

WOOD COUNTY JUNIOR LIVESTOCK MARKET SHOW **JOB** DESCRIPTIONS FOR **BOARD** MEMBERS

GENERAL SUPERINTENDENT: To conduct meetings of the **WCJLS Board** of Directors, appoint committees, and oversee the category Superintendents.

SECRETARY: To record minutes of all **Board** meetings and Email meeting notices of all **Board** meetings. To provide copies of the minutes to the **board** members. To correspond with the Texas Young Farmer Association, keep up membership rosters and send membership dues (tax purposes).

TREASURER: To pay all bills related to the Wood County Junior Livestock Show, collect and deposit money from entry fees, bill and collect from buyers, purchase insurance protection for the show, make checks available to exhibitors, and provide a detailed Treasurers report to the **board** at regularly scheduled meetings. To be in charge of getting out the sale order and keeping up with the premium auction and Sale table.

STEER SUPERINTENDENT: To contact potential judges for the steer show, make recommendations to the **board** for selection of judges, and follow up during the year to make sure they will be at the show, be present at validation to record weights and collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the steer show and organize the steer exhibitors during the sale, and bill the resale buyers for the steers, make sure judges receive their checks.

DAIRY HEIFER SUPERINTENDENT: To contact potential judges for the Dairy Heifer show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, be present at validation to record weights and collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the Dairy Heifer show and organize the Dairy Heifer exhibitors during the sale, and bill the resale buyers for the Dairy Heifers, make sure judges receive their checks

Commercial Beef Heifer Superintendent: To contact potential judges for the Beef Heifer show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, be present at validation to record weights and collect entry

forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the Dairy Heifer show and organize the Beef Heifer exhibitors during the sale, and bill the resale buyers for the Beef Heifers, make sure judges receive their checks

SWINE SUPERINTENDENT: To contact potential judges for the hog show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the hog show and organize the hog exhibitors during the sale, obtain resale buyers and bill the resale buyers for the hogs, make sure judges receive their checks

LAMB SUPERINTENDENT: To contact potential judges for the Lamb show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the lamb show and organize the lamb exhibitors during the sale, obtain resale buyers and bill the resale buyers for the lambs, make sure judges receive their checks

GOAT SUPERINTENDENT: To contact potential judges for the Goat show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during final weigh-in to record weights and deliver information to computer person, break classes, conduct the Goat show and organize the Goat exhibitors during the sale, obtain resale buyers and bill the resale buyers for the Goats, make sure judges receive their checks

BROILER SUPERINTENDENT: To contact potential judges for the Broiler show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, arrange for obtaining baby chicks from supplier and wing banding all baby chicks, be present during final weigh-in to record weights and deliver information to computer person, conduct the Broiler show and organize the Broiler exhibitors during the sale, make sure judges receive their checks

RABBIT SUPERINTENDENT: To contact potential judges for the Rabbit show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees and entry forms to the Treasurer, be present during validation to tattoo rabbits, be present during final weigh-in to record weights and deliver information to computer person, conduct the Rabbit show and organize the Rabbit exhibitors during the sale, make sure judges receive their checks.

AG MECHANICS SUPERINTENDENT: To contact potential judges for the Ag Mechanics show, make recommendations to the **board** for selection of judges and follow up during the year to make sure they will be at the show, collect entry forms and fees, deliver entry fees to the Treasurer, be present during validation to record information to computer person, conduct the Ag Mechanics show and organize the Ag Mechanics exhibitors during the sale, make sure judges receive their checks.

All Superintendents are responsible for lining up the entries in their division on sale day.

AD SALES SUPERINTENDENT: Contact potential publishers for the ad paper and negotiate price, set deadlines when ad sales are due, keep computer spread sheets showing which ads were sold by each exhibitor, Size of ads, checks numbers or cash paid. Collect money for the ads and deliver to Treasurer, or deposit in the bank and provide deposit slips to Treasurer, Proof the ads before they go to print, and distribute the Ad Sale Paper to Ag Teachers and 4H Agents for distribution.

AWARDS SUPERINTENDENT: To order all ribbons, plaques, caps, buckles, and gifts for buyers. To contact all buckle sponsors and collect money from the sponsors and deliver money to the Treasurer. To provide invoices from suppliers to the Treasurers for payment.

CARCASS SHOW SUPERINTENDENT: To obtain sponsorship for the Carcass Show, Coordinate with Mineola Packing Company to host the show, arrange for help from exhibitors and Ag teachers to set up the show, contact judge and see that judge is paid.

WEBSITE Superintendent: To be in charge the **WCJLS** web site, update entries, results, rule changes, pictures. This person should work closely with the Web host and make sure they are paid and that all information on the web site is correct. They will also be in charge of answering questions that are asked of the website.

OTHER JOBS TO BE ASSIGNED:

PHOTOGRAPHS: This person will be in charge of arranging for a photographer, setting up any props, having the buyers pictures framed, getting a CD of the pictures to the web person.

PRESS RELEASES: This person would be in charge of sending out or Emailing Press Releases to newspapers and Radio Stations before the show, and getting results to the papers and radio stations soon after the show.

PORTABLE RESTROOM FACILITIES: To arrange for Toilet Trailer, coordinate with Peoples Telephone for use of generator, arrange for keeping the restroom clean.