

**Indian River County Youth Livestock and Horticulture Inc**  
**Board of Directors**

The board of directors is led by officers and directors voted in annually at the annual meeting. The board of directors is comprised of 7 officers and 18 directors.

**\*\*\*Please note that IRCYLH does not have administrators or administrative assistants. Creation of forms and documents, modification of forms and documents, record-keeping, email, FB, and website maintenance, updates, and oversight are all handled by individual officers and directors. The roles of President, Treasurer, Sponsorship Director, Buyers Appreciation Director, Clerk of the Auction, and Record Book Committee Director are positions which require vast amounts of administrative duties.\*\*\***

**Officers of IRCYLH are:**

**President:**

The President is the chair of the Show and Auction meetings and is to be a check signer. The President shall conduct meetings and oversee the general activity and leadership of the organization. President is an active member of each sub-committee. President is to ensure the annual accurate filing of the 990 with the IRS and filings with the Department of State are completed. President is responsible for communication to the board, all committees the general membership and public through the upkeep and use of social media and IRCYLH website.

**Vice President:**

Vice President serves in the absence of the president and as a member of at least one subcommittee. Vice President is a check signer.

**Treasurer:**

The Treasurer is the preparer and reporter of financial reports, due to be reported in full at each meeting. The Treasurer is to be a check signer in a dual signature check format and ensure rules of finance are followed:

Any expenses over \$500 requires approval by majority vote of a quorum of the Board of Directors.

Expenses over \$2500 require a majority vote of the executive committee of the Board of Directors.

Three competing bids are required for any purchases over \$1000. Bids must be turned in to Treasurer before purchases are made.

**Secretary:**

Take and record minutes of the meeting. Meeting minutes are to be distributed within 20 days of the completion of the meeting to the general membership. Secretary as well keeps general exhibitor records and record of attendance of exhibitors for all mandatory events.

**Officers At-Large:** Must attend the annual meeting and are invited to attend any show and auction meetings as scheduled. Monthly attendance at Show and Auction meetings is not required. Officers At-Large are to be members of the community not directly involved as a parent of a 4H or FFA student. They are to be members of the agriculture and/or business community, county commissioners, members of the Fair Board of the IRC Firefighters. These officers are to be available to provide guidance in the overall affairs of the organization. These Officers are representatives to the community on behalf

of the IRCYLH Inc and general representatives for the agriculture community in Indian River County.

- I. Director positions:** A minimum of 9, and a maximum 18 directors will be made up of 7 Committee Directors 6 Species Directors, and 1 Appointed Director from the County Extension/4H program. Additionally, 3-4 At-Large Director positions are elected at the annual meeting by a majority vote of the general membership.

All members of the Board of Directors:

Will be elected for each position by the general membership for a period of one year and can be elected again each year by the general membership. Board members agree to attend 75% of all meetings\* excluding Officers At-Large.

**Indian River Youth Livestock & Horticulture, Inc.**  
**Show & Auction Committee Director Descriptions**

**1. Barn Director**

1. Set-Up and tear down of the Barn
2. Coordinate with Firefighters Association for gate passes
3. Obtain bedding for stalls, shavings for show ring, and coordinate removal after show and sale
4. Make arrangements for bleachers and sound system
5. Coordinate with firefighters to make arrangements for transportation (4-wheelers and golf carts)
6. Coordinate the layout, setup, and tear down of the barn
7. Schedule all mandatory dates with the fairgrounds
8. Oversee species directors and be in contact with each of them to ensure that all needs for the fair show and auction are met

**2. Species directors (6)** work in conjunction with the Barn Director to set their fair and tear down their species area of the fair – including cleaning up and storing of equipment. Directors confirm and enforce all species-specific rules, attend all mandatory events, and provide general oversight to exhibitors showing the species they are director for. Species Directors may host clinics and trainings for handling, care and showmanship of their species. Species directors direct all applicable areas of animal weigh-ins, ear tagging (marking), handling check, staging of projects, coordination of silent auction, assistance and coordination of live auction, and set up for fair.

**a. Swine-**

**b. Cattle-**

**c. Rabbit/Cavy-**

**d. Goats-**

**e. Poultry** – Order chicks to be used for show and auction selection

**f. Horticulture-** Order root-stock/trees and pots for show and auction

### **3. Sponsorship Director**

1. Coordinate and solicit donors and sponsors for the show/sale
2. Order trophies, ribbons, and belt buckles
3. Order signs for under the barn
4. Publicity of sponsors on website and social media
5. Communicate sponsorship needs with IRCYLH Show and Auction Committee by giving regular updates

### **4. Buyers Appreciation**

1. Organize the Buyers Dinner/Breakfast
2. Arrange the backdrop (signage, greenery) for pictures during the auction
3. Coordinate the distribution of buyer baskets
4. Coordinate set up and pictures for buyers on sale night
5. Set-up and break down buyers' appreciation areas
6. Plaque ordering, pictures, and distribution

### **5. Auction Night & Harvest**

1. Collect bids for a processor
2. Hire auctioneer
3. Get bid takers for auction
4. Work with Clerk of the Auction for all set-up needs
5. Coordinate the order on sale night
6. Make arrangements and set up for hauling animals for processing including receiving the load out sheet form the Clerk of the Auction
7. Coordinate facilities for meat delivery storage
8. Arrange delivery of meat to the buyers

### **6. Clerk of the Auction -Reports to the Treasurer**

1. Create auction night packets
2. Coordinate auction night volunteers
3. Responsible for all auction forms
4. Maintain auction records
5. Maintain financial records, collect monies from auction buyers
6. Coordinate with Buyers Appreciation for plaque orders
7. Coordinate with Auction Night/Harvest for accurate buyer/meat records

### **7. Special Events**

1. Coordinate events not pertaining specifically to 4H projects:
  - a. Barn King/Queen
  - b. Whip Cracking Contest
  - c. Senior Award of Excellence
  - d. Bake Sale
  - e. BBQ Chicken Contest

## **8. At Large Directors**

At-Large Directors are to serve as co-chairs to committee directors attend show and auction meetings and assist with the annual show and auction.

- 1.
- 2.
- 3.
- 4.

## **9. Record Book Committee**

Volunteers/Coordinators for this committee may have relatives in the program, but no judge is to have any relation to an exhibitor within the program.)

1. Coordinate record book rubric with committee, exhibitors, and extension agent. Bring to Board of Directors for approval.
2. Post or have posted necessary documents and dates to website and social media
3. Procure eligible record book judges
4. Communicate, provide training, and support for record book judges as needed in effort to ensure compliance to the rubric.
5. Coordinate with the secretary of the fair and sponsorship committee to purchase needed record book ribbons and awards

## **II. Additional Committees: NON-VOTING Committees**

**A. Rules Committee** (As per the IRCYLH by-laws this committee shall not be comprised of members who have relatives participating in programs either as exhibitors or breeders.)

1. To enforce the rules.
2. Determine and make judgments and grievances for individuals that do not adhere to the rules of IRCYLH Inc

**B. Judge Selection Committee** (As per the IRCYLH by-laws this committee shall not be comprised of members who have relatives participating in programs as exhibitors or breeders.)

1. Seek availability and requirements of judges
2. Hire the judges for each show during the fair
3. Arrange accommodations for judges, as needed