

# Virginia Junior Holstein Association Officer and Director Application

## Personal Information

Name:

Date of Birth:

Year in School and name of school:

## Contact Information

Home Phone:

Cell Phone:

Email:

Current Mailing Address:

## Parent Information

Parent 1 name:

Parent 1 phone number:

Parent 1 email address:

Parent 2 name:

Parent 2 phone number:

Parent 2 Email address:

## Criteria for Officer and Director Nominees:

Nominees shall be current active VA Junior Holstein members between the ages of 9 and 21. Positions to be filled: President, Vice President, Treasurer/Secretary, Reporter/Social media, 4 director positions (position descriptions listed below).

Please submit application by December 15, 2024 to the VJHA president or any of the advisors.

Please provide the following information:

1. Officer or board seat you prefer and if you would be willing to take another position
2. Current picture of yourself
3. Current resume (if you have one)

Answer the following question in 300 words or less. (300 words or less)

- Why would you be a good candidate for the Virginia Junior Holstein Executive Team?

## **Position Descriptions**

### **President**

The president will coordinate with the advice and consent of the adult advisors the activities of the Virginia Junior Holstein Association and chair all meetings that he/she is present. The President will plan meetings/agenda with the executive committee. He/She should follow Roberts Rules as a template for meetings.

### **Vice President**

The vice president shall preside over all meetings in the absence of the President. He/She plans meetings/agendas with executive committee. He/She also serves as a committee member or chair as the need arises.

### **Secretary/ Treasurer**

The secretary/ treasurer shall record and keep full and accurate minutes of the meeting. He/she shall take care of the records and property belonging to the Virginia Junior Holstein Association and handle all correspondence for the membership. The secretary/treasurer will attend all meetings or get a replacement to take minutes. Minutes should be sent to advisors and board within 7 – 10 days following a meeting. Correspondence consists of meeting notices, thank you notes, etc. He/She will be responsible for mailing handbooks to all new members.

The secretary/treasurer shall keep an accurate record of all financial transactions of the Virginia Junior Holstein Association. The secretary/treasurer along with the advisor from their area shall prepare reports for all meetings. He/She will collect all money at all functions and fundraisers along with the adult advisor.

### **Reporter**

The reporter shall report to the membership on the happenings of the Virginia Junior Holstein Association. In addition the reporter shall report to the Virginia State Dairyman's Association monthly publication (VA Dairyman deadline – 10<sup>th</sup> of the month)-about the activities and events of the association. He/She is responsible for a quarterly or semiannual newsletter about the activities and events of the association. The reporter is responsible for all social media accounts by creating posts in collaboration with the executive committee.

### **Directors**

The directors serve as voting members to represent the junior membership on the executive committee. They also serve as committee members and chairs as the need arises.

### **Executive Committee**

The Executive Committee shall have general responsibility and control of the business and affairs of the Virginia Junior Holstein Association.