the direction of the Public Relations Chair.

**API:** The Committee Chair works with the Executive Committee and oversees and manages the use of the Auxiliary's *Angus Journal* donated publicity pages and ads. The Committee Chair (or Committee member) is responsible for maintaining the Auxiliary's website. All correspondence pertaining to the website goes through the publicity Committee Chair.

**Social Media:** The Committee Chair and President will be administrators of the American Angus Auxiliary Facebook and any other social media accounts. Any announcements, event promotions, photos, State Auxiliary activities, American Angus Association news, National Junior Angus Association information, membership recruitment, articles or posts that would be of interest to Auxiliary members or followers, etc. should be shared on this account on a regular basis. All Angus Gift Barn related information such as new item reveal, promotion, etc. will be submitted to the Committee Chair by the Angus Gift Barn manager. Other contributors to the Auxiliary Facebook account will be the Auxiliary Officers, Regional Directors, and Committee Chairs, by submitting information to the Public Relations Committee Chair. The Public Relations Committee Chair, working closely with the President, shall determine scheduling.

**Email:** The Committee Chair (or Committee member) will contact the entire membership via email for mass notification as the President or Executive Committee requests. Committee shall work with the Membership Chair to update email addresses as needed.

**The Post:** The Public Relations Chair will work with President to appoint an Editor for *Auxiliary Post* newsletter. The editor will be responsible for gathering material for two issues of *Auxiliary Post* each year. The editor will compile articles and information, in a format determined by the President, and submit them in a print ready file to the printer. The Spring issue of *Auxiliary Post* should be mailed by May 1 of each year. The Fall issue of *Auxiliary Post* should be mailed by September 1 of each year or prior depending upon any by-law requirements.

Suggested material for each issue:

**Spring *Auxiliary Post***

- President's Message
- Articles from 3 Regional Directors – Regions 1, 3, 5
- Miss American Angus Report
- Beyond the Barn article from the Public Relations Chair
- Mid -Year Meeting and activity schedule/information
- Article or photos from Angus Gift Barn Chair
- Information from Nominating Committee Chair about nomination process and deadlines
- Fundraising article

**Fall *Auxiliary Post***

- President's Message
- Articles from 3 Regional Directors – Regions 2, 4, 6
- Miss American Angus Report
- Beyond the Barn article from Public Relations Chair
- Annual Meeting schedule and information
- Invitation to the Breakfast
- Angus Gift Barn material
- Ballot for Regional Directors with information about how, when and to whom to submit it
- Short biography of Regional Directors up for election or reelection
- Cook Off Summary
- Fundraising Event

## ALL MONTHS

Each state should be encouraged to send appropriate material to this Committee.

If an article has national appeal, it should be sent to all livestock publications.

Create a schedule to coordinate advertising, social media and eblasts.

**Website:** Submit photos, special announcements, or other time sensitive material for promotion when appropriate for the home page of the website. (Fundraisers, Mid-Year Activities Schedule, Annual Meeting Schedule, Conference Application, promotion, etc.)

Monthly, update contact information of any persons listed on the website. Review each link on the website on a regular basis to ensure all material is correct (and links are responsive).

Work closely with the Executive Committee and Committee Chairs on any special projects to be promoted on the website for appropriate material to be submitted to API.

**Advertising:** Coordinate *Angus Journal* ads per the approved ad schedule (see November) with appropriate Committees.

**Email/Eblasts:** Work with designated Committee Member and President for eblasts as needed, no less than monthly. Update email addresses with Membership Committee.

## NOVEMBER

Submit a digital copy of the Fall *Auxiliary Post* to API to be added to the website, *Auxiliary Post* link on the website.

Submit monthly promotion schedule recommendations to the President, for approval by the Executive Committee, for the coming calendar year in the *Angus Journal* and social media.

Request insert schedule from the *Angus Journal* contact. Work closely with *Angus Journal* contact, Auxiliary President and/or Committee Chairs for specific content and theme of each page.

Following Annual Meeting, contact API to change the Auxiliary contact for website comments to the new President.

Request individual officer and regional director photos from *Angus Journal* representative. Request new officer and regional director contact information from the new President. Submit new photos and contact information to API for the Officer Directory link on the website.

Request the new Miss American Angus photo, speech, and list of the year's sponsors from the Miss American Angus Committee Chair. Submit this information to API for the Miss American Angus link on the website. Move the previous year's Miss American Angus information to the Miss American Angus Archives link.

Create a calendar of events for the coming year with dates for Mid-Year Meeting and activities, scholarship deadline, cook off entry deadline, Annual Meeting activities, or any special Auxiliary events for the year. Submit this information to API for the Calendar of Events link on the website. Request the newly updated version of the guidelines and By-Laws from the new President to submit to API for the guidelines link on the website.

Request an updated list of Committee Chairmen for the year and their contact information from the new President. Submit this information to API for the Chair Members link on the website.

Request updated scholarship application, score sheet, instructions and guidelines, and state scholarship contacts from Scholarship Chair. Submit these changes to API for the Scholarship Application link on the website.

Request a list of State Auxiliary Presidents and their contact information from the new President. Submit this list to API for the link to be updated. Because State Auxiliaries hold their Annual Meetings and elections at various times throughout the year, this list will need to be updated periodically.

Request the new Auxiliary President's first *Angus Journal* article. Submit the article to API for the President's Message link.

Submit the outgoing Auxiliary President's name and year served to API to be added to the Past Presidents link on the website.

Request a digital copy of the year's Annual Report from the outgoing President and submit to API to be added to the Annual Report link on the website.

## DECEMBER

Follow up with any material not yet submitted to API to ensure that material on the website is current.

## JANUARY

Once Annual Meeting minutes have been approved by the Executive Committee, submit a digital copy to API to be added to the Meeting Minutes link on the website.

Request updated scholarship application, score sheet, instructions and guidelines, and state scholarship contacts from Scholarship Chair. Submit these changes to API for the Scholarship Application link on the website.

Request Cook Off application, instructions, and all other materials from Cook Off Chair to submit to API. Ensure that all online submission links are working properly immediately after these changes go live on the website.

## MARCH

Request Cook Off application, instructions, and all other materials from Cook Off Chair to submit to API. Ensure that all online submission links are working properly immediately after these changes go live on the website.

Request from President, articles for *Auxiliary Post*, per the above schedule and any special additions. Work with Editor to ensure all information and photos are obtained for timely publication.

### JUNE

Submit a digital copy of the Spring edition of *Auxiliary Post* to API to be added to the website *Auxiliary Post* link on the website.

### JULY

Following Mid-Year Meeting, request from President, articles for *Auxiliary Post*, per the above schedule and any special additions. Work with Editor to ensure all information and photos are obtained for timely publication.

### AUGUST

Work closely with the Angus Media team to acquire Auxiliary related photos and placings from the National Junior Angus Show. Send updates to API for winners and recipients of Auxiliary Scholarships, Showmanship, Crystal Award, Grote Award, Spader Award, Black Kettle Award, Pat Grote LEAD Award and the Silver Pitcher Award to be updated in their respective links. Move the previous year's winners' names only to the archive link in their respective categories.

Once Mid-Year Meeting minutes have been approved by the Executive Committee, submit a digital copy to API to be added to the Meeting Minutes link on the website.

## **Ways and Means Committee Guidelines**

The purpose of this Committee is to raise funds for the American Angus Auxiliary.

The Executive Committee may, from time to time, develop programs or activities to raise money for general funds. The President shall be assigned to select and oversee Committee members to take responsibility for said activities as directed by the Executive Committee.

Angus Gift Barn – The Executive Committee shall select a manager to operate Angus Gift Barn (AGB) including the purchasing of inventory, selling and shipping merchandise.

Manager shall maintain a separate bank account, with Finance Chair as additional signatory, AGB website for online sales, and electronic services for payment.

All financial transactions shall be carried out under standard accounting practices.

Shall maintain a running inventory.

Shall be under contract with all provisions stated. Contract period runs the same as the fiscal year – October 1<sup>st</sup> thru September 30<sup>th</sup>. Contract shall be renewed each July prior to the end of each fiscal period.

AGB Chair will aid the President in the selection of Committee members to give suggestions on inventory and help or recruit help to work at the booth at the National Junior Show and at the Angus Convention. The Officers have other duties at the NJAS and Angus Convention. It is the responsibility of the AGB Chair to make sure that the AGB booth is staffed at all times.

Order new promotional items. An annual budget will be decided upon. Purchases over \$1,200 for any single item need to be approved by the Executive Committee. The AGB Chair will be the liaison between the Auxiliary and any vendors.

Send to the Auxiliary Bookkeeper receipts for postage and supplies on a monthly or bi-monthly basis for reimbursement. Sign and date all items sent to the Bookkeeper.

Monthly sales reports should be sent to the Bookkeeper.

During the Annual Meeting, the host state (President's state, not location site) is allowed to sell an item to offset the Auxiliary Breakfast costs. This item must not be in competition to any items in the AGB and must be approved by the AGB Manager. Any other requests will be considered and voted on by the Executive Committee.

The American Angus Auxiliary will lease the AGB Chair a trailer, as an Addendum to the Contract, to store and move inventory. This lease must be signed by the AGB Chair.

## **Women Connected Committee Guidelines**

Angus Women Connected (WC) was established by the American Angus Auxiliary in 2012 and underwritten by the Angus Foundation. WC is a biennial conference held with the objective of bringing together a diverse group of women that share the common bond of Angus cattle for a couple of days of education and networking. We strive to include women from diverse "Angus" demographics. We hope to include women who are full time ranchers, women who work alongside of their husbands or families on the farm or ranch, mothers of juniors, beef industry professionals, past NJAA members and college students pursuing a degree in agriculture. Participants do not have to be members of the Auxiliary.

### **Committee**

There will be a Chair who will also serve as the Conference Coordinator. A Co-Chair may also be appointed if deemed necessary. 3 to 5 Committee members shall be appointed to serve in an advisory capacity under the direction of the Committee/Conference Chair. Members should include 2 to 3 past conference participants and 2 Auxiliary Executive Committee Members.

Women Connected will be held biennially on even number years, if adequate funding is secured. WC shall be limited to 20 successful applicants, the Auxiliary Executive Officers and Regional Directors and conference staff.

### **Schedule**

February- (odd year prior to conference) The Chair shall submit a proposal to the Angus Foundation requesting funding for WC Conference.

September- (after the meeting the of American Angus Association Board of Directors) Confirm that funding by the Angus Foundation is granted.

September-October - Select location and dates (work with Auxiliary President Elect) Target April even years, alternating between St. Joseph, Mo area, American Angus Association headquarters and Wooster, Ohio, Certified Angus Beef Headquarters.

October - Set budget, secure dates and location, select theme.

November – Announce conference location and dates at American Angus Auxiliary Annual Meeting; begin promotion.

November- December- Begin planning conference program - schedule keynote speakers, entertainment and sessions.

December – Provide WC info to the Auxiliary Public Relations Committee Chair for inclusion on website. Work with Angus Media/*Angus Journal* for promotion and news release.

January – Begin taking applications. Finalize program. If the American Angus Auxiliary Executive Committee wishes to include any special guests, this request must be made to the Conference Chair by January 30.

February 15 - Applications close.

March 1 - Notify selected applicants. Request half of granted funds from Angus Foundation.

March – Finalize conference details including rooming, attendee gifts, meals and transportation.

April - Women Connected

After Conference - Participant evaluations, complete financial reports, submit bills to Auxiliary Bookkeeper. Request final funds from Angus Foundation.