



Indiana Farm Bureau®

County Resource Guide



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RESPONSIBILITIES OF DIRECTORS AND OFFICERS

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INTRODUCTION

Thank you for agreeing to serve on your Farm Bureau® board of directors. As a director, you have certain responsibilities to the corporation. This guide will provide an overview of those responsibilities, as well as information regarding the rights you have in carrying out those responsibilities.

Corporations exist as legal entities in their own right, distinct from their shareholders, stakeholders or members. This means that corporations generally can enter and perform under contracts, incur and satisfy debts, or assert legal rights against others in much the same way that a person might. Any particular corporation's powers are governed by its constitution or articles of incorporation, bylaws, and the state statute under which it is organized. State and county Farm Bureau corporations are typically organized under a state's not-for-profit corporation laws. For-profit affiliates usually are organized under a state's general business corporation act.

State corporate law commonly provides that the business and affairs of every corporation shall be managed under the direction of a board of directors, except as otherwise provided in the corporation's constitution or articles of incorporation. Directors of a corporation are ultimately responsible for overseeing and directing the business of the corporation. This can be accomplished by adopting policies, providing direction and continuity, and electing and supervising the officers of the corporation. Corporate officers generally manage the day-to-day business of the corporation. The number and titles of the officers are typically identified in the bylaws, but could include, for example, a president, vice president, secretary, and treasurer. Directors should not become involved in the day-to-day affairs of the corporation unless they have been assigned executive responsibilities by the board.

EXERCISE OF POWERS

Powers of the board of directors commonly include the power to:

1. **Establish basic corporate objectives.**
2. **Monitor management's policies and procedures.**
3. **Adopt or amend bylaws, subject to bylaw provisions.**
4. **Appoint or change the registered agent.**
5. **Designate the registered office.**
6. **Approve any plan of merger, consolidation or dissolution.**
7. **Elect corporate officers.**
8. **Call special shareholder or member meetings.**
9. **Ensure that diligent attention is given to changes in assets of the corporation (e.g., capital investment, acquisitions, dispositions, new business, etc.)**
10. **Ensure that the corporation's disclosure documents are complete and accurate.**
11. **Appoint committees.**

Corporate power is vested in the board of directors, not in directors as individuals. Action that could be taken by the board can also sometimes be taken by committee, such as an executive committee, if authority is delegated by the board in accordance with the corporation's bylaws. Directors acting as a body, such as by vote at a board or committee meeting, bind the company and its officers. Directors acting as individuals cannot bind the corporation, even though a majority of directors may support the action.

Differences of opinion among members of the board on corporate matters should be thoroughly discussed at board meetings. Members of the board have an obligation to abide by the position of the board after a decision is made, even if they opposed the action during the meeting.

STANDARDS OF CONDUCT

In carrying out their functions for the corporation, both directors and officers are considered fiduciaries. This means that directors and officers are entrusted with responsibility for the organization's well-being and must follow certain standards of conduct. Directors and officers are subject to two primary obligations: a duty of care and a duty of loyalty. These principles should guide all actions taken by a director or officer.

1. Duty of Care

The duty of care requires that a director or officer be informed and that they perform their duties in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. In the course of making corporate decisions, a director or officer should be fully informed, deliberate carefully, and exercise independent judgment. The duty of care may be satisfied in part, by, the following activities:

a. Attending Meetings

Regular attendance at meetings is a basic requirement of a director's service. Because directors act as a group, regular attendance at board and committee meetings is essential. Generally, directors are not permitted to designate another person to attend or vote at a board of directors meeting. Even when permitted by an organization's governing documents, sending a substitute is strongly discouraged as fiduciary responsibility cannot be delegated. A board appointment is personal to the individual selected, and the organization expects and deserves the director's own judgment.

b. Exercising Informed Independent Judgment

A director must be adequately informed by obtaining and considering sufficient information relevant to any matter before the board. In seeking information, the director may reasonably rely on the opinions and reports of others. In making decisions, however, the director must weigh the information and exercise their own independent judgment, rather than blindly acting on the recommendations of others.

2. Duty of Loyalty

The duty of loyalty requires that directors exercise their powers in good faith and in the best interests of the corporation, rather than in their own interests or the interests of another entity or person. Each director must judge and act in accordance with the corporation's best interests, irrespective of the interests of other entities with which the director is affiliated or sympathetic, or to which the director owes his membership on the board. The duty of loyalty primarily relates to:

a. Conflicts of Interest

If a director or officer has an actual or potential interest in a transaction to which the corporation is a party, including interest through membership on another board of directors, the existence of the interest must be disclosed to the other directors or officers. A director or officer must then refrain from taking part in any deliberations or action with regard to the transaction. It is advisable, and in some states it is required, that the director be excused for the part of the meeting in which the transaction is discussed.

Transactions involving conflicts are not necessarily prohibited, and a director or officer who has a conflict of interest is not necessarily in breach of any duty. It is the manner in which the director or officer and the board deal with a conflict that matters.

b. Corporate Opportunity

While a director or officer is not prohibited from participating in a business similar to that of the corporation, fiduciary duty may require a director or officer to forego certain opportunities in deference to the corporation. Before a director or officer engages in a transaction that they reasonably should know may be of interest to the corporation, the director or officer should disclose the transaction to the board of directors, in sufficient detail and in adequate time to enable the board to act or decline to act with regard to such transaction.

c. Confidentiality

A director or officer should not, in the regular course of business, disclose information about the corporation's activities unless or until the corporation has publicly disclosed the matter.

OTHER STATUTORY REQUIREMENTS

In addition to these general standards of conduct for directors and officers, federal and state statutes set forth other requirements for a corporation in the operation of its business. These laws relate to equal employment, wrongful termination of employment, occupational safety and health, environmental regulation, taxation, antitrust, employee benefits, corporate securities, and other areas. Failure to comply with these laws may result in penalties for the corporation. Therefore, a board of directors should provide oversight and require management to develop compliance programs to avoid violations of federal and state laws by the corporation and its officers and directors.

Sarbanes-Oxley Act of 2002

The American Competitiveness and Corporate Accountability Act (known as the "Sarbanes-Oxley Act" or "SOX") was passed in 2002. The Act is directed at improving the financial accountability of large, publicly traded corporations. Most of its provisions only apply to publicly traded corporations and therefore are beyond the scope of this booklet.

Two important provisions, however, directly affect nonprofit corporations. One provision makes it a crime to destroy or alter records that could impede a federal investigation. A second protects persons from retaliation who report financial misconduct related to a federal offense. In light of these provisions, nonprofit corporations should adopt and enforce: (1) a document retention policy that promotes both compliance with applicable laws and good corporate practices, and (2) a whistleblower policy that clearly sets forth procedures for reporting allegations of corporate wrongdoing and safeguards against any retaliation for such reporting.

ESSENTIAL INFORMATION FOR BOARD MEMBERS

A director must become familiar with the corporation's basic documents: constitution, articles of incorporation, bylaws, corporate disclosure statements, conflict of interest disclosure statements, annual stockholder reports, board structure charts, personnel policies, and management's long-range objectives and operating procedures. In fulfilling their duty, a director has a right to:

- 1. Reasonable access to management**
- 2. Reasonable access to the corporation's books and records and should freely scrutinize the same**
- 3. Develop informational sources for the board's use from sources outside the corporation (e.g. business publications, trade association reports, etc.)**
- 4. Receive adequate notice of meetings and be furnished with an agenda and related meeting materials before board meetings**

5. **Receive minutes of all board and committee meetings (minutes will constitute evidence of actions taken by the board)**
6. **Dissent and have that dissent recorded**

In fulfilling his duty, a director also should be attentive to:

1. **The authority granted to top management and executives to obligate the corporation in substantial transactions.**
2. **The corporation's asset protection program, including adequate employee bonding, liability insurance coverage, and arrangements to ensure employee loyalty through conflict of interest policies and disclosure requirements.**

LIABILITY AND INDEMNIFICATION

Breaches of fiduciary duty may result in personal, monetary liability for directors and officers. Thus, directors and officers should take their duties seriously and strive at all times to act responsibly and in the corporation's best interest.

A director may be liable for a wrongful act of the board when the director voted for the act. A director may also be liable for an act of the board when the director was present and failed to oppose such act. To help protect against liability for wrongful action of other directors, a director should not hesitate to express an objection if the board is considering action that the director believes is unlawful.

Most state statutes provide that directors and officers must be indemnified by the corporation for their costs when found not liable by a court of law or administrative agency for claims made against them for their actions as directors and officers of the corporation. Some state statutes limit the liability of officers and directors under certain circumstances.

The Revised Model Business Corporation Act and many state corporation laws provide that a corporation has discretionary power to indemnify directors and officers against expenses, judgments, fines, or settlement payments (except in derivative actions). Generally, to be indemnified, the director or officer being sued must have acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the corporation. If the proceeding is for alleged criminal action, the director or officer must have had no reasonable cause to believe the conduct was unlawful.

In addition to indemnification, a corporation and its directors and officers may be further protected through the purchase of directors and officers insurance. Exclusions under directors and officers insurance usually include libel or slander, personal profit, excess remuneration, and dishonesty. Libel and slander, however, may be covered under comprehensive liability coverage. With regard to personal profit taking, it is the director's responsibility to return to the corporation any personal gains the director has wrongfully obtained.

Corporate indemnification, statutory limitation of liability and the procurement of insurance all assist corporations in attracting and retaining competent individuals to serve as officers and directors.

CONCLUSION

Directors' and officers' standards of conduct are, essentially, due care and loyalty. These standards involve honesty, the exercise of sound business judgment, attentiveness to corporate affairs, and adherence to state and federal laws.

Principles of liability have been discussed only in a general sense in this booklet. Counsel experienced in corporate practice should be consulted whenever questions relating to conduct, specific corporate transactions or liabilities arise.

CONFLICT OF INTEREST POLICY

Contact regional manager for official copy.

____ County Farm Bureau, Inc. Conflict of Interest Policy

The Board members of _____ County Farm Bureau (hereafter _____ CFB) board of directors shall review the Conflict of Interest Policy at the first regularly scheduled board meeting each calendar year. At that time, all directors and officers shall disclose any interest that could give rise to a conflict as described below.

The following Conflict of Interest Policy is adopted to ensure that, in fact and in appearance, the directors and officers of _____ CFB are guided first and foremost by the desire to promote the best interest of the _____ CFB and its financial and political integrity in fulfilling their governance and management responsibilities. The purpose of this Conflict of Interest Policy is to indicate certain areas in which the policy particularly applies so that conflicts of interest may be avoided.

1. No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with the Companies unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.
2. No board or committee members should perform, for any personal gain, services to any supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.
3. No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any supplier of goods or services or any other organization that is engaged in doing business with or serving the Companies unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.
4. The minutes of the governing board and all committees with board delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

Conflict of Interest Policy Official Copy kept in County FB Office

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the President for decision and/or for referral to the board of directors for decision, where appropriate.

Policy approved by the _____ County Farm Bureau, Inc., board of directors on _____, 20____.

LEGAL WHISTLEBLOWER POLICY

Contact regional manager for official copy.

_____ County Farm Bureau, Inc. Whistleblower Policy

Purpose

The purpose of this policy is to provide all directors, officers, and volunteers of _____ County Farm Bureau, Inc. (hereafter _____ CFB) with guidelines for the reporting of unethical or illegal behavior by _____ CFB or any other director(s), officer(s), volunteer(s) and/or insurance company employee(s).

Policy

_____ CFB is committed to lawful and ethical behavior in all of its activities and requires its directors, officers, and volunteers to conduct themselves in a manner that complies with all applicable laws and regulations. At any time a director, officer, volunteer or insurance company employee has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by _____ CFB or any other director, officer, volunteer or insurance company employee, or believes that an action needs to be taken for the _____ CFB to be in compliance with law or appropriate ethical standards, the director, officer, volunteer or insurance company employee should promptly advise the Chief Operating Officer (COO) of Indiana Farm Bureau Inc. The COO will share any finance-related reports with the officers or board of directors of _____ County Farm Bureau.

Every effort will be made to investigate a report by a director, officer, volunteer or insurance company employee as discreetly as possible. However, because of the need to investigate the report, correct a problem, or prevent future problems, the _____ CFB cannot promise complete confidentiality.

No director, officer, volunteer or insurance company employee will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she reasonably believes to be wrongdoing, violations of law, or unethical conduct.

Policy approved by the _____ County Farm Bureau, Inc., board of directors on _____, 20____.

Whistleblower Policy

RECORD RETENTION AND DESTRUCTION POLICY

Contact regional manager for official copy.

_____ County Farm Bureau, Inc. Record Retention and Destruction Policy

Purpose

The purpose of this Policy is to ensure that necessary records and documents of _____ County Farm Bureau, Inc. (hereinafter _____ CFB) are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding the officers, members, and General Fund MA of _____ CFB in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This Policy represents the _____ CFB's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of _____ CFB and the retention and disposal of electronic documents. The President (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for _____ CFB; monitor local, state, and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal in Event of Litigation or Claims

In the event _____ CFB is served with any subpoena or request for documents or any member or insurance company employee becomes aware of a governmental investigation or audit concerning _____ CFB or the commencement of any litigation against or concerning _____ CFB, such member or insurance company employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of _____ CFB's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of _____ CFB on _____, 20____.

APPENDIX A RECORD RETENTION SCHEDULE

The Record Retention Schedule for _____ County Farm Bureau, Inc. is organized as follows:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Grants	7 years
Insurance Policies (expired)	3 years
Internal Revenue Service Determination Letter (and related correspondence)	Permanently
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Tax returns and worksheets	Permanently
Withholding tax statements	7 years

BOARD MEMBER CODE OF ETHICS

Contact regional manager for official copy.

_____ COUNTY FARM BUREAU

BOARD MEMBER CODE OF ETHICS

The Code of Ethics presented herein articulates the standards we set forth as an organization for all volunteers, leaders, and board members with _____ County Farm Bureau.

Personal and Professional Integrity

- ♦ Represent the interests of all people served by this organization.
- ♦ Focus my efforts on the mission of the organization and not on my own personal goals.
- ♦ Communicate honestly and openly to avoid misrepresentation.
- ♦ Promote a working environment where honesty, open communication and diverse opinions are valued.
- ♦ Exhibit respect and fairness toward all those with whom we come into contact.
- ♦ Approach all board issues with an open mind prepared to make the best decision for the whole organization.
- ♦ Do nothing to violate the trust of those who elected me to the board or of those we serve.
- ♦ Make best efforts to attend all board meetings, committees and task forces on which I serve.

Accountability

- ♦ Promote good stewardship of all county Farm Bureau resources.
- ♦ Maintain accurate financial records and report our financial results in a timely manner.
- ♦ Be honest and faithful and protect funds entrusted to us.
- ♦ Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Conflict of Interest

No representative of _____ County Farm Bureau acting in a governance capacity shall achieve financial or proprietary gain as a result of serving on behalf of the organization. In order to avoid any conflict of interest or the appearance of a conflict of interest, _____ County Farm Bureau has adopted a comprehensive Conflict of Interest Policy.

Code of Ethics

Official copy kept in County FB office.

All _____ County Farm Bureau officers, directors, and committee members shall review and maintain compliance with that policy.

Confidentiality

- ♦ Will ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- ♦ Shall respect the privacy rights of all individuals in the performance of the _____ County Farm Bureau duties.
- ♦ Shall understand that membership lists and other information related to _____ County Farm Bureau membership is the property of _____ County Farm Bureau and the contents therein shall be held in strict confidence. Such information shall not be used nor duplicated for any purpose external to the organization except upon approval by the board of directors.

Roles and Relationships between Staff and Volunteer Members of the Board

- ♦ Support members of the board of directors in order that they are able to perform to the highest level of their contribution and personal satisfaction.
- ♦ Treat all volunteers with fairness, equity and respect and provide appropriate mechanisms for their views and interests to be exposed.
- ♦ Recognize that the board is responsible for the establishment of and for maintaining adherence to specific roles, expectations, and standards for performance for members of the board of directors.

Statement of Commitment

I have read the Code of Ethics in its entirety and, by my signature affixed hereto, agree to abide by the terms of this Code at all times while in the service of _____ County Farm Bureau. I understand that violation of any provision of the Code of Ethics may constitute grounds for dismissal from my position. I certify that I have been given a copy of the Code of Ethics and a signed copy will be maintained in the permanent files of _____ County Farm Bureau.

Date: _____

Name (Signed)

Name (Printed)

County Board Position

WHAT IS THE PRIVATE INUREMENT DOCTRINE?

The private inurement doctrine exists to ensure that charitable assets are used for the exempt purpose of the organization and do not privately benefit individuals. ***The private inurement doctrine requires that no part of a tax exempt organization's net earnings may inure to the benefit of an individual member. This doctrine requires that none of the income or assets of a tax-exempt organization, such as the county Farm Bureaus, directly or indirectly unduly benefit an individual who has a close relationship to the organization for inappropriate purposes.*** This applies particularly to those who are in a position to exercise a significant degree of control or a person with a significant relationship to the organization, such as an officer or director. It also prevents anyone with the ability to do so from siphoning off any of an organization's income or assets for personal use.

In determining whether there is private inurement, it is helpful to examine the purpose of the organization. ***A violation of the inurement doctrine occurs when there is a transfer of an organization's financial resources to an individual solely due to the individual's relationship with the organization and without regard to furthering the exempt purposes.*** If the exempt purpose is not furthered, the organization's tax-exempt status is at risk. Any amount of inurement is fatal to an organization's tax-exempt status; there is no de minimis restriction.

The county Farm Bureaus are organized under 501(c)(5) and must "[h]ave no net earnings inuring to the benefit of any member." All activities in which the county Farm Bureaus engage, must promote its primary purpose.

The primary purpose of the county Farm Bureaus must be the betterment of the conditions of those engaged in agriculture. As a membership organization, the county Farm Bureaus must ensure inurement does not occur to any member. ***Inurement occurs if financial resources are used to further an individual member's benefit, rather than the benefit of farmers and agriculture as a whole.***

If a Farm Bureau is engaged in private inurement, it is risking its tax exempt status. Also, since the Indiana Farm Bureaus operate under a group exemption letter, all of the county and state Farm Bureaus in Indiana would be at risk of losing their exempt status. In addition, if an IRS audit finds private inurement, the examining agent would likely propose "intermediate sanctions" which would include repayment of the amount of the private inurement by the individual that benefitted by the inurement, plus penalties. The person that was benefitted by the inurement would also be subject to excise tax on the amount of the inurement. For example, if a trip were found to be private inurement, not only would Farm Bureau be at risk of losing its tax exempt status, but the individuals that received the trip would also be at risk of repaying the value of the trip, plus penalties to the IRS and they would be responsible for excise tax.

Farm Bureau is able to avoid many inurement problems by being a voice for all farmers and not any specific member. Its policies are not targeted to help one member over another. Likewise, each member of the organization needs to have access to the same information and services.

WHAT IS INUREMENT?

- **What if a county Farm Bureau board member was involved in a zoning lawsuit and asked the county Farm Bureau for financial assistance to help fight the lawsuit? The county Farm Bureau has never provided financial assistance to help with lawsuits and has not developed a strategy or a program to provide assistance to deal with agricultural zoning issues.**

If the county Farm Bureau agreed to provide financial assistance to the board member for the lawsuit under the above example, it is private inurement.

- **What if the Farm Bureau wants to pay for medical bills of a member?**

It is important to remember that Farm Bureaus need to operate with an exempt purpose. The Farm Bureaus' exempt purpose is to better the condition of those engaged in agriculture. If the Farm Bureau gave money to a program like AgriAbility, there is a good argument that is related to Farm Bureaus' exempt purpose since it is an existing program that assists farmers with disabilities. However, providing money directly to a member to help pay medical bills is likely inurement. If that member is an officer, board member or a relative or either, that is inurement.

SCHOLARSHIPS GUIDELINES

Farm Bureau organizations may give scholarships. However, the Farm Bureau must set up safeguards to ensure that an award of a scholarship does not result in inurement. The Farm Bureau needs to develop criteria in which to judge applicants.

Such criteria may include that the scholarship will only be awarded to a student interested in agriculture, a student with demonstrated leadership ability, a student with a grade point average above a predetermined level, etc. The Farm Bureau may not require the applicants to be related to a board member, that would be inurement. Similarly, the Farm Bureau must widely publicize the scholarship in a manner to make numerous students aware of its availability.

Finally, a committee of disinterested individuals should determine the scholarship recipients, it would be even better if the participants' names are shielded from those determining the recipients. A disinterested individual is a person who does not have a relative, close business associate or close friend applying for the scholarship. A board member's relative should not receive a scholarship if the board member is on the selection committee. Some county Farm Bureaus ask the school or community foundation to judge the applicants. That would be another way to protect the Farm Bureau against allegations of inurement. If these safeguards are in place, the Farm Bureau should not violate the private inurement doctrine, even if a scholarship is awarded to a board member's relative.

- **What if the Farm Bureau does not have an established scholarship, but it wants to give the county president's child money to help her pay for an internship in another state?**

If the Farm Bureau does not have an established program, it should not give the president's child money to help reduce the cost of the internship. That would be inurement. If the Farm Bureau can show that they have discussed establishing such a program and can show that the program would be related to its exempt purpose, it might be an acceptable program. In that case, the Farm Bureau would want to make sure to advertise the program so that all interested, eligible individuals could apply. The county president should not be involved in the decision making process and any minutes should reflect that the county president recused himself from the discussion.

COUNTY ASSOCIATION AGREEMENT

Contact regional manager for official copy.

ASSOCIATION AGREEMENT

THIS AGREEMENT, made and entered into by and between Indiana Farm Bureau, Inc., an Indiana corporation, with its principal executive offices located at 225 S. East Street, Indianapolis, Indiana 46202 (hereinafter called "IFB") and _____ **County Farm Bureau, Inc.**, an Indiana corporation (hereinafter called "CFB"), and other member County Farm Bureau Associations which are, or may hereafter become, signatories to similar agreements,

WITNESSETH:

WHEREAS, the major objective and purpose of IFB is to promote, protect, and represent the business, economic, social, and educational interests of farmers in Indiana, and to develop agriculture;

WHEREAS, the American Farm Bureau Federation ("AFBF"), IFB and CFB are all part of a federation of Farm Bureau organizations with the common goals of promoting agriculture, making farmers more profitable and the community in which they live a better place;

WHEREAS, to accomplish these goals, IFB has entered into a National Membership Agreement with AFBF. The National Membership Agreement requires IFB to have an association agreement with the CFBs;

WHEREAS, CFB, having similar objectives and purposes as IFB, desires to formalize its association with IFB and cooperate with other County Farm Bureau organizations in the attainment of these common objectives and purposes;

WHEREAS, IFB has as its further objective to correlate Farm Bureau activities and strengthen County Farm Bureau organizations;

WHEREAS, IFB and CFB recognize the importance of the grassroots structure of the organization, which rests on strong and active organized County Farm Bureau organizations;

WHEREAS, IFB and CFB recognize the extraordinary value of the goodwill and reputation symbolized by the Marks and the importance of maintaining and protecting the Marks, as defined below, as distinctive identifiers of the collective national Farm Bureau organization; and

WHEREAS, IFB and CFB recognize that these objectives and purposes can best be attained through the adoption and support of sound organizational principles and policies for units at all levels of the Farm Bureau organization (County, State and National), including their Affiliates, within the guidelines of this Agreement;

NOW, THEREFORE in consideration of their mutual obligations, the parties hereto agree as follows:

IFB-County Assoc. Agreement.

Official copy kept in County FB office.

1. DEFINITIONS.

(a) "Affiliate" or "Affiliates" shall mean any companies or other entities which use the Marks in the conduct of their affairs and which are subject to control by one or more County Farm Bureau organizations and/or IFB through such means as ownership (including partial ownership), positions on the Board of Directors or licenses, or other methods of control approved by the AFBF Board of Directors.

(b) "Marks" shall mean the designations "FARM BUREAU," "FB," and "VOICE OF AGRICULTURE," and the "FB" National Logo as depicted and specified in the *Farm Bureau Marks Use Manual*.

(c) "County Farm Bureau" shall include county-based units of the Farm Bureau organization.

(d) "American Farm Bureau Federation" or "AFBF" shall mean the national unit of the Farm Bureau organization.

(e) "National Membership Agreement" shall mean the uniform membership agreement between AFBF and IFB.

2. COOPERATIVE RELATIONSHIPS.

(a) IFB shall maintain, during the tenure of this Agreement, its faith in the County Farm Bureau organizations as the basic unit of the Farm Bureau organization; and its desire and intention of cooperating, in the fullest possible measure, with CFB in achieving the objectives of the Farm Bureau organization, recognizing at all times the rights and responsibilities of CFB with respect to county matters.

(b) CFB shall be structured on a sound organizational basis, which, among other things, recognizes the basic rights and responsibilities of (i) other County Farm Bureau organizations with respect to their respective county matters; (ii) IFB with respect to state matters; and (iii) the AFBF with respect to national and international matters.

3. CONDUCT OF OPERATIONS.

(a) IFB and CFB shall conduct their operations, and assure that operations of their respective Affiliates are conducted, in a manner consistent with: (1) this Agreement; (2) IFB's Articles of Incorporation and Bylaws and all other rules and regulations adopted by the IFB Board of Directors that pertain to CFB; (3) the policies and resolutions duly adopted by IFB's Voting Delegates and interpretations of such policy by IFB's Board of Directors; and (4) the tax laws and regulations applicable to tax-exempt agricultural organizations under Section 501(c)(5) of the Internal Revenue Code of 1986, as amended (the "Code").

(b) CFB shall have exclusive jurisdiction on all matters directly affecting CFB pertaining to its budgets, Articles of Incorporation, and Bylaw provisions, and other matters of local policy and concern within the jurisdiction of CFB, provided that the same

do not conflict with the Articles of Incorporation, Bylaws and policies of IFB or the provisions of this Agreement.

4. MEMBERSHIP.

(a) Definitions for voting, associate and all other classifications of memberships as deemed necessary shall be determined by the IFB Board of Directors. The definitions shall be used by IFB and CFB. CFB is responsible for oversight of applying the definitions to its membership.

(b) AFBF Delegates shall be voting members of IFB in good standing who are engaged in agriculture as an owner and/or operator of a farm or the spouse of such a member.

5. TAX-EXEMPT STATUS.

(a) CFB acknowledges that IFB has obtained a group exemption letter from the Internal Revenue Service (the "IRS"), which recognizes IFB, as the group exempt holder, CFB, and other County Farm Bureau organizations in the State as Code Section 501(c)(5) exempt agricultural organizations.

(b) CFB recognizes that, in order to maintain the IFB group exemption, the IRS requires CFB (and other County Farm Bureau organizations included in the group exemption) to be affiliated with and under the "general supervision and control" of IFB, as the group exemption holder.

(c) In order to satisfy the IRS requirements set forth in Section 5(b) above, CFB shall:

(1) provide IFB with information about CFB's programs, agriculture activities, operations, and finances on a regular basis and as may otherwise be requested by IFB;

(2) act, at all times, in accordance with its Articles of Incorporation and Bylaws, all other rules and regulations adopted by the IFB Board of Directors, and with its status as a Code Section 501(c)(5) exempt agricultural organization;

(3) take all action necessary to maintain its status as a Code Section 501(c)(5) exempt agricultural organization;

(4) refrain from any activity that might jeopardize or result in the loss of its tax-exempt status; and

(5) promptly inform IFB upon receipt of notice (verbal or written) from the IRS of an audit, challenge, or review of CFB's programs, activities, operations, finances, or status as a Code Section 501(c)(5) exempt agricultural organization.

(d) If, upon an audit, challenge, or review of CFB's programs, activities, operations, finances, or status as a Code Section 501(c)(5) exempt agricultural organization by IFB, the IRS, or a State regulator, IFB determines, in its sole judgment, that CFB's tax-exempt status is in jeopardy or that CFB is failing to comply with the IRS group exemption requirements, or if CFB receives a notice from the IRS indicating that CFB's tax-exempt status is in jeopardy, CFB agrees to promptly undertake corrective measures identified by IFB.

(e) IFB will notify the County Farm Bureau organizations if the IRS or a State Regulator challenges IFB's programs, activities, operations, finances, or status as a Code Section 501(c)(5) exempt agricultural organization.

(f) Failure to comply with this Section 5 could result in the removal of CFB from IFB's group exemption.

6. DUES AND FISCAL MATTERS.

(a) All individual membership dues will be collected by IFB. That portion of the membership fee attributable to CFB as determined by the IFB Board of Directors will be remitted by IFB to CFB.

(b) CFB agrees that the member dues may be allocated as deemed necessary by the IFB Board of Directors. The allocation may include national, state and county dues, programs and services.

(c) IFB and CFB shall have the right, at any reasonable time, to inspect, examine and audit the books of account and records of each other, the expense of same being assumed by the party making such examination.

(d) IFB and CFB shall furnish the other with a copy of its annual financial statement upon request.

7. INTELLECTUAL PROPERTY.

(a) On behalf and for the benefit and protection of the collective Farm Bureau organization at all levels, AFBF owns the Marks with the sole right to obtain registrations for the Marks in the United States Patent and Trademark Office and in all other trademark registries or comparable record systems in the United States and elsewhere throughout the world.

(b) So long as CFB remains a signatory to this Agreement, CFB shall be the one and only county-wide member entitled to IFB membership and authorized to use the Marks, either directly or through Affiliates approved pursuant to Section 7(d), within the respective territory of CFB. The authority of CFB to use the Marks shall be revoked immediately and automatically upon termination this Agreement, or upon the termination of IFB's membership in AFBF.

(c) IFB and CFB shall ensure that no Affiliate uses the Marks without obtaining written permission from the AFBF Board of Directors or the AFBF Executive Committee during the periods between regular meetings of the AFBF Board of Directors. AFBF may revoke such permission upon request by IFB or upon action by the AFBF Board of Directors. IFB may revoke such permission for CFB upon action by the IFB Board of Directors.

(d) Use of the Marks by AFBF, IFB, CFB, and their Affiliates shall be governed by the provisions of this Agreement, the National Membership Agreement, and by the *Farm Bureau Marks Use Manual*, as amended, which is attached hereto as Attachment A and is

incorporated herein by reference, and which may be revised from time to time by the AFBF Board of Directors.

(e) Each party hereto shall maintain sufficient control of its Affiliates, including Affiliates operating on behalf of two or more County Farm Bureau organizations, to assure that the Affiliates comply with the rules governing their use of the Marks, as stated in this Agreement, the National Membership Agreement, and the *Farm Bureau Marks Use Manual*, and any applicable trademark license or other document providing for control over the use of the Marks as may be required by the AFBF Board of Directors.

(f) IFB and its Affiliates may offer their services, programs and activities using the Marks within the geographical jurisdiction of CFB. CFB and its Affiliates that have been granted permission to use the Marks by AFBF shall be permitted to use the Marks, subject to the provisions of the National Membership Agreement, in the geographical jurisdiction of another County Farm Bureau that has consented to such use. CFB shall not be permitted to use the Marks in the geographical jurisdiction of another County Farm Bureau without consent to such use.

(g) CFB and its Affiliates shall not be prohibited from conducting any business that does not use the Marks ("Unbranded Business") in the geographical jurisdiction of another County Farm Bureau. CFB agrees that IFB and its Affiliates, and other County Farm Bureau organizations and their Affiliates, shall have a similar right to conduct Unbranded Business in the geographical jurisdiction of CFB.

8. FARM BUREAU POLICIES.

(a) Farm Bureau organizations, at every level, derive advocacy power from a unified position and message. Therefore, it is in the best interest of the Farm Bureau organization at the local, state and national levels for County Farm Bureau organizations to be supportive of the Farm Bureau policy positions adopted by AFBF's and IFB's Voting Delegates, including interpretations of such positions by the AFBF's and IFB's Boards of Directors. Members of each County Farm Bureau have an annual opportunity to shape IFB policy through the IFB Delegate Session.

(b) Except as provided in Section 8(c), CFB and its Affiliates shall be bound by Farm Bureau policy resolutions adopted by AFBF's Voting Delegates unless IFB formally dissents according to the National Membership Agreement, IFB's Voting Delegates, including interpretations of such positions by the IFB's Board of Directors, by other actions adopted by IFB's Board of Directors relating to statewide policy issues and by actions of any IFB affiliated Political Action Committee ("PAC").

(c) If it appears to CFB that it may not wish to support or otherwise be bound by an AFBF or IFB policy position, Board interpretations thereof, of the actions of an IFB affiliated PAC CFB shall, extend a written invitation to the IFB President to discuss such policy, within 60 days after adoption of the AFBF or IFB policy or Board interpretation. The invitation may be issued by the CFB President, Board, or other authority as provided in the CFB Bylaws and shall state the reasons for the opposition. The President or his designee may appear at such meeting. The CFB shall no longer be bound to support the AFBF or IFB policy at issue at the earlier of:

- (1) The date of the meeting between the IFB representative and the appropriate CFB authority, or
- (2) The 60th day following the issuance of such invitation.

(d) In the event CFB is no longer bound by AFBF policy, IFB policy or PAC action pursuant to Section 8(c), CFB shall cooperate with AFBF and IFB by not publicly criticizing AFBF, IFB and other County Farm Bureau organizations for supporting the majority position from which the CFB has dissented, and by clearly indicating that the view or position of CFB does not represent the position of AFBF or IFB.

(e) IFB shall not provide its services or facilities or otherwise lend support to any County Farm Bureau for the purpose of helping such County Farm Bureau support a view contrary to AFBF or IFB policy.

9. MEDIATION/ARBITRATION.

(a) In the event of a dispute between two or more County Farm Bureau organizations, which they are unable to resolve, the parties may submit the dispute to the IFB President for mediation. The IFB President and two persons selected by the President and approved by the IFB Board of Directors shall meet with the disputing parties to help the parties resolve the dispute in a fair and equitable manner.

(b) If the dispute is not settled by mediation, the parties may settle the dispute by arbitration according to the arbitration rules established or adopted by the American Arbitration Association, as may be amended, and judgment upon the decision or award by arbitration may be entered in any court having jurisdiction thereof. The parties to the dispute shall pay their own expenses and equally share and pay the costs of arbitration.

(c) IFB may, at its discretion, intervene in any arbitration proceeding instituted under this Section in which it has a substantial interest if it is so authorized by a majority vote of the IFB Board of Directors. In the event IFB decides to intervene, it shall be entitled to present evidence and argument relevant to the determination of the dispute.

10. INTERPRETATION OF AGREEMENT.

When duly executed, this Agreement shall supersede all previous agreements pertaining to the association between IFB and CFB. This Agreement shall be interpreted consistently with the National Membership Agreement.

11. TERMINATION AND AMENDMENT OF AGREEMENT.

(a) Termination of this Agreement shall be termination of the association between CFB and IFB.

(b) Upon termination of the association between the parties,

- (1) CFB shall immediately and permanently discontinue any and all use of the Farm Bureau Marks, and destroy or surrender to IFB, within thirty (30) days from the date of termination, all materials bearing the Farm Bureau Marks; and

(2) Cease participation in official IFB and AFBF events.

(c) If CFB violates this Agreement, the IFB Bylaws, *Farm Bureau Marks Use Manual*, or any other rule or regulation, IFB may terminate this Agreement by vote of the IFB Board of Directors.

(1) IFB must provide notice, whether written or oral, to CFB of the violation. CFB will have sixty (60) days to cure such violation before any such termination is effective.

(2) IFB must provide written notice of termination to the last known address of CFB by certified mail or hand delivery at least fifteen (15) days before any termination is effective. Such a letter must provide the opportunity for County to appear at a meeting of the IFB Board of Directors at least five (5) days before any termination is effective.

(d) CFB may terminate this Agreement and membership in IFB for any reason.

(1) CFB must provide written notice of termination to the last known address of IFB by certified mail or hand delivery to IFB of its intent to terminate this Agreement at sixty (60) days before any such termination is effective.

(2) CFB must provide the IFB President, or his designee, an opportunity to speak at a meeting of the CFB Board of Directors at least five (5) days before any termination is effective.

(e) This Agreement may be amended with the mutual, written consent of both parties.

This Agreement has been executed in duplicate by the parties on this _____ day of _____, 20____. The parties warrant that the individuals who sign below are authorized to bind them.

Indiana Farm Bureau, Inc.

_____ County Farm Bureau, Inc.

By: _____

By: _____

Printed: Mark Sigler
Title: Corporate Secretary

Printed: _____
Title: County President

JOINT OPERATIONS AGREEMENT

Contact regional manager for official copy.

JOINT OPERATIONS AGREEMENT

This Agreement is between the United Farm Family Mutual Insurance Company, United Farm Family Life Insurance Company, and their insurance company subsidiaries, of Indianapolis, Indiana ("Insurance Companies") and _____ County Farm Bureau, Inc. of _____, Indiana ("Farm Bureau"). The parties agree as follows:

1. The parties recognize the mutual benefits that they have received from longstanding joint office arrangements under the Office Maintenance Agreement, and wish to maintain an ongoing relationship as outlined by this Agreement. The parties agree to continue the established practice that one office in the county (the "county office") will be a joint office and will house both Farm Bureau operations and activities and Insurance Company operations. In addition, Insurance Companies may occupy one or more satellite offices in the county to provide sales, customer service and claims assistance to members and insureds.
2. In consideration of the value of the relationship with _____ County Farm Bureau, Insurance Companies agree to pay the total cost of maintaining and operating all offices in the county, including the county office. That cost includes, but is not limited to, (a) salaries and benefits for all employees and agents; (b) insurance; (c) office equipment; (d) rent and utilities; (e) taxes; (f) telephone and fax; (g) "Farm Bureau" postage not to exceed two first-class mailings to all members; (h) office supplies; and (i) miscellaneous charges usual to the operation of the office. Unless the parties agree otherwise, Farm Bureau will pay for board room furnishings, and Insurance Companies will pay for kitchen furnishings and equipment. One or more members of the clerical staff in the county office and/or satellite office(s) will be available to provide limited support services for Farm Bureau, if needed.
3. Neither a single individual nor two or more members of the same immediate family shall be employed and hold a position as an officer of the County Farm Bureau in the same office or offices within the same county. This provision is not intended to apply to members of the County Farm Bureau Board of Directors who are not officers. Immediate family is defined as including all linear lines of ascent or descent, related by blood, adoption, or marriage (including in-laws), and shall include but not be limited to mother, father, sister, brother, wife, husband, or child.
4. Farm Bureau and Insurance Companies shall name members to a Joint Operations Committee, which will serve as a communications mechanism to further the joint operations in the county office, as well as ensure that Farm Bureau is fully informed as to Insurance Company operations in the county. Insurance Companies shall name two members to the Committee, one of whom shall be responsible for the day-to-day operations of all offices in the county. Farm Bureau shall also name two members to the Committee. The county Farm Bureau president and vice president or their designee(s) shall be the Farm Bureau representatives on the Committee. Each member of the Committee shall be a policyholder of at least one of the Insurance Companies and shall be a member of Indiana Farm Bureau. No Committee member may be an employee or agent of any other insurance company. The Joint Operations Committee will meet at least annually to discuss (1) operations of the county office and to address any issues with respect to the office; (2) any matters relating to Insurance Company operations that are of interest to Farm Bureau members; (3) Insurance Company plans for any satellite locations; (4) and any other issues to further the joint arrangements between the parties. As appropriate, information will be

Joint Operations Agreement

Official copy kept in County FB office

Joint Operations Agreement

Official copy kept in County FB office

provided to or approval sought from the board of directors of Farm Bureau. In order to enhance communication between Insurance Companies and Farm Bureau, it is recommended that the Committee meet quarterly or more often if needed. The Chairman of the Committee shall be the County President or his designee and the Secretary of the Committee shall be the Agency Manager or other Insurance Company designee.

5. With respect to the joint county office and any Farm Bureau-owned offices, the Joint Operations Committee will discuss and make a recommendation to the County Board of Directors regarding major repairs or renovation, closing, major construction, or relocation of the county office. In the event that the Joint Operations Committee cannot agree on issues regarding closing, relocation, or building improvements, each party shall have a representative to present its case to the State Farm Bureau Board of Directors. After reviewing the information, the State Board of Directors shall make a recommendation to the County Farm Bureau Board of Directors for resolution of the dispute. In the event of a tie vote at the Joint Operations Committee level on any other issue, each party shall have a representative present its case to the County Board of Directors.
6. This Agreement shall be in full force and effect for five years from _____, 20__, and shall be renewed automatically from year to year thereafter, unless written notice of intent not to renew shall be given by either party to the other not less than ninety (90) days before the date any such automatic renewal would otherwise be effective. If either party wishes to terminate this Agreement, it shall first seek approval for such termination from the State Farm Bureau Board of Directors. The Joint Operations Committee will review this Agreement each year to determine whether its provisions are being followed.
7. This Agreement shall supersede all other agreements pertaining to the maintenance of joint office accommodations between the parties.

Signed and agreed to this _____ day of _____, 20__.

INSURANCE COMPANIES _____ COUNTY FARM BUREAU, INC.

By: _____

By: _____
President

Title: _____

By: _____
Secretary

RENTAL AGREEMENT

Contact regional manager for official copy.

RENTAL AGREEMENT

This Agreement is between the United Farm Family Mutual Insurance Company, United Farm Family Life Insurance Company, and their insurance company subsidiaries, of Indianapolis, Indiana ("Insurance Companies") and _____ County Farm Bureau, Inc. of _____, Indiana ("Farm Bureau"). The parties agree as follows:

1. The Insurance Companies shall pay base rent on the property owned by Farm Bureau and used in the parties' joint office operation or satellite office as described in a "Joint Operations Agreement" dated _____, payable monthly in advance on the first of each month during the term of the Agreement. Base rent is equal to the debt service on any mortgage or other debt on the property, and shall continue to be paid by Insurance Companies directly to Farm Bureau after the mortgage or other debt on the property has been satisfied. If there is no mortgage on the property as of the date of this Agreement, base rent shall be equal to the base rent under the previous Rental Agreement relating to the property.
2. The premises shall be kept in a good and sufficient state of maintenance and repair. In addition to the base rent described in paragraph 1 above, Insurance Companies will pay all routine and necessary building and grounds expenses, including but not limited to utilities, property taxes, insurance, decorating, repairs and maintenance on the building. Unless the parties agree otherwise, Farm Bureau will pay for land acquisition, building expansion or new building construction.
3. The Joint Operations Committee shall present any proposed major repairs, renovations, or construction of the premises to Farm Bureau, as Landlord, for approval. Responsibility for expenses associated with any such action shall be as described in paragraph 2 of this Agreement.
4. This Agreement, in the event of the damage or destruction of the premises by fire or other casualty, may be terminated at the option of either party, subject to the terms of the Joint Operation Agreement.
5. No part of the premises shall be sublet by Insurance Companies, and this rental agreement shall not be assigned by either party.
6. The terms and provisions hereof shall inure to and be binding upon the successors of each of the parties hereto.
7. The term of this Agreement shall be for a period of five years from January 1, 20____, and shall be renewed automatically from year to year thereafter unless written notice of intent not to renew shall be given by either party to the other not less than ninety days before the date any such automatic renewal would otherwise be effective. In the event that Insurance Companies terminate this Agreement and the property is still subject to a mortgage,

Rental Agreement

Official copy kept in County FB office

Insurance Companies will continue to pay any mortgage payments and expenses until the earliest of the following events occurs: (1) the property is sold by Farm Bureau; (2) the portion of the premises formerly occupied by Insurance Companies is leases to another tenant; or (3) the mortgage or other debt on the property has been satisfied.

IN WITNESS WHEREOF the parties have set their hands and seals this _____ day of _____, 20____.

Insurance Companies

_____ County Farm Bureau, Inc.

By: _____

By: _____
President

By: _____
Secretary

COUNTY BYLAWS

Contact regional manager for official copy.

AMENDED AND RESTATED

CODE OF BYLAWS

OF

_____ COUNTY FARM BUREAU, INC.

Article 1.

Identification

Section 1.1. Name. The name of the corporation shall be _____ County Farm Bureau, Inc. (hereinafter referred to as the "Corporation").

Section 1.2. Resident Agent and Registered Office. The name of the Registered Agent is _____ and the address of the Registered Office at which the Registered Agent may be reached is _____. The location of the registered office of the Corporation or the designation of its Registered Agent, or both, may be changed at any time or from time to time when authorized by the Board of Directors by filing a notice of change with the Indiana Secretary of State on or before the day any such change is to take effect, or as soon as possible after the death of the Registered Agent or other unforeseen termination of the Registered Agent's agency.

Section 1.3. Purposes. The Corporation is a mutual benefit corporation organized exclusively for the charitable purposes within the meaning of Section 501(c)(5) of the Internal Code of 1986, as the same may be amended from time to time, or the corresponding provisions of any future United States revenue law.

Article 2.

Membership

Section 2.1. Member Classification. Membership in this Corporation shall be classified as voting or associate. Each membership classification may have one or more sub-classifications as determined by the Indiana Farm Bureau, Inc. Board of Directors.

Section 2.2. Voting Members. The voting membership of this Corporation shall consist of persons, partnerships, unincorporated associations, limited liability companies, and corporations who are owners or operators of a farm or who are engaged and derive income from agriculture, including lessees and tenants of land used for the production of such products, and lessors and landlords who receive as rent, either in kind or cash, the equivalent of all or part of the crop raised on the leased or rented premises, who have paid dues as established by the Board of Directors. For the purposes of these Bylaws, "agriculture" includes the commercial production of plants, aquatic species, forestry, animals, beekeeping, and related production activities. Further, a "farm", as referred to in these Bylaws, commercially produces and markets agricultural commodities or products.

- (a) Further, any person who was a member of this Corporation the three years immediately preceding January 1, 1951, upon payment of the annual dues, shall continue to be a voting member of this Corporation.
- (b) Further, any person who has been a voting member continuously for a period of ten (10) years or more and no longer meets the definition of a voting member shall continue to be classified as a voting member of this Corporation, so long as the membership is continued.
- (c) Each voting member shall be entitled to one (1) vote for each paid membership in the election for officers as provided in Article 5 and for Delegates as provided for in Article 6.
- (d) Furthermore, each voting member shall be entitled to one (1) vote for each paid membership in the adoption of county Farm Bureau policy.

Section 2.3. Associate Members. Any persons, partnerships, unincorporated associations, limited liability companies, or corporations interested in agriculture to any degree less than that required for voting membership in this Corporation may be admitted as an associate member upon payment of annual dues and in accordance with the general rules herein stated. Associate members shall have all rights and privileges of voting members with the exception of the right to vote and the right to hold an elective office in this Corporation.

Section 2.4. Dues. The annual membership dues of this Corporation shall be determined by such procedures as may be developed by the Indiana Farm Bureau, Inc. Board of Directors and shall include membership to this Corporation and membership in the Indiana Farm Bureau, Inc.

Section 2.5. Primary, Select and Student Memberships. Only one primary membership in this Corporation shall be required for a husband and wife and all unmarried members of each immediate family household. However, to qualify for voting privileges as described in Section 2.2 above, each voting member shall be either a primary member, select member, or student member in good standing with this Corporation and with Indiana Farm Bureau, Inc.

Article 3.

Meetings of Members

Section 3.1. Annual Meetings. The annual meeting of the members of this Corporation shall be held at such time and place during the month of _____, preferably before November 1, of each year as the Board of Directors shall from time to time determine for the purpose of electing Directors and officers, electing Delegates and Alternates to the State Convention of Indiana Farm Bureau, Inc., hearing annual reports, and transacting such other business as may come before the meeting.

Section 3.2. Special Meetings. Special meetings of the members may be called at any time by a majority of the Board of Directors or by petition of one-tenth (1/10) of the voting membership.

Section 3.3. Quorum. _____ of the voting members present at any meeting shall constitute a quorum. However, unless at least one-third (1/3) of the voting power is represented

in person, the only matters that may be voted upon at an annual or regular meeting of the members are those matters that are described in the meeting notice.

Section 3.4. Notice of Annual Meeting. Notice of the annual meeting shall be mailed to each member, voting and associate, or shall be published as a legal notice in a newspaper of general circulation in _____ County at least ten (10) days and not more than thirty (30) days prior to the meeting.

Section 3.5. Notice of Other Meetings. Notice of all meetings other than the annual meeting, together with a statement of the purpose of any special meeting, shall be mailed to each voting member or shall be published in the County FARM BUREAU NEWSLETTER, or published in the _____ County FARM NEWS, or published as a legal notice in a newspaper of general circulation in _____ County at least ten (10) days and not more than thirty (30) days prior to the meeting.

Section 3.6. Waiver of Notice. Notice of any meeting may be waived in writing by any member if the waiver sets forth in reasonable detail the time and place of the meeting and the purposes thereof. Attendance at any meeting in person shall constitute a waiver of notice thereof unless such attendance is for the purpose of objecting to the transaction of any business on grounds that the meeting was not lawfully called or convened.

Section 3.7. Action Without a Meeting. Any action which may be taken at a meeting of the members of the Corporation may be taken without a meeting if, prior to such action, written consents thereto are signed by at least eighty percent (80%) of the members of the Corporation and such written consents are filed with the minutes of the proceedings of the Corporation.

Article 4.

Directors

Section 4.1. Number and Qualifications. The affairs of this Corporation shall be governed by a Board of Directors, including the four (4) Directors-At-Large. Each Director shall be a United States citizen and a voting member of this Corporation during his term of office. The Directors, except the Directors-At-Large, shall be elected by the members at the annual meeting of members for a term of _____ (not more than three) years or until their successors are elected and qualified.

Section 4.2. Directors-at-Large. The President, Vice President, Secretary-Treasurer, and County Education and Outreach Coordinator shall be Directors-At-Large by virtue of their office.

Section 4.3. Area Directors

- (a) There shall be one (1) Director from each of the following areas, (Single townships or a combination of townships) using the following procedure:
 - (i) _____ days prior to the annual meeting of members of this Corporation a meeting of the voting members of each organized area in which the term of the Director representing such area shall expire that year shall be called and presided over by the area Director for the purpose of

nominating a Director. If the area Director fails to call such a meeting by the prescribed date, the procedure in paragraph (e) will be followed for the nomination of the area Director.

- (ii) The names of such nominees, including nominations made from the floor at the annual meeting of members shall be presented to the membership as a whole at the annual meeting of members. The members shall then vote on each of such nominees, and a majority of the votes cast shall be required for election. In the event no nominee receives a majority of the votes cast, the name of the nominee receiving the fewest votes cast shall be dropped and a new vote taken. This procedure shall be repeated until one of the nominees receives a majority of the votes.
- (iii) All Directors elected by area must be at the time of election and remain during the term of their office residents of the county from which they are elected.
- (iv) In the event the area Directors are not nominated under the provisions of subsection (b) above, area Directors of this Corporation may be nominated by a county-wide nominating committee appointed by the President ___ days prior to the annual meeting. The Directors shall then be elected at the annual meeting of members as previously described. The directorship of any Director who moves during his term of office from the county from which he was elected shall be considered vacant, and the vacancy shall be filled by a resident of the county by the remaining Directors as herein provided.

Section 4.4. Major Commodity Interest Directors.

- (a) There shall be one (1) Director to represent each of the following major commodity interests: _____.
- (b) Nomination shall be in either of the following two ways at the option of the Board of Directors:
 - (i) _____ days prior to the annual meeting of the members of this Corporation, the President shall appoint a nominating committee of members representing all the major commodity interests specified in sub-paragraph (a) above. The committee shall nominate a successor to each major commodity interest Director whose term shall expire that year. Nominees shall be producers of the commodity they are chosen to represent.
 - (ii) _____ days prior to the annual meeting of the members of this Corporation, a meeting of the voting members shall be called by the President of this Corporation for the purpose of nominating a successor to each major commodity interest Director whose term shall expire that year. The members present shall caucus in major commodity interest groups under the chairmanship of the president and nominate as a Director a person who is a producer of such major commodity to fill such vacancy.

- (c) The names of such nominees, together with nominations made from the floor at the annual meeting of members and the major commodity interest from which they are nominated, shall be presented to the membership as a whole at the annual meeting of members. The members shall then vote on each of such nominees and a majority of the votes cast shall be required for election. In the event no nominee receives a majority of the votes cast, the name of the nominee receiving the fewest votes cast shall be dropped and a new vote taken. This procedure shall be repeated until one of the nominees receives a majority of the votes.

Section 4.5. Young Farmers Directors.

- (a) There shall be two (2) Directors, one man and one woman, to represent the Young Farmers Committee of this Corporation.
- (b) The President shall call the Young Farmer Committee together _____ days prior to the annual meeting of members to select one or more nominees as the successor for each Young Farmers Committee Director whose term shall expire that year.
- (c) The names of such nominees and the verification of their membership and membership on the Young Farmers Committee shall be presented to the membership as a whole at the annual meeting of members. The members shall then vote on each of such nominees, and a majority of the votes cast shall be required for election. In the event no nominee receives a majority of the votes cast, the name of the nominee receiving the fewest votes cast shall be dropped and a new vote taken. This procedure shall be repeated until one of the nominees receives a majority of the votes.

Section 4.6. Filling of Vacancies. The Board of Directors by a majority vote of the remaining Directors shall fill any vacancy on the Board of Directors occurring for any reason other than expiration of term of office. A Director appointed by the Board to fill a vacancy on the Board shall serve until the next annual or special meeting of members.

Section 4.7. Meetings of Directors. The meetings of the Board of Directors shall be held at the principal office of the Corporation unless a different place of meeting is fixed and stated in the notice of meeting. Alternatively, the meetings of the Board of Directors may be held via telephone conference call or a web conference as long as all Directors participating may simultaneously hear each other during the meeting. The Board of Directors shall hold an annual meeting immediately following the annual meeting of the members and no notice thereof shall be necessary or required. The Directors shall hold such other regular and special meetings as they shall determine. Special meetings shall be held whenever called by a majority of the Board of Directors. A majority of the whole Board of Directors shall be necessary to constitute a quorum for the transaction of any business except for the filling of vacancies on the Board as provided in Section 4.6 above.

Notice of each meeting of the Board of Directors, other than the annual meeting, shall be given by mail at least five (5) days or by telephone at least one (1) day prior to the meeting. Notice of special meetings must specify the business to be discussed.

A Director may at any time waive any notice required by these Bylaws and the presence of a Director in person at any meeting of the directors shall be deemed a waiver of notice.

Section 4.8. Powers and Duties. The Board of Directors shall have the power to do anything which this Corporation is authorized to do, including but not limited to the distribution of county dues. It shall be the Corporation's governing body. It shall also, from time to time, specify the areas and the major commodity interests as well as other interest groups entitled to board representation by way of amendments to these Bylaws.

Section 4.9. Participation in Meetings. Any or all Directors may participate in a meeting of the Board or committee of the Board by any means of communication by which all Directors participating may simultaneously hear each other during the meeting, such as by telephone conference call or web conference. A Director participating in a meeting by this means is deemed to be present in person at the meeting.

Section 4.10. Action Without Meeting. Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting, if, prior to such action, written consents setting forth the action to be so taken shall be signed by all members of the Board of Directors and such written consents shall be filed with the minutes of the proceedings of the Corporation.

Article 5.

Officers

Section 5.1. Officers. The officers shall consist of a President, a Vice President, a Secretary-Treasurer, and County Education and Outreach Coordinator. Each officer's term shall be ____ years and shall commence at the close of the Annual Meeting. All officers must be voting members of this Corporation.

Section 5.2. Election. The President, Vice President and County Education and Outreach Coordinator shall be elected at the annual meeting of voting members by a majority of the votes cast. A nominating committee shall be appointed by the Board of Directors at least sixty (60) days prior to the annual meeting. The responsibility of this committee shall be to select a slate of one (1) or more candidates for each office to be filled. Other nominations may be made from the floor at the time of the election. The Secretary-Treasurer shall be elected by the Board of Directors at the first meeting of the Board following the annual meeting of members from the persons nominated for such offices by the members at the annual meeting.

Section 5.3. The President. The President shall:

- (a) preside over regular and special meetings of the members and Directors;
- (b) call meetings of the Board of Directors;
- (c) sign all contracts, deeds and associated closing documents,
- (d) sign other instruments as he may be authorized to sign from time to time by the Board of Directors; and
- (e) discharge such other duties as may be required of him by these bylaws or the Board of Directors.

Section 5.4. The Vice President. The Vice President shall perform the duties of the President in his absence or at any time the President is unable to perform. He shall perform such other duties as may be required of him by the Board of Directors.

Section 5.5. The Secretary-Treasurer. The Secretary-Treasurer shall:

- (a) keep a record of the proceedings of the meeting of the Board of Directors, of the executive committee and of the members;
- (b) keep or provide for a proper membership record;
- (c) act as the custodian of the Corporation's funds and provide for the receiving, depositing, and paying out of funds, and account for all receipts, disbursements, and balance on hand;
- (d) secure bond in such form and in such amount as the Board of Directors may require;
- (e) attest all contracts, notes, and any other documents prescribed by the Board of Directors; and
- (f) discharge such other duties as are customarily incident to his office or may be assigned to him by the Board of Directors.

Section 5.6. County Education and Outreach Coordinator. The County Education and Outreach Coordinator shall:

- (a) advise and assist with the activities of this Corporation;
- (b) direct all activities of this Corporation assigned to the County Education and Outreach Coordinator; and
- (c) discharge such other duties as may be authorized by the Board of Directors.

Section 5.7. Filling of Vacancies.

- (a) President. In the event of the death, resignation, expulsion or permanent disability of the President, the Vice President shall succeed to the next higher office until the next Annual Meeting at which time an election will be held to fill the remainder of the term of such President. In the event the Vice President is unable or unwilling to serve as President, the Board of Directors shall appoint an appropriate individual to serve as President of the Corporation until the next Annual Meeting at which time an election will be held to fill the remainder of the term of such President.
- (b) Vice President. When the office of Vice President becomes vacant for any reason, the Board of Directors may appoint a Vice President who shall serve until the next Annual Meeting at which time an election will be held to fill the remainder of the elected term of the Vice President he is succeeding.
- (c) Secretary-Treasurer. When the office of the Secretary-Treasurer becomes vacant for any reason, the Board of Directors may appoint a Secretary-Treasurer who

shall serve until the next Annual Meeting at which time an election will be held to fill the remainder of the elected term of the Secretary-Treasurer he is succeeding.

- (d) County Education and Outreach Coordinator. When the office of the County Education and Outreach Coordinator becomes vacant for any reason, the Board of Directors may appoint a County Education and Outreach Coordinator who shall serve until the next Annual Meeting at which time an election will be held to fill the remainder of the elected term of the County Education and Outreach Coordinator she is succeeding.
- (e) In the event the offices of President and Vice President are vacant simultaneously, the Board of Directors shall appoint individuals to serve until the next Annual Meeting at which time and election will be held to fill the remainder of the terms of such offices.
- (f) The remainder of any term filled as a result of a vacancy shall be considered a full term.

Article 6.

Election of Delegates

Section 6.1. Election and Term. The Delegates and Alternates of the Corporation shall be voting members in good standing and be elected by the members, at an election duly called by the President. The Corporation shall elect Delegates and Alternates according to the following schedule based on the number of voting members whose dues have been paid to Indiana Farm Bureau, Inc.

1 – 200 Members = 1 Delegate and 1 Alternate

201 – 600 Members = 2 Delegates and 2 Alternates

601 – 1,000 Members = 3 Delegates and 3 Alternates

1,001 – 1,400 Members = 4 Delegates and 4 Alternates

1,401 – 1,800 Members = 5 Delegates and 5 Alternates

1,801 – 2,200 Members = 6 Delegates and 6 Alternates

Section 6.2. The Delegates and Alternates shall be elected and shall hold office for one (1) year or until their successors are elected.

Section 6.3. Composition and Duties. Delegates shall be qualified to vote at the annual meeting and any special meeting of Indiana Farm Bureau, Inc. during their term of office. Should any Delegate elected find it impossible to serve, any Alternate may serve in his stead.

Section 6.4. Certificates. Delegates and Alternates shall receive certificates of election signed by the President and Secretary of the Corporation for presentation to the Credentials Committee of Indiana Farm Bureau, Inc.

Article 7.

Executive Committee

Section 7.1. Appointment. The President, by virtue of such office, shall always serve as a member of the executive committee. At the meeting following the Annual Meeting of the members and prior to January 1st, the Board of Directors shall elect from among themselves at least an additional two (2) members to serve for terms of one (1) year on the executive committee.

Section 7.2. Duties. The executive committee shall transact such duties as shall be delegated to it by the Board of Directors. Any action exercised by the executive committee must be agreed upon by unanimous vote. The executive committee shall keep minutes of all of its meetings. Such minutes and reports shall be distributed on or before the next succeeding meeting of the Board of Directors.

Article 8.

Other Provisions

Section 8.1. Fiscal Year. The fiscal year of this Corporation shall begin on _____ and end on _____. A financial audit shall be made at least once each year.

Section 8.2. Area Organizations. Areas may organize by electing a chairman, vice chairman, secretary-treasurer, and County Education and Outreach Coordinator, whose terms of office shall be one (1) year beginning November 1.

The purpose of these area organizations shall be to assist in implementing and carrying out the program of this Corporation. They shall have only such powers and authority as are granted them by this Corporation's Board of Directors. The Board of Directors may provide for the financing of these organizations.

Should an area organization fail to elect officers within ninety (90) days following the expiration of their terms of office or the Board of Directors of the Corporation determines the area has failed to perform its functions, the organizations shall be declared inactive and the directorship for the area vacant and all moneys currently held by or to be received by the area treasurer shall revert to this Corporation and other directorship shall be filled from the county at large by the remaining Directors as herein provided.

Section 8.3. Major Commodity Interest Directors. The Directors may, from time to time, by amendment of these bylaws, specify the major commodity interests entitled to representation on the Board of Directors. However, any Director elected to represent a major commodity interest shall serve until the end of the term for which he was elected despite the fact that, during such term, the Board of Directors shall amend these Bylaws to exclude representation for the particular commodity interest represented by such Director.

Section 8.4. Amendment of Bylaws. These Bylaws may be amended at any regular or special meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of all Directors.

COUNTY FARM BUREAU

ANNUAL MEETING REQUIREMENTS

The annual meeting of a county Farm Bureau is a significant event. There are certain legal requirements contained in state statute and your organization's bylaws pertaining to the business portion of the meeting that must be met. Below are some considerations that will assist with meeting those requirements and help your meeting be conducted efficiently:

- Develop an agenda for the meeting. The business portion of the meeting should be set out separately. Other items such as policy discussions, meals, and entertainment should not be included in the business portion of the annual meeting.
- Provide notice as set out in your bylaws. Notice of annual meetings must be given to all members setting out the time, place and order of business. Many times, the notice requirement can be satisfied by publication in a newspaper in the county in which the county Farm Bureau is located. If other program items will occur following the business portion of the meeting that only apply to the voting membership such as policy discussions, additional promotion of the program may be made to voting members only. Please plan ahead to ensure that you meet minimum notice requirements.
- Register attendance of members both voting and nonvoting.
- Establish a quorum as set out in your bylaws.
- Minutes of the previous year's annual meeting should be provided and read, unless there is an adopted motion to dispense with the reading of the minutes.
- The chief financial officer, likely the treasurer, should report on the financial condition of the county Farm Bureau.
- The president, or the officer in charge of the meeting, should provide an annual report or summary of the accomplishments of the previous year. This is a good opportunity to communicate accomplishments, challenges and plans for the next year.
- If there is an election, verify voting members who are in good standing and eligible to vote. Only distribute ballots to members after checking their membership status.
- When there is an election, it is recommended that a nominating committee prepare and present a slate of candidates. However, there should always be an opportunity for nominations from the floor. Procedures should be in place to make it clear whether nominating or candidate speeches are allowed and the limitations that exist on the speeches. Tellers should be appointed to count the votes with one person representing each candidate being allowed to observe the tallying of ballots. Frequently, a motion is entertained for destruction of the ballots once the vote count has been verified.
- Lastly, the meeting should be adequately documented in the minutes of the annual meeting. Committee reports, financial reports and election outcomes should be accurately recorded.

An effective annual meeting is well-planned and organized and can stand alone as a useful and significant event. Many times county Farm Bureaus schedule a meal, discuss policy, have educational presentations or have entertainment. All of these parts of the program are important to the county Farm Bureau and deserve to have their own time to have a successful event.

INFB Financial Info

COUNTY FISCAL YEAR ENDS

AUGUST 15TH

Allen	020
Fulton	250
Gibson	260
Grant	270
Harrison	310
Jefferson	390
Montgomery	540
Switzerland	780

AUGUST 31ST

Bartholomew	030
Elkhart	200
Hendricks	320
Lake	450
LaPorte	460
Madison	480
Owen	600
Parke	610
Posey	650
Ripley	690
Tippecanoe	790

SEPTEMBER 15TH

Delaware	180
Floyd	220
Jennings	400
Morgan	550
Noble	570
Wells	900

SEPTEMBER 30TH

Brown	070
Crawford	130
Henry	330
Howard	340
Jay	380
Perry	620
Pike	630
Scott	710
Shelby	720
Union	810
Wayne	890

OCTOBER 15TH

Adams	010
Blackford	050
Carroll	080
Dearborn	150
Greene	280
Jackson	360
Jasper	370
Marshall	900
Monroe	530
Pulaski	660
Starke	740
St. Joseph	760
Washington	880
White	910

OCTOBER 31ST

Benton	040
Clark	100
Fayette	210
Franklin	240
Hamilton	290
Lawrence	470
Randolph	680
Rush	700
Spencer	730
Tipton	800
Wabash	850

NOVEMBER 30TH

Daviess	140
Vanderburgh	820

DECEMBER 31ST

Boone	060
Cass	090
Clay	110
Clinton	120
Decatur	160
DeKalb	170
Dubois	190
Fountain	230
Hancock	300
Huntington	350
Johnson	410
Knox	420

Kosciusko	430
LaGrange	440
Marion	490
Martin	510
Miami	520
Newton	560
Ohio	580
Orange	590
Porter	640
Putnam	670
Steuben	750
Sullivan	770
Vermillion	830
Vigo	840
Warren	860
Warrick	870
Whitley	920

MONTHLY FINANCIAL STATEMENTS

Each month, your county's monthly financial statements are emailed to the county president and the county secretary (or treasurer, if your county has one). A copy also is emailed to the Incorporated MA in your county and to your regional manager.

This report is completed after the county's checking account has been reconciled. The report includes the following:

- **Balance Sheet:** shows the county's assets and liabilities.
- **Income Statement:** shows the income from activities and membership and how much money has been spent in each category (both for the month and the year-to-date).
- **Bank Reconciliation Register:** shows the bank statement balance and the outstanding checks.
- **General Ledger Detail Report:** shows the line-by-line activity in all of the county's accounts, broken out by category (for the month).
- **Check History Report:** shows the dates, amounts, and payees of all of the checks written in the month.

Please note that this report can only be completed after the Home Office has received the bank statement from the bank, all check copies, and deposits.

Each month, look at the outstanding checks on the Bank Reconciliation Register. If there are checks that haven't yet been cashed & they're more than a couple months old, get in touch with the payee and find out why it wasn't cashed. If there are outstanding checks over a year old, law requires that the money is turned over to the state of Indiana Unclaimed Property Division.

BUDGET WORKSHEET AND INSTRUCTIONS

Contact regional manager for official copy.

	A	B
1		GENERAL FUND BUDGET WORKSHEET
2		Instructions for Creating a Budget
3		
4	1.	You should create a budget at the beginning of every year in order to allocate money more
5		efficiently. Your county's board must approve the budget before it is final.
6	2.	General Fund Accounting at the Home Office does not mandate that you (or the county's board)
7		create a budget, but your Incorporated regional manager may require it.
8	3.	Insert your County name on Lines 2 and the correct years on Line 3 on the Budget Tab.
9	4.	Send a request to General Fund Accounting to have the previous three years'
10		information filled out on the Budget Tab
11	5.	Insert your County name on Lines 2 and the correct years on Line 3 on the Detail Input Tab.
12	6.	Fill in how many members your county expects to have in cell B6 on the Detail Input Tab.
13	7.	Fill in how many associate members your county expects to have in cell B9 on the Detail
14		Input Tab.
15	8.	Fill in how many associate members the state is budgeted to have in cell B13 on the Detail
16		Input Tab
17	9.	The formulas will calculate the income from membership automatically based off of the
18		numbers you enter.
19	10.	Enter any other income you expect to receive. If you enter something next to a blank line,
20		enter the description of what the income will be from on the blank line.
21	11.	Enter any investment income you expect to receive from CD's, money market accounts, etc.
22		Enter these amounts next to the line that describes where the interest will be from.
23	12.	Enter the amount of building rent you expect to receive from the insurance company and any
24		other form of building income you expect to receive.
25	13.	Under the Operating Budget section of the Detail Input tab, insert expenses you expect the
26		county to have under the appropriate category for the expense. Be sure to fill in the
27		description for the expense in the blank line on the left and the amount on the blank line on
28		the right.
29	14.	The formulas will calculate the total for each category.
30	15.	Once you have entered all expected expenses for the year, click on the Budget tab. All of
31		the amounts for the year should be filled in from the Detail Input tab.
32		
33		
34		
35		

INSTRUCTIONS TAB

	A	B	C	D	E
1	GENERAL FUND BUDGET WORKSHEET				
2	COUNTY FARM BUREAU, INC				
3	Fiscal Year _____ to _____				
4					
5	Cash Receipts				
6					
7	Membership (4000-00)			Other Income (4400-00)	
8	Number of Primary Members			Annual Meeting Tickets	
9	Number of Primary Members @ \$7.00			Sales of Ice Cream, Milkshakes, Popcorn at Fair, etc.	
10					
11	Number of Select Members				
12	Number of Select Members @ \$4.00				
13					
14	Less:				
15	Number of Primary Associate Members				
16	Associate Members x \$1.50				
17					
18	ADD:				
19	Total State Primary Associate Members	183,126			
20	Members x \$1.50	274,689			
21	divided by 92	2,986			
22					
23	Total Membership Income	2,986		Total Other Income	
24					
25					
26					
27	Investment Income (4100-00)			Building Income (4200-00)	
28	Money Market Accounts			Insurance Company Monthly Rent	
29	Savings Accounts			12 months	
30	Certificates of Deposits			Other Cash Building Income:	
31	Interest on Checking			Conference Room Rent	
32	Dividends				
33					
34					
35					
36	Total Investment Income			Total Building Income	
37					
38					
39					
40	Operating Budget				
41					
42	Ag Development & Promotions (5000-00)			Contributions (5100-00)	
43				Farm Bureau Foundation \$.07/Member	

DETAIL TAB

	A	B	C	D	E	F
1	GENERAL FUND BUDGET WORKSHEET					
2	COUNTY FARM BUREAU, INC					
3	Fiscal Year _____ to _____					
4			2018	Year To Date	2016	2015
5			Budget	2017	Actual	Actual
6		# of Members		-	-	-
7						
8	Cash Balance (Beginning of the Budget Period)					
9						
10	Income					
11	4000-00	Membership Dues	2,986			
12	4100-00	Investment Income				
13	4200-00	Building Income				
14	4300-00	Constructive Income				
15	4400-00	Other Income				
16	4600-00	Gifts, Grants, Donations				
17	4700-00	Gain on Sale of Assets				
18			2,986			
19						
20	Expenses					
21	5000-00	Ag Development & Promotions				
22	5100-00	Contributions				
23	5110-00	Political Contributions				
24	5150-00	Government Relations				
25	5200-00	Information Expense				
26	5250-00	Meeting Expense				
27	5300-00	Natural Resource				
28	5350-00	Township Expense				
29	5400-10	CEOC's Activities				
30	6300-10	CEOC's Act. Meals & Entertainment				
31	6400-10	CEOC's Act. Travel				
32	5450-20	Young Farmers				
33	6300-20	YF Meals & Entertainment				
34	6400-20	YF Travel				
35	5500-00	Youth Expense				
36	5510-00	Scholarships				
37	5550-00	Young Adult				
38						
39	6000-00	Salary				
40	6100-00	Per Diem				
41	6200-00	Payroll Tax Expense				
42	6300-00	Meals & Entertainment				
43	6400-00	Travel				
44						
45	7000-00	General Fund Accounting Fees				
46	7100-00	Postage and Printing				

BUDGET TAB

SAMPLE BUDGET

Contact regional manager for official copy of current budget.

SAMPLE COUNTY 2018 BUDGET

Income

Membership	15900
Building Rent	1700
Room Rent	0
Investments	350
Annual Meeting \$7 for 80 people	560
	<u>18510</u>

Expenses

Annual Meeting

Room Rental	150
Meal (\$11.50)	1000
Supplies	175
50 + year member	150
Newspaper Ad	180
	<u>1655</u>

Barnyard Carnival

Food/Donations	1400
FFA Donation (\$200/club/\$100 NHS)	700
	<u>2100</u>

Youth

Pee Wee Sheep Show	50
4-H Auction	1500
4-H Council	101
4-H Awards	50
4-H Pizza (fair)	50
4-H Tenure Awards	50
	<u>1801</u>

Young Farmers

Picnic	400
Conference- Hotel, Meals, Travel	400
	<u>800</u>

CEOCs Activities

	<u>100</u>
	<u>100</u>

Custodial

Monthly Cleaning (\$100/month)	1200
Cleaning Supplies	300
	<u>1500</u>

Admin

Accounting Fees	
Property Tax	1100
Business Entity Report	55
Payroll Taxes	23
Safe Deposit Box	210
	25
	<u>1413</u>

District X

Dues .20 /member	475
Meetings - Dist Ed and Outreach Leader	281
Dist X State Fair booth	100
	100
	<u>956</u>

EXPENSES TOTAL 18510

INCOME TOTAL 18510

Service to Member

Pocket Planner/Pencils	250
Fair booth rent	100
Fair Giveaways(220 TV/200givea	400
Fair Popcorn	100
Newspaper Ads	120
	<u>970</u>

Donations/Contributions

IN Ag Law	100
Special Requests	200
	<u>300</u>

Education

Ag in Classroom Supplies	350
Scholarships 3@\$500	1500
	<u>1850</u>

Per Diem

Officers (4) \$35/ 6 meetings	840
Board (9) \$25/6 meetings	1350
	<u>2190</u>

Meetings

AFBF National Convention(registr	500
State Convention	500
Spring Conference	100
Foodie Event	100
State House Visit	0
Farmers Breakfast	165
Tri County Meeting	110
Political/Government Meeting	100
	<u>1575</u>

Townships

Sample	500
Sample	300
Sample	300
	<u>1100</u>

Misc

Food, Flowers, Illness	200
Gifts (special occasions)	0
	<u>200</u>

CHART OF ACCOUNTS - GENERAL FUND

CURRENT ASSETS

1000-00	CASH: Operating
1010-00	CASH: 2nd Checking Account
1020-00	CASH: Money Market
1050-00	CASH: Savings
1060-00	CASH: Certificates of Deposit
1100-00	ACCOUNTS RECEIVABLE
1200-00	PREPAID EXPENSES
1800-00	INVESTMENTS

FIXED ASSETS

1500-00	LAND
1600-00	FARM BUREAU BUILDING
1605-00	ACCUMULATED DEPRECIATION: Building
1610-00	FURNITURE AND EQUIPMENT
1615-000	ACCUMULATED DEPRECIATION: Furniture and Equipment

CURRENT LIABILITIES

2000-00	ACCOUNTS PAYABLE
2100-00	ACCRUED EXPENSES
2200-00	PAYROLL TAX LIABILITY
2300-00	UNEARNED INCOME

LONG -TERM LIABILITIES

2500-00	MORTGAGE LOAN
2600-00	NOTES PAYABLE

NET ASSETS

3000-00	UNRESTRICTED NET ASSETS: Prior
---------	--------------------------------

REVENUE

4000-00	MEMBERSHIP DUES <i>Membership Dues</i> <i>Net Dues Reallocations</i>
4100-00	INVESTMENT INCOME <i>Interest (Checking, Savings, Money Market, & CDs)</i> <i>Stock Dividends</i>
4200-00	BUILDING INCOME <i>Rent or Mortgage Payments</i> <i>Board Room Rental Receipts</i>
4300-00	CONSTRUCTIVE BUILDING INCOME <i>Building Expenses Paid by Indiana Farm Bureau</i> <i>Insurance</i>
4400-00	OTHER INCOME
4400-01	OTHER INCOME: Membership Services <i>Sale of Tickets and Meals</i> <i>(Annual Meeting, County Picnic, Etc.)</i> <i>Plat Books</i> <i>Pop Machine Commissions</i>
4400-02	OTHER INCOME: Ag Promotion <i>Rural/Urban Ag Day</i>
4400-03	OTHER INCOME: Commodity Sales <i>Ice Cream</i> <i>Sales</i> <i>Milkshake</i> <i>Sales</i> <i>Rental of Milk Shake Machine</i>
4600-00	GIFTS, GRANTS, DONATIONS <i>County Recognition Program Awards</i> <i>Grants Received</i> <i>District County Incentive Program</i> <i>Awards</i>
4700-00	GAIN ON SALE OF ASSETS

EXPENSES

5000-00	AG DEVELOPMENT AND PROMOTIONS <i>Promotions of Milk, Pork, Beef and Grain Meetings Farm Tours Milk Shake and Popcorn Machines (Supplies and Repairs) Shopping Center Demonstrations (Promotions) Rural/Urban Event Farmer's Share Breakfast</i>	5300-00	NATURAL RESOURCES <i>Soil and Water Conservation (SWCD) Events Conservation Camp Natural Resources Workshop Land Use Meetings Drainage School</i>
5100-00	CONTRIBUTIONS <i>Food Pantry Donations Indiana Ag Law Foundation Farm Bureau Foundation Donations to Other Charitable Organizations Memorial Contributions</i>	5350-00	TOWNSHIP EXPENSE <i>Township Expenses</i>
5110-00	POLITICAL CONTRIBUTIONS <i>Candidate Campaign Donations Purchase of Signs for Election Candidates</i>	5400-10	WOMEN'S ACTIVITIES <i>District Women's Workshop Women's Alumni Meeting Women's Seminars Spring Conference (Excluding Travel and Lodging) Safety Programs Ag in the Classroom Food Check-out Week Spring Conference Meal Tickets</i>
5150-00	GOVERNMENT RELATIONS <i>Refreshments, Meals, Rental, Speakers, Supplies, Etc. Meeting With The School Board Meeting With The County Council "Meet Your Candidates" Meeting State Legislation Visitation Legislative Breakfast Policy Development Meetings</i>	5340-00	SCHOLARSHIP PROGRAM <i>This account is used by very few county Farm Bureaus who have dedicated funds for a scholarship program.</i>
5200-00	INFORMATION EXPENSE <i>Newsletter Advertising (TV, Radio, Newspapers, Handouts, Etc.) Brochures, Informative Literature, Films, & Logo Items Ag Day County Fair Expenses (Give-Away Items, Entertainment, Etc.) Fair Booth Rental Website Maintenance Trailer/Log Cabin Expenses Pet and Hobby</i>	5450-20	YOUNG FARMERS <i>Meetings, Educational Farm Tours and Promotion YF Meetings (Refreshments, Meals, Speakers, Supplies, Etc.) Young Farmers Conference (Registration Fee) Young Farmers Picnic Young Farmers Tractor Pull Expenses</i>
5250-00	MEETING EXPENSE <i>Ads Announcing Meetings and Events Annual Meetings (Place, Refreshments, Kitchen, and Janitor Help) County Board of Director Meetings (Refreshments and Supplies) County Picnic (Refreshments and Supplies) District Meeting Dinner Tickets Ice Cream and/or Summer Socials Family Night Barbecues State Convention Meal Tickets</i>	5500-00	YOUTH EXPENSE <i>4-H Pins, Awards, and Trophies 4-H Trips 4-H Achievement Banquet 4-H Livestock Auction Purchase and Reimbursement Junior Leaders Conference FFA Conferences P-CARET Barnyard Carnival Fair Queen Contest</i>
		5510-00	SCHOLARSHIPS <i>Any Awards Where a Check is Written to Benefit an Individual Scholarships for College Students Essay Contest Winners 4-H Tenure Awards</i>
		6000-00	SALARY <i>Salary and Per Diem Payments to Officers Subject to FICA Tax Monetary Gifts or Gift Cards for Officers</i>

6100-00	PER DIEM <i>Per Diem Payments to Officers Not Subject to FICA Tax</i> <i>Per Diem Payments to Directors</i>	7100-00	POSTAGE AND PRINTING <i>Postage For All Activities</i> <i>Printing of Flyers or Agendas Envelopes and Letterhead</i>
6200-00	PAYROLL TAX EXPENSE <i>Employer's Cost of Social Security and Medicare Taxes (FICA)</i> <i>State and Federal Unemployment Taxes (SUTA and FUTA)</i> <i>Worker Training Assessment</i>	7200-00	MISCELLANEOUS EXPENSE <i>Chamber of Commerce Dues</i> <i>Flowers (Illness, Funerals, Open House, Etc.)</i> <i>Corporation Filing Fee for Business Entity Report</i> <i>Printed Checks and Deposit Slips Bank Charges (Overdraft or Service Charges)</i> <i>Safety Deposit Box Rent</i> <i>Gifts for Insurance Office Personnel Personal Property Taxes</i>
6300-00	MEALS AND ENTERTAINMENT <i>Meals and Entertainment Expenses Incurred in Connection with Individual and Group Travel, not Related to Women's Activities or Young Farmers</i>	7300-00	LOSS ON SALE OF ASSETS
6300-10	MEALS AND ENTERTAINMENT: Women <i>Meals and Entertainment Expenses Incurred in Connection with Individual and Group Travel, Related to Women's Activities</i>	8000-00	DISTRICT DUES
6300-20	MEALS AND ENTERTAINMENT: Young Farmers <i>Meals and Entertainment Expenses Incurred in Connection with Individual and Group Travel, Related to Young Farmers</i>	8100-00	MEMBERSHIP EXPENSE <i>Refreshments, Meals, Rental, Speakers, Supplies, Etc.</i> <i>Kick-Off Meeting</i> <i>Membership Awards</i> <i>Membership Advertising</i> <i>Membership Committee Meetings</i> <i>Honorary Membership Dues</i>
6400-00	TRAVEL & MILEAGE <i>Expenses Incurred in Connection with Individual and Group Travel, not Related to Women's Activities or Young Farmers</i> <i>Mileage, Parking Fees, and Taxi Transportation (Bus, Plane Fare, Train Fare and Auto Mileage)</i> <i>Hotel Lodging</i> <i>Conventions (National and State)</i> <i>Advances and Refunds for National Convention Attendance</i>	8200-00	SERVICE TO MEMBERS <i>Slow Moving Vehicle Signs</i> <i>Window Property Protection Decals</i> <i>Plat Books</i> <i>Customer Appreciation Day</i>
6400-10	TRAVEL: Women <i>Expenses Incurred in Connection with Individual and Group Travel, Related to Women's Activities</i> <i>Mileage, Parking Fees, and Taxi Transportation (Bus, Plane Fare, Train Fare and Auto Mileage)</i> <i>Hotel Lodging</i> <i>Conventions (National and State)</i> <i>Advances and Refunds for National Convention Attendance</i>	BUILDING	
6400-20	TRAVEL: Young Farmers <i>Expenses Incurred in Connection with Individual and Group Travel, Related to Young Farmers</i> <i>Mileage, Parking Fees, and Taxi Transportation (Bus, Plane Fare, Train Fare and Auto Mileage)</i> <i>Hotel Lodging</i> <i>Conventions (National and State)</i> <i>Advances and Refunds for National Convention Attendance</i>	9000-00	Building Expense
7000-00	GENERAL FUND ACCOUNTING FEES	9100-00	Electricity (Including Security Lights)
		9110-00	Gas and Fuel Oil
		9120-00	Water and Sewage – Bottled Water
		9130-00	Insurance, Property
		9140-00	Janitor Service
		9150-00	Janitor Supplies – Walk Off Mats
		9160-00	Lawn Care (Mowing and Weeding)
		9180-00	Property Tax, Real Estate Tax, Drainage Assessments
		9190-00	Repairs and Maintenance – Pest Control
		9200-00	Snow Removal
		9300-00	Interest Expense (Interest on Notes and Mortgages)
		9400-00	Depreciation – Building
		9410-00	Depreciation – Equipment
		9600-00	Income Tax – Federal

CHECK REQUEST FORM

Contact regional manager for official copy.

County Farm Bureau

CHECK REQUEST

Date requested: _____ Requested by: _____

Date required: _____ Phone: _____

Amount: _____ Budget Code: _____

Check # _____

Description: _____

☐ Mail to (please provide complete name and address):

☐ Give to: _____

Received signature: _____

Approving officer's signature: _____

Marketing associate name and date mailed _____



Documentation must be attached.

ISSUING CHECKS

A request for a General Fund check should be made with a check requisition or an expense report. Receipts should be included with these forms to substantiate reimbursement requests.

A check requisition should include the date, the type of activity, and a brief, itemized description of each expense. The form should be approved by an officer of the county. Officers should not approve any payments to themselves or family members. Budget codes MUST be included on the form, or it cannot be paid.

A check should never be made out to "Cash." Checks for scholarships should be made payable to the school, not the scholarship recipient.

If the county pays salaries, per diems for attending meetings, and/or mileage for attending meetings, please consider only paying these items quarterly, semi-annually, or annually. Paying monthly is time-consuming for the person writing the checks and uses a lot of check stock, which can be costly. Also, checks for lesser amounts are more likely to be lost and need to be reissued.

BANK ACCOUNTS

Now is the time to update signature cards on the county's bank account(s)!

Many counties have former officers or insurance personnel listed on bank accounts. This needs to be corrected. At least two people should be named on the account. In most cases, the president and secretary (or treasurer) will be principals on the account and the county Incorporated MA will be listed as a signer and someone who can get information from the bank.

Before new accounts are opened or old accounts are closed, the board needs to approve it. One or two officers cannot make a banking decision without board approval. If something needs to be done before the next board meeting, the approval can be in the form of emails from a majority of the board. Those emails should be kept with regular meeting minutes.

Each county is free to choose its own bank(s). If the county board chooses to switch banks for the checking account, it will need to notify the INFB Home Office immediately in order to get the membership dues and rent payments (if any) changed to the new account. Any time a new bank account is opened or an old account closed, please be sure to send copies of the paperwork to the Home Office as soon as possible.

PAYROLL TAXES

Who is subject to payroll taxes?

The elected officers of each county Farm Bureau are subject to payroll taxes because they are considered employees. The other members of the board are not subject to payroll taxes.

What payments are subject to payroll taxes?

The answer to this question can be tricky. Keep in mind that each county board decides how its officers will be paid and this varies from county to county. The chart below can help you determine what is taxable. To use this chart, pick the option on the left that describes your county's policy:

If the <u>officers</u> are paid this:	Taxes are withheld on this:
A salary (& nothing else)	The amount of the salary
A salary + A per diem for each meeting attended	The amount of the salary
A salary + Reimbursement for mileage to attend meetings	The amount of the salary
A salary + A per diem for each meeting attended + Reimbursement for mileage to attend those same meetings	The amount of the salary + The amount of the per diems
A per diem for each meeting attended + Reimbursement for mileage to attend those same meetings	The amount of the per diems
A per diem for each meeting attended (& nothing else)	Nothing is taxed
Reimbursement for mileage to attend meetings (& nothing else)	Nothing is taxed
When in doubt, call General Fund Accounting to ask!	

How much is withheld in payroll taxes?

When checks are written to the officers for the amounts above, only the taxable items will have 7.65% in tax withheld for Social Security & Medicare taxes. This amount is subject to change as federal law changes.

What effect does this have on me?

If you are an officer who receives taxable payments (use the chart above to determine if any of the payments you receive are taxable), you will receive a W-2 in January for the previous year's taxable amount. You will need to report this W-2 on your individual income taxes like any other W-2.

Are payments to directors subject to tax?

A 1099 will be issued to a director only if the director is (1) paid a per diem for attending meetings, (2) paid a reimbursement for mileage to attend those same meetings, AND (3) the total of the per diems (not the mileage reimbursement) is more than \$600 for the calendar year. A 1099 will be issued only if all three criteria are met. If a director receives a 1099, he or she will need to report the 1099 on his or her individual income taxes.

We are a not-for-profit organization. Aren't we exempt from taxes?

No. Not-for-profit organizations are exempt from corporate income taxes in most cases. Payroll taxes are a completely different matter. If your county would like to consider different ways to pay officers and directors, please contact the General Fund Accountant for advice on minimizing or even eliminating payroll tax liabilities.

TAXES

PAYROLL TAXES

- The sheet titled “Payroll Taxes” gives a detailed outline of what amounts are subject to payroll taxes.
- The county is responsible for the following forms of payroll taxes:
 - Medicare and Social Security taxes (FICA)
 - State unemployment taxes (SUTA)
 - Federal unemployment taxes (FUTA)

CORPORATE TAXES

- Indiana Farm Bureau, Inc. will prepare the county’s annual federal and state tax returns, which will include the federal form 990 (or 990-EZ) & the state form NP-20.
 - The county board may be asked for input to aid in completion of these forms.
 - If the county owns a building and has a mortgage on that building, the federal form 990-T & the state form IT-20NP will also be prepared by Indiana Farm Bureau, Inc. at the same time as the forms listed above.
 - *The county may owe money with the 990-T and/or the IT-20NP.*
 - A county officer will be asked to look over and sign all of these forms once they are completed.
- If the county Farm Bureau gives any political contributions (defined as any expenditure to influence the election of a candidate for office), the amount of the contributions are taxed 35% by the federal government and 7% by the state government.*
 - The county Farm Bureau must pay the 43% in taxes.
 - This doesn’t mean contributions shouldn’t be given. Just be sure to budget 43% more!
 - This only applies to influencing the election for a candidate (either for or against the candidate). It does not apply to influencing decisions on questions on the ballot.
 - This does not apply to “Meet the Candidate” or similar meetings, as long as all candidates for the position are invited.

PROPERTY TAXES

- If the county Farm Bureau owns a building, the Insurance Company pays the real estate taxes as part of the Joint Operations Agreement.
- The county Farm Bureau is responsible for the business personal property taxes on the furniture and equipment owned by the county.

**Tax rates are subject to change.*

EXPENSE FORM

Contact regional manager for official copy.

COUNTY FARM BUREAU EXPENSE REPORT

*ATTACH ALL RECEIPTS for ANY EXPENSES

Date	Purpose	Mileage	Hotel	Budget Code	Per Diem	Daily Total
	TOTALS					

Business Meal & Miscellaneous Expenses

[illegible]

Mileage rate _____

Miles

Mileage

Per diem

Hotel

Meals

Misc.

Total expenses _____

Name: _____

Date: _____

Mailing address: _____

Approving officer's signature: _____

(must not be related to individual submitting expense report)

RETURN TO FIRST PAGE

W-4 FORM

Contact regional manager for official copy.

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if both of the following apply.

- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability, and

- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet
Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

Form W-4 (2018)

your wages and other income earned by a spouse

Line G. Other credits. You can claim a credit for other credits, such as the earned income credit and tax credits for child care expenses. If you expect to receive a refund that will be larger than any refund that you receive on your tax return, you should take these credits into account when you complete your tax return.

Deductions, Adjustments, and Other Income Worksheet. Complete this worksheet to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

worksheet or reduce your withholding if you don't wish to do so. You can also use this worksheet to determine how much to increase or decrease your withholding if you have interest or dividends.

Another option is to use the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete the worksheets for

Two-Earners/Multiple Jobs Worksheet
Complete this worksheet

Form W-4 (2018)

A Enter "1" if you are claiming exemption from withholding for 2018

B Enter "1" if you are claiming exemption from withholding for 2018

C Enter "1" if you are claiming exemption from withholding for 2018

D Enter "1" if you are claiming exemption from withholding for 2018

E Child tax credit

• If your total income is more than \$400,000, enter the number of children who are eligible for the credit

• If your total income is \$400,000 or less, enter the number of children who are eligible for the credit

F Credit for other dependents

• If your total income is more than \$400,000, enter the number of dependents who are eligible for the credit

• If your total income is \$400,000 or less, enter the number of dependents who are eligible for the credit

G Other credits

H Add lines A through G

I For accuracy, complete all worksheets that apply.

J Note: Use this worksheet to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld.

K Enter an estimate of your federal income tax liability for 2018. See the instructions for line K.

L Enter the amount of your federal income tax liability for 2018. See the instructions for line L.

M Enter the amount of your federal income tax liability for 2018. See the instructions for line M.

N Enter the amount of your federal income tax liability for 2018. See the instructions for line N.

O Enter the amount of your federal income tax liability for 2018. See the instructions for line O.

P Enter the amount of your federal income tax liability for 2018. See the instructions for line P.

Q Enter the amount of your federal income tax liability for 2018. See the instructions for line Q.

R Enter the amount of your federal income tax liability for 2018. See the instructions for line R.

S Enter the amount of your federal income tax liability for 2018. See the instructions for line S.

T Enter the amount of your federal income tax liability for 2018. See the instructions for line T.

U Enter the amount of your federal income tax liability for 2018. See the instructions for line U.

V Enter the amount of your federal income tax liability for 2018. See the instructions for line V.

W Enter the amount of your federal income tax liability for 2018. See the instructions for line W.

X Enter the amount of your federal income tax liability for 2018. See the instructions for line X.

Y Enter the amount of your federal income tax liability for 2018. See the instructions for line Y.

Z Enter the amount of your federal income tax liability for 2018. See the instructions for line Z.

AA Enter the amount of your federal income tax liability for 2018. See the instructions for line AA.

AB Enter the amount of your federal income tax liability for 2018. See the instructions for line AB.

AC Enter the amount of your federal income tax liability for 2018. See the instructions for line AC.

AD Enter the amount of your federal income tax liability for 2018. See the instructions for line AD.

AE Enter the amount of your federal income tax liability for 2018. See the instructions for line AE.

AF Enter the amount of your federal income tax liability for 2018. See the instructions for line AF.

AG Enter the amount of your federal income tax liability for 2018. See the instructions for line AG.

AH Enter the amount of your federal income tax liability for 2018. See the instructions for line AH.

AI Enter the amount of your federal income tax liability for 2018. See the instructions for line AI.

AJ Enter the amount of your federal income tax liability for 2018. See the instructions for line AJ.

AK Enter the amount of your federal income tax liability for 2018. See the instructions for line AK.

AL Enter the amount of your federal income tax liability for 2018. See the instructions for line AL.

AM Enter the amount of your federal income tax liability for 2018. See the instructions for line AM.

AN Enter the amount of your federal income tax liability for 2018. See the instructions for line AN.

AO Enter the amount of your federal income tax liability for 2018. See the instructions for line AO.

AP Enter the amount of your federal income tax liability for 2018. See the instructions for line AP.

AQ Enter the amount of your federal income tax liability for 2018. See the instructions for line AQ.

AR Enter the amount of your federal income tax liability for 2018. See the instructions for line AR.

AS Enter the amount of your federal income tax liability for 2018. See the instructions for line AS.

AT Enter the amount of your federal income tax liability for 2018. See the instructions for line AT.

AU Enter the amount of your federal income tax liability for 2018. See the instructions for line AU.

AV Enter the amount of your federal income tax liability for 2018. See the instructions for line AV.

AW Enter the amount of your federal income tax liability for 2018. See the instructions for line AW.

AX Enter the amount of your federal income tax liability for 2018. See the instructions for line AX.

AY Enter the amount of your federal income tax liability for 2018. See the instructions for line AY.

AZ Enter the amount of your federal income tax liability for 2018. See the instructions for line AZ.

BA Enter the amount of your federal income tax liability for 2018. See the instructions for line BA.

BB Enter the amount of your federal income tax liability for 2018. See the instructions for line BB.

BC Enter the amount of your federal income tax liability for 2018. See the instructions for line BC.

BD Enter the amount of your federal income tax liability for 2018. See the instructions for line BD.

BE Enter the amount of your federal income tax liability for 2018. See the instructions for line BE.

BF Enter the amount of your federal income tax liability for 2018. See the instructions for line BF.

BG Enter the amount of your federal income tax liability for 2018. See the instructions for line BG.

BH Enter the amount of your federal income tax liability for 2018. See the instructions for line BH.

Form W-4 (2018)

Note: Use this worksheet to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld.

1 Enter the number of allowances you are claiming (from the applicable worksheet on the following pages) **5**

2 Find the number in the table below that is closest to your total income for 2018. Enter the number in the space provided. **6**

3 If line 1 is more than line 2, enter the difference in the space provided. **7**

Note: If line 1 is less than line 2, figure the additional amount of tax to have withheld.

4 Enter the number of allowances you are claiming (from the applicable worksheet on the following pages) **5**

5 Enter the number of allowances you are claiming (from the applicable worksheet on the following pages) **6**

6 Subtract line 5 from line 4. Enter the result in the space provided. **7**

7 Find the amount of tax to have withheld (see the instructions for line 7). **8**

8 Multiply line 7 by the number on line 5. Enter the result in the space provided. **9**

9 Divide line 8 by the number on line 5. Enter the result in the space provided. **10**

10 Enter the amount of tax to have withheld (see the instructions for line 10). **11**

11 Enter the amount of tax to have withheld (see the instructions for line 11). **12**

12 Enter the amount of tax to have withheld (see the instructions for line 12). **13**

13 Enter the amount of tax to have withheld (see the instructions for line 13). **14**

14 Enter the amount of tax to have withheld (see the instructions for line 14). **15**

15 Enter the amount of tax to have withheld (see the instructions for line 15). **16**

16 Enter the amount of tax to have withheld (see the instructions for line 16). **17**

17 Enter the amount of tax to have withheld (see the instructions for line 17). **18**

18 Enter the amount of tax to have withheld (see the instructions for line 18). **19**

19 Enter the amount of tax to have withheld (see the instructions for line 19). **20**

20 Enter the amount of tax to have withheld (see the instructions for line 20). **21**

21 Enter the amount of tax to have withheld (see the instructions for line 21). **22**

22 Enter the amount of tax to have withheld (see the instructions for line 22). **23**

23 Enter the amount of tax to have withheld (see the instructions for line 23). **24**

24 Enter the amount of tax to have withheld (see the instructions for line 24). **25**

25 Enter the amount of tax to have withheld (see the instructions for line 25). **26**

26 Enter the amount of tax to have withheld (see the instructions for line 26). **27**

27 Enter the amount of tax to have withheld (see the instructions for line 27). **28**

28 Enter the amount of tax to have withheld (see the instructions for line 28). **29**

29 Enter the amount of tax to have withheld (see the instructions for line 29). **30**

30 Enter the amount of tax to have withheld (see the instructions for line 30). **31**

31 Enter the amount of tax to have withheld (see the instructions for line 31). **32**

32 Enter the amount of tax to have withheld (see the instructions for line 32). **33**

33 Enter the amount of tax to have withheld (see the instructions for line 33). **34**

34 Enter the amount of tax to have withheld (see the instructions for line 34). **35**

35 Enter the amount of tax to have withheld (see the instructions for line 35). **36**

36 Enter the amount of tax to have withheld (see the instructions for line 36). **37**

37 Enter the amount of tax to have withheld (see the instructions for line 37). **38**

38 Enter the amount of tax to have withheld (see the instructions for line 38). **39**

39 Enter the amount of tax to have withheld (see the instructions for line 39). **40**

40 Enter the amount of tax to have withheld (see the instructions for line 40). **41**

41 Enter the amount of tax to have withheld (see the instructions for line 41). **42**

42 Enter the amount of tax to have withheld (see the instructions for line 42). **43**

43 Enter the amount of tax to have withheld (see the instructions for line 43). **44**

44 Enter the amount of tax to have withheld (see the instructions for line 44). **45**

45 Enter the amount of tax to have withheld (see the instructions for line 45). **46**

46 Enter the amount of tax to have withheld (see the instructions for line 46). **47**

47 Enter the amount of tax to have withheld (see the instructions for line 47). **48**

Privacy Act and Paperwork Reduction Act Notice. We ask for this information to carry out the laws of the United States. Code sections 3402(f)(2) and 3402(f)(3) require you to provide this information; your employer is not required to provide it. Failure to provide this information may result in the IRS treating you as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information

New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

confidential, as required by Code section 6103. The average time and expenses required to complete and file this form will vary depending on individual circumstances. Estimated average time to complete, on, to cities, states, the District of Columbia, and.

Examples o

Form I-9 07/17/17 N

Page 2 of 3

Refer to the instructions for more information about acceptable receipts.



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Form I-9 07/17/17 N

STOP

STOP

SIMPLE PARLIAMENTARY PROCEDURES CHEAT SHEET

(Adapted from Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century)

MEETING BASICS



MOTION 101

Basic Motions

- Basic motion on agenda item
- Motion to amend
- Substitute motion

Meeting Motions

- Motion to adjourn
- Motion to recess
- Motion to fix the time to adjourn
- Motion to table

Super Majority Motions

- Motion to limit debate
- Motion to close nominations
- Motion to object to the consideration of a question
- Motion to suspend the rules

**A MOTION CAN BE MADE AND
SECONDED BY ANY MEMBER.**

AGENDA ITEM DISCUSSIONS

1. **Announce Agenda Item:** Chair clearly states agenda item number and subject.
2. **Reports and Recommendations:** Relevant speaker gives report and provides recommendations.
3. **Questions and Answers:** Technical questions from members are asked and addressed.
4. **Public Comment:** Chair allows public comment and input under the terms of the board's policy for such comment.
5. **Motions and Action Items:**
 - a) **Motions Introduced:** Chair invites motion from body and announces name of member introducing motion.
 - b) **Seconds:** If motion is seconded, chair announces name of seconding member.
 - c) **Motions Clarified:** Seconded motion is clarified by maker of motion, chair, or secretary/clerk.
 - d) **Amendments and Substitutions:** Other members may propose amended or substitute motions.
 - e) **Discussion and Vote:** Members discuss motion. Chair announces the vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.
 - f) **Yes and Nos:** Chair takes vote by asking for "yes," "no" or "abstentions." Unless super majority required, simple majority determines whether motion passes.
 - g) **Results and Actions:** Chair announces result of vote and action the body has taken. Names of dissenters should be announced as well. Example: "The motion passed by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."
6. **Repeat:** Begin the process again with next agenda item.

HOW TO RUN EFFECTIVE MEETINGS

- **Have an agenda.**
- **Set start and end times.**
(In general, a board meeting should not be longer than 1 hour.)
- **Set time limits for agenda items.**
- **Items for future discussion:**
 - Issues Bin.
(Place items that need to be discussed in the “issues bin” to be discussed in future meetings. Make sure there is a date for the future discussion.)
 - Next time.
- **Organize topics logically.**
- **Start and end with brief, easy items.**
- **Tackle controversial topics when people have high energy.**
- **Distribute the agenda, minutes and committee reports ahead of time. Items should be emailed to board at least 48 hours prior to the meeting.**

TIPS FOR MAKING MEETINGS RUN SMOOTHLY

1. Ensure meetings have an orderly process for discussion and debate

- Enforce parliamentary procedures.
- Have a verb-spurred agenda with strict time limits.
- Use a physical symbol like a ball that indicates who has the floor.
- If problems persist, consider setting a time limit for each person's comments and/or restrict the number of times people can comment on an issue.

2. Avoid sidebar conversations

- If you notice them happening, talk with the individuals at the break or after a meeting and ask them to please refrain.
- Limit important discussions to the boardroom where everyone has access to the information and can share ideas and reactions.

3. Don't tolerate controlling or abusive behavior

- Respect the ideas and opinions of others when they are different.
- Address the behavior, not the person.
- Offer considerations about the negative impact someone's actions have and then give the person space to consider it.
- Don't avoid confronting this behavior for fear of also being attacked.
- When the damage is serious, request an apology.

4. Don't dominate discussions

- Give everyone a chance to contribute ideas and comments.
- Don't confuse being helpful with being domineering.
- Respectfully ask people who dominate to allow others a chance.
- If problems persist, talk with the offender at the break or after the meeting.
- Ask for thoughts or ideas for some issues in writing.

5. Contribute to the discussion

- Just showing up isn't enough. Board members must be actively involved in the discussions.
- Everyone's ideas are important and valuable in making the best decisions possible.
- From time to time, go around the room and ask people individually for their thoughts or reactions.

6. Work to avoid and eliminate divisions and other efforts to undermine authority

- Remain independent-minded within group discussions.
- When a decision is made, accept and support it on behalf of the board.
- Bring questions to the full group and not only to small groups that support your position.

7. Welcome the ideas of new leaders

- Give clear direction to new leaders about expectations and authority.
- Encourage senior leaders to mentor, rather than over-manage, new leaders.
- Show new leaders that their ideas are valued.

BOARD MEETING CHECKLIST

PRESIDENT'S CHECKLIST

- ☐ **Make sure you need a meeting / Define the purpose**
Work with your RM to determine what the purpose of your meeting should be
- ☐ **Create agenda**
Begin immediately after board meeting for next meeting (completed one week prior)
- ☐ **Acquire minutes from secretary**
Should have minutes completed within a week of meeting
- ☐ **Committee reports**
Ask committee chair to provide in writing one week prior to meeting
- ☐ **Delegate**
Delegate responsibility for tasks
- ☐ **Meeting notice**
Email or mail board preparation materials one week prior to meeting or delegate that responsibility

REGIONAL MANAGER'S CHECKLIST

- ☐ **Agenda**
Assist president to create
- ☐ **Purpose**
Clearly define purpose of meetings
- ☐ **Assist**
Assist president with delegating duties

BOARD MEMBER'S CHECKLIST

- ☐ **Prepare**
Read minutes and agenda PRIOR to arriving at meeting
- ☐ **Committee**
Chair provides report in writing one week prior to board meeting
- ☐ **Present**
Be present and participate in board meeting
- ☐ **Follow Up**
Follow up on any activities or tasks

THE PURPOSE OF MEETINGS

Meetings should NOT be held simply because we have always held them. As an organization, we need to be cognizant of our volunteer members' time. If a meeting does not have a clear purpose, you should not have a meeting. If there are only a few general update reports, think differently, try emailing the updates to the board. In general, a board meeting should not last any longer than an hour.

Meetings are an important organizational tool as they can be used to:

- Plan.
- Solve problems.
- Make decisions.
- Pool and develop ideas.
- Create and develop understanding.
- Encourage enthusiasm and initiative.
- Provide a sense of direction.

All meetings should be held with a purpose such as:

- Vote on budget.
- Vote on policy.
- Finalize annual meeting plans.
- Finalize county fair plans.
- Membership.
- Local issues that need to be discussed (annexation, zoning, etc.).

WHAT’S WRONG WITH THIS AGENDA?

Look at the sample meeting agenda on this page. What items could be improved?

**Walnut County Farm Bureau
Board of Directors Meeting**

**Next Tuesday
7:00 PM**

- 1. Welcome and opening remarks**
- 2. Approval of minutes from June 23 meeting**
- 3. Approval of agenda**
- 4. Treasurer’s report**
- 5. Committee reports**
- 6. New Business**
 - A. Select location for the farm tour** *(15 min)*
 - B. Set date for next year’s Annual Meeting** *(15 min)*
 - C. Membership report** *(15 min)*
 - D. Delegates for YF conference** *(10 min)*
 - E. Debate and vote on proposed dues increase** *(5 min)*
- 7. Other Business**
- 8. Adjournment – 8 PM**

WHAT'S WRONG WITH THIS AGENDA?

The circled areas indicate items that could be improved. Read improvements below.

**Walnut County Farm Bureau
Board of Directors Meeting**

1. Next Tuesday
7:00 PM

1. Welcome and opening remarks

2. Approval of minutes from June 23 meeting

3. Approval of agenda

4. Treasurer's report

5. Committee reports

6. New Business

A. Select location for the farm tour (15 min)

B. Set date for next year's Annual Meeting (15 min)

3. C. Membership report (15 min)

4. D. Delegates for YF conference (10 min)

5. E. Debate and vote on proposed dues increase (5 min) 6.

7. 7. Other Business

8. Adjournment – 8 PM 8.

1. Include date and time of meeting.
2. Consider using a consent agenda for reports.
3. Reports should appear before new business either in a consent agenda or separately.
4. Use verb-spurred agenda items.
5. Start and end with brief, easy items.
6. Set realistic time limits for items.
7. Using other business leaves the meeting open to sabotage.
8. Set realistic start and end times.

BOARD MEETING AGENDA - SAMPLE #1

Sample County Farm Bureau Board Agenda

Date: January 1, 2018 Time: 7:00 P.M. Location: Sample Office
To: Sample County Farm Bureau Board Members
From: County President

AGENDA

7:00 – 7:05 General

Call to Order

Minutes

7:05 – 7:15 Insurance report – sample agency manager

7:15 – 7:25 Regional manager report

7:25- 7:30 Committee reports and updates

7:30 – 7:40 Old/New business

None

7:40 – 7:50 New business

Statehouse Visits

Annual Meeting

7:50 – 8:00 Other/announcements

8:00 Adjourn

Mission Statement

Indiana Farm Bureau promotes agriculture through public education, member engagement and by advocating for agricultural and rural needs.

BOARD MEETING AGENDA - SAMPLE #2

(Sample) Meeting Agenda

Meeting Purpose:

Statehouse visit schedule
Membership

County Fair

Objectives:

Finalize Statehouse visit schedule
Organize membership drive
Develop volunteer list for county & state fair

Date: January 1, 2018

Place: County Office

Starting Time: 6pm

Ending Time: 7pm

1 hour meeting

Attendees:

List your board with phone numbers and email addresses according to their roles.

Roles:

President
Vice President
Treasurer
Secretary
Education & Outreach chair
YF co-chair
YF co-chair
Public Relations chair
Bd member
Bd member
Bd member
Bd member
Bd member
Bd member
INFB Ins. Rep.
INFB Regional Mgr.

Advance Preparation:

None required for this meeting, but always be aware of issues and activities. Our commitment to increasing membership is ongoing.

Detailed Outline

BOARD MEETING MINUTES TEMPLATE

Contact regional manager for official copy.

Meeting of the Board

WHEN						
WHERE/HOW						
BOARD MEMBERS		Present	Absent		Present	Absent
	Name 1					
	Name 2					

AGENDA ITEMS

1.	Welcome
	<input type="radio"/>

2.	Last meeting's minutes: Approval
	<input type="radio"/>
	<input type="radio"/> Motion to approve:
	<input type="radio"/> Second:

3.	Treasurer report		
	○		
	To do	When	Whom

4.	Committee updates (if applicable)			
	Membership: Name 1, Name 2	○		
	To do		When	Whom
	Policy Development: Name 1, Name 2	○		
	To do		When	Whom
	Annual Meeting: Name 1, Name 2	○		
	To do		When	Whom
	YF&R: Name 1, Name 2	○		

	To do	When	Whom
Education & Outreach: Name 1, Name 2	○		
	To do	When	Whom
Committee: Name 1, Name 2	○		
	To do	When	Whom
Committee:	○		
	To do	When	Whom
Committee:	○		
	To do	When	Whom

5.			
	○		
	To do	When	Whom

6.			
	○		
	To do	When	Whom

7.			
	○		
	To do	When	Whom

8.	Other business		
	○		
	To do	When	Whom

9.	End of meeting		
	○ <u>Motion to approve:</u>		
	○ <u>Second:</u>		

MEETING MINUTES - WHAT'S IN & WHAT'S OUT

IN

Name of the organization
Existence of a quorum
Board members in attendance, absent and excused
Motions made and by whom
Major points for and against issues
Results of votes
Names of those dissenting or
abstaining Meeting date
Notation of financial reports and
other documents distributed
Start and end time
Future action items
Signature of the board president and secretary
Discussions of legal issues
Questions of conflict of interest
Minutes for all official meetings—including
committees Logistical information about the next
meeting

OUT

Transcripts of meeting discussions
Minutes as newsletters for the organization
Minutes as the report for work assignments
Names or direct quotations
Not enough information to explain the
decision Recording names with votes unless
requested Too much detail about discussions
Sidebar conversations
Keeping an audio or video
recording of the meeting along with
the minutes
Typos and errors

BOARD MEETING REVIEW

Meeting Date: _____ Name (Optional): _____

What was the most valuable thing accomplished by this meeting?

What did you like least about the meeting?

Topics were:

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

Topics were related to the purpose of our organization:

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

Effective use of time (meeting was no more than 75 minutes):

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

Participation of Members:

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

Enjoyable/Interesting:

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

Other Comments:

At our board meetings, we should...

Stop doing...

Continue doing...

Start doing...

BOARD SELF-EVALUATION

The goal of this tabulation is to create knowledge of where you as individual board members see your board in regards to the listed qualities of a governing body.

How accurately do these statements describe your board? Answer on a scale of 1 to 6, with 1 being equal to “not at all like us” and 6 being equal to “very much like us.”

Oversight and Direction:						
6	5	4	3	2	1	We participate in board meetings where the majority of the agenda and board time focuses on direction setting, implementing policy and strategy.
6	5	4	3	2	1	We maintain sound fiscal policy and practices and realistically face the financial ability of the organization to support its program.
6	5	4	3	2	1	We are committed to strategically planning for the long-term future of the organization, consider this a regular activity of the board, and weigh all decisions in terms of what is best for those served by the organization.
Board Meetings:						
6	5	4	3	2	1	We honor the established procedures for board meetings, providing ample time for interested parties to be heard, but preventing one individual or group from dominating discussions.
6	5	4	3	2	1	We seek ways to support all elected leaders and fellow board members in the successful execution of leadership duties. We seek to recognize individuals' strengths and provide opportunities for the organizations to benefit from them.
6	5	4	3	2	1	We make decisions based on data available and support the organization's commitment to collecting the information needed for sound decision-making.
6	5	4	3	2	1	We seek and respect the opinion or recommendations of staff when considering a decision and ensure that board committees and other work groups receive the proper authority and resources to complete their assignments.
6	5	4	3	2	1	We do not redo the work of committees or work groups.
6	5	4	3	2	1	We give adequate time and attention to controversial items, act with deliberate speed on urgent matters and present decisions of the board without bias.
Stakeholder Relationships: (Stakeholder refers to parties – members as well as outside parties – interested in or able to affect the organization's ability to accomplish its purpose)						
6	5	4	3	2	1	We actively foster a clear understanding of the organization, its direction, and its leadership decisions among the stakeholders; we actively foster open lines of communication between leaders and stakeholders.
6	5	4	3	2	1	We seek to be fully informed of member attitudes and the special-interest groups seeking to influence the organization and are fully prepared to represent the interests of the organization.
6	5	4	3	2	1	We act responsibly in channeling concerns, complaints, and criticisms of the organization through the chief staff officer or president; we speak thoughtfully in the face of unjust criticism of others.
Personal Qualities:						
6	5	4	3	2	1	We demonstrate an ability to think independently, rely on fact rather than prejudice, and hear, understand, and consider all sides of a controversial question.
6	5	4	3	2	1	We show respect for the intentions and interests of others and for group decisions cooperatively reached.
6	5	4	3	2	1	We have a willingness to devote the necessary time to fulfilling the responsibilities of a board member as outlined in the organizations' written position description.

EVALUATE YOUR MEETINGS

Consider the typical Farm Bureau meeting you attend. Compare your meeting to the following characteristics of an effective meeting. Check those statements that apply to meetings you normally conduct or attend.

- ☐ An agenda is prepared prior to the meeting.
- ☐ Meeting participants have an opportunity to contribute to the agenda.
- ☐ Advance notice of meeting time and place is provided to those invited.
- ☐ Meeting facilities are comfortable and adequate for the number of participants.
- ☐ The meeting begins on time.
- ☐ The meeting has a scheduled ending time.
- ☐ The use of time is monitored throughout the meeting.
- ☐ Everyone has an opportunity to present his or her point of view.
- ☐ Participants listen attentively to each other.
- ☐ There are periodic summaries as the meeting progresses.
- ☐ No one tends to dominate the discussion.
- ☐ Everyone has a voice in decisions made at the meeting.
- ☐ The meeting typically ends with a summary of accomplishments.
- ☐ The meeting is periodically evaluated by the participants.
- ☐ People can be depended upon to carry out any action agreed to during the meeting.
- ☐ Minutes of the meeting are provided to each participant following the meeting.
- ☐ The meeting leader follows up with participants on action agreed to during the meeting.
- ☐ The appropriate and necessary people can be counted on to attend each meeting.
- ☐ The decision process used is appropriate for the size of the group.
- ☐ When used, audiovisual equipment is in good working condition and does not detract from the meeting.

NUMBER OF STATEMENTS CHECKED _____ X 5 = _____ MEETING SCORE

**A score of 80 or more indicates you attend a high percentage of quality meetings.
A score below 60 suggests that work is required to improve the quality of meetings you attend.**

Evaluation form modified from Marion W. Hayes' book Effective Meeting Skills

BOARD EVALUATION - HOW ARE WE DOING?

In what ways does your board monitor and evaluate its work, the performance of individual board members and its impact on your organization?

How could your board benefit from regular evaluation activities?

What evaluation activities need to be developed to make your board more effective?

EVALUATING THE BOARD

Rate items:

- 1 – Poor

2 – Needs Work

3 – Adequate

4 – Very Good

5 – Excellent

___ Meeting scheduled at convenient time and location.

___ Majority of board members were in attendance.

___ Agenda and supporting documents circulated prior to meeting.

___ Meeting began on time.

___ Agenda items are relevant to mission, goals and objectives of the organization.

___ Agenda items related to board work (not committee issues).

___ Structure and leadership of meeting encouraged thoughtful discussion.

___ Agenda items were clearly identified as for information, discussion or decision.

___ Reports were tabled, and only questions and/or discussion related to them were considered.

___ Decision-making method being used, such as collaboration or simple majority, was identified before the decision was made.

___ Appropriate information was available to make decision.

___ Atmosphere was relaxed and friendly.

___ All board members were encouraged to participate.

___ Motions were accurately recorded in the minutes.

___ Meeting duration was appropriate to the needs of the group and the issues to be addressed.

___ Staff and board members presenting information were prepared and effective.

___ The board follows the budget.

___ As a board, each member understands their legal responsibilities.

Strengths of the meeting: _____

Suggestions for future improvement of effectiveness: _____

SIMPLE BOARD EVALUATION

The board operates with clearly defined:

- *Mission and goals.*
- *Bylaws.*

- ☐ Yes
☐ No
☐ Don't Know

Board members understand their own and each others' roles and duties.

- ☐ Yes
☐ No
☐ Don't Know

Job descriptions have been developed and are used for:

- *Individual board members.*
- *Officer positions.*
- *Committee chairpersons.*

- ☐ Yes
☐ No
☐ Don't Know

The board uses committees and/or work groups to divide board work fairly or delegates work appropriately.

- ☐ Yes
☐ No
☐ Don't Know

Board members follow through on plans and commitments.

- ☐ Yes
☐ No
☐ Don't Know

Board members understand their legal and fiduciary obligations and ensure they are being met.

- ☐ Yes
☐ No
☐ Don't Know

INFB Membership

OVERVIEW

Membership is the backbone of Indiana Farm Bureau. Without members working at the local and state levels to advocate and educate, and without the many members working to help promote our programs and services, we would not be an effective agricultural organization. We are who we are because of our members.

The following section will help county Farm Bureau membership chairs and committees understand the basics of membership and create a membership plan to be implemented by the board and/or membership committee.

MEMBERSHIP TYPES

Primary Member

Open to anyone interested in supporting Indiana agriculture. Membership gives you access to educational and information programs, networking opportunities and events, expert resources, publications, member benefits and \$2,000 accidental death coverage. Primary membership is required to purchase property and casualty insurance from Indiana Farm Bureau Insurance.

In addition to a Primary Membership, two additional types of memberships are available:

Select Member

Membership can be established for the spouse of a primary member. The incentive to having this is the select member, as well as any biological or adopted children under the age of 21 in the household, will receive accidental death coverage of \$2,000 as well as increasing the primary member's accidental death coverage to

\$4,000. Additionally, Common Carrier Accidental Death Benefit coverage of \$10,000 per insured is provided while traveling as a fare-paying passenger on public transportation.

Student Member

Membership can be established for students regardless of whether or not their parents have a membership. The Collegiate Indiana Farm Bureau program is the initial focus of this membership.

MEMBERSHIP CLASS

Primary, select and student memberships are each divided into two classes – voting and associate members.

Voting Member

An individual, partnership, unincorporated association or a corporation who owns or operates a farm or who is engaged and derives an income from agriculture, including lessees and tenants of land used for the production of such products. Agriculture includes the commercial production of plants, aquatic species, forestry, animals, beekeeping, and related production activities. Farms commercially produce and market agricultural commodities and products.

Associate Member

Any person, firm or corporation interested in agriculture to a lesser degree than that of a voting member. Associate members are entitled to the same membership privileges as a voting member with the exceptions of voting and holding office.

MEMBERSHIP DUES & DISTRIBUTION BREAKDOWN

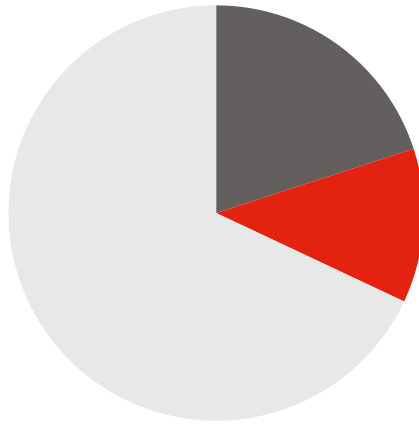
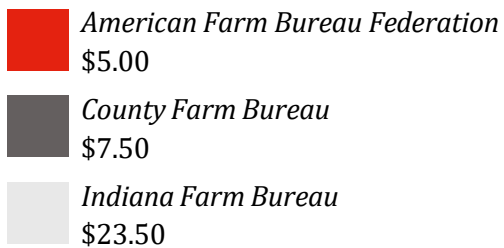
Primary Membership (*Voting or Associate*) \$36.00

Select Membership (*Voting or Associate*) \$20.00

Student Membership (*Voting or Associate*) \$20.00

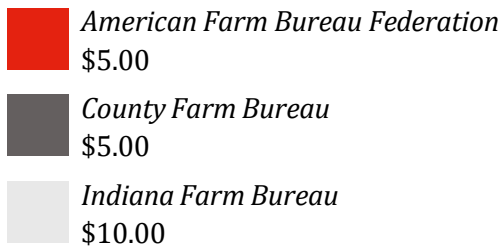
Primary Membership

\$36.00



Select & Student Membership

\$20.00



MEMBERSHIP MARKETING

The marketing team creates tools to assist volunteers and county Farm Bureaus in asking others to join INFB. These tools include brochures on the tangible and intangible benefits of membership, as well as advertising materials.

INFB STAFF CONTACT

For questions about membership and membership marketing, please contact the membership marketing manager. 317-692-7874



MEMBER BENEFITS

Indiana Farm Bureau offers members exclusive access to over 250,000 money-saving discounts on everyday items. Our hope is that members will use these discounts to save much more than their \$36.00 membership each year.

All member benefits are housed under "My Member Deals," Indiana Farm Bureau's benefit program and online site. This site gives you access to discount codes and information on each offer.

Visit www.infb.org and click My Member Deals under the membership tab. You must login to our website to view the exclusive benefits. If this is your first time to the site, you will be prompted to register with your membership number and create a username and password for future use. If you have issues logging in, contact us at 1-800-723-3276.

MEMBER BENEFITS INCLUDE BUT ARE NOT LIMITED TO:*

Vehicles and Equipment

- Ford & Lincoln
- Caterpillar
- John Deere
- Case IH Agriculture

Health and Wellness

- ScriptSave
- Beltone
- Members Health Insurance Co.
- Dental Care Advantage

Travel

- Hotels
- Rental cars
- Unique experiences
- Restaurants

Entertainment

- Theme parks
- Zoos & aquariums
- Movie tickets
- Concerts

Technology

- Dell
- Internet and television providers

Gifts and Flowers

- Flowers and baskets
- Cookies and edible arrangement

Property Protection Program

Indiana Farm Bureau may pay up to a maximum reward of \$2,000 to the person or persons who furnish information to law enforcement officials that leads to the arrest and conviction of a person or persons committing one of the offenses against property listed in the Indiana Penal Code IC. 35-43-1 through 35-43-4 on a covered premise of an Indiana Farm Bureau member. Full details and program requirements may be obtained by contacting Indiana Farm Bureau's legal affairs team.

Accidental Death Benefit

Indiana Farm Bureau primary members are eligible for a \$2000 accidental death benefit. If the spouse of a primary member becomes a select member then the select member, as well as any biological or adopted children under the age of 21 in the household, will receive accidental death coverage of \$2,000 as well as increasing the primary member's accidental death coverage to \$4,000. Additionally, Common Carrier Accidental Death Benefit coverage of \$10,000 per insured is provided while traveling as a fare-paying passenger on public transportation.

TIPS FOR MAKING “THE ASK”

The following tips can be used as a guide to help you talk to another farmer or agribusiness professional about joining Indiana Farm Bureau.

1. Don't assume they know about Indiana Farm Bureau.

It's easy to assume that people already know about Farm Bureau, but often, unless they are a member or know a member, they may not have any idea who we are or what we do. It's a great idea to practice what you would say to someone who doesn't know who Farm Bureau is or the basics of the organization.

If you are approaching an individual farmer or agribusiness professional, a short explanation may be best. If you are meeting with the head of an agribusiness, something with more detail about our programs, services and partnership opportunities would be of benefit.

2. Do your homework.

You'll want to be able to answer the question “Why should I join Farm Bureau?” if you're approaching anyone about becoming a member. Think about what activities your county Farm Bureau is engaged in and how those activities would be of interest to this prospective member.

This is where preparation comes into play. Understand what the farmer, professional or agribusiness is involved in and then think through how the county Farm Bureau activities impact them positively.

Are they a farmer who feels over-regulated and underpaid? They may be interested in hearing how we are one of the most respected organizations at the Statehouse and how our members get to talk face-to-face with their legislators about the issues that matter most.

Are they in the animal care or animal processing business? Maybe they'd like to hear about the work we do to grow animal agriculture in Indiana and how we prepare livestock farmers on the correct way to go about expanding their livestock operation.

Is this business dependent on crop production? What does your county do to promote local farmers and how could they be involved with your activities?

Being ready to talk about the value that your county provides to that specific person or business will boost your odds of success.

3. Use your Farm Bureau relationships.

Approaching the subject of Farm Bureau is an important first step. However, you'll improve your odds by leveraging personal and business relationships your board and membership committee may already have in place. Ask yourself if there is anyone on your board who is a customer of or has a pre-existing relationship with this farmer, agribusiness individual or business. These relationships make it much easier to get in the door. Plus, it's really hard for a business person to say no to a good customer!

4. Ask them to join.

The goal of visiting with anyone is to invite them to join Farm Bureau, so make sure you actually do that! The single biggest controllable thing that separates success from failure in sales is forgetting to make “the ask.”

It's easy to forget. Many people will talk about all the great things Farm Bureau does and then just hope the other person says "Sign me up." Unfortunately, that normally doesn't happen. Asking gives the other person a chance to accept your request. Agribusiness individuals are accustomed to people asking them for what they want. They'll expect it and notice if you don't.

5. Follow up.

Often, you'll get responses ranging from "I'll think about it," to "I'll fill out the application and send it in." Those responses are perfectly fine, but people get busy and forget. Check with your regional manager to see if your prospect has sent in a membership. If time has passed, go ahead and follow up. A call or email as simple as "I wanted to see if you had the chance to send in your Farm Bureau application" may trigger that reminder. Following up also will give you a chance to answer any other questions that may have come up, and it gives you another opportunity to ask them to join.

Lastly, following up not only can serve as a gentle reminder, but it gives you the opportunity to thank them for supporting your county Farm Bureau.

MEMBERSHIP ACTIVITY #1 –

WHO IS MISSING FROM THE TABLE?

(HOW TO CREATE A PROSPECT LIST.)

ESTIMATED TIME: 20 MINUTES

This is an exercise that can be done as a board or with committees. The objective is to create a list of names or businesses that the board can reach out to and engage with Farm Bureau either through targeted membership recruiting, board enlistment, and committee enlistment or to broaden the list of volunteers for activities or events. For the purpose of this activity we will focus on targeted memberships – specifically agribusinesses.

Step 1:

Ask each person in the room to name a commodity or agribusiness and write these down or type them on the laptop projected on the screen for all to see. Once each has been given the opportunity to give a name then repeat the process until all input has been exhausted.

Step 2:

Ask each person in the room to give a name of actual person employed by each commodity or agribusiness named in step one. Record these on the same paper or on the screen for all to see.

Step 3:

Discuss the best approach for reaching out to the names on the list. Keep in mind that the value of membership will vary from person to person. It is important to know how a Farm Bureau membership each of the individuals on your new prospect list.

Step 4:

Decide which board or committee members will be contacting which people, and how and when the ask will take place.

Step 5:

Make the ask!

MEMBERSHIP ACTIVITY #2 –

HOW DO YOU VALUE MEMBERSHIP?

(EXPLAINING THE VALUE OF MEMBERSHIP)

ESTIMATED TIME: 30 MINUTES

This activity can be done at the start of a committee or board meeting.

Have all members stand in a line. Identify which end of the line represents “YES” and which end of the line represents “NO.” Ask each question below and have each member move to the end of the line that matches up with their answer.

1. Membership is a primary responsibility for all board members.
2. Membership activities are part of the fiduciary responsibility of board members.
3. FB staff is responsible for growing membership.
4. The board of directors is responsible for growing membership.
5. Current members are responsible for growing membership.
6. Membership can be an enjoyable activity.
7. I personally focus on growing membership by asking others to join.
8. I feel comfortable and confident talking about the reasons to join our organization.
9. Our members feel comfortable and confident talking about the reasons to join our organization.
10. The current status of Farm Bureau membership is acceptable.

When all questions have been answered, count up and compare the yes and no answers and then:

- Discuss why some answered the questions the way they did.
- As a board or committee, are you all on the same page about membership?
- If not, in what areas do you differ?
- Try to determine what actions are necessary to get everyone “thinking about membership.”

MEMBERSHIP ACTIVITY #3 –

WHY DO MEMBERS JOIN?

(HOW ENGAGEMENT IMPACTS MEMBERSHIP)

ESTIMATED TIME: 20 MINUTES

Prior to activity:

Set out five clear plastic cups and either write or tape the following five reasons people join on each cup (each cup will have one reason listed)

1. Local issues
2. Insurance
3. Love of agriculture/serve industry
4. Social opportunities/networking
5. Peer pressure

(Modify the list as you see fit)

- Local issues
- Insurance
- Love of agriculture/serve industry
- Social opportunities/networking
- Build a network
- Peer pressure

Activity:

1. Give participants three items to mark their votes (skittles, M & M's, marbles or beans work well).
2. Ask the participants to put one voting marker (skittles, etc.) in the cup that represents why they joined Farm Bureau.
3. Have participants then use two remaining voting markers to indicate the top two reasons they believe members in the county joined Farm Bureau (not current board members, but the general county membership).
4. Discuss:
 - How do our engagement opportunities in our county Farm Bureau align (or not) with the reasons why our members join?
 - How well does this reflect our mission?
 - How do we want these cups to look?
 - Should we focus efforts on the reasons with the most voting markers or reasons where there are fewer? Why?
 - What changes do we need to make to grow the areas where we have the most potential?

Part two of this activity can be completed at a follow-up meeting which would include an action item and a plan related to how the above discussion questions were answered.

This activity can be modified to discuss the following:

- Why do members participate on standing committees and action committees?
- Why do board members remain on boards?
- Why do members engage in policy development?
- Why do members attend Statehouse visits?

Potential reasons why members join...

PROPERTY PROTECTION PROGRAM

Contact regional manager for official copy.

INDIANA FARM BUREAU'S PROPERTY PROTECTION PROGRAM

RULES

EFFECTIVE 07/2015

1. Indiana Farm Bureau, Inc., (Farm Bureau) may pay up to a maximum reward of \$2,000 to the person (or persons) who furnishes information to law enforcement officials that leads to the arrest and conviction of a person or persons committing one of the offenses against property listed in the Indiana Penal Code IC. 35-43-1 through 35-43-4 on a covered premises, including theft, criminal trespass, burglary, residential entry, criminal mischief, auto theft, unauthorized entry of a motorized vehicle, criminal conversion, cave-related offenses, tampering with a water supply, offense against intellectual property, offense against computer users, and arson. (Excluding rail road mischief IC. 35-43-1-2.3; altering historic property IC. 35-43-1-6; serial number tampering, IC. 35-43-4-2.3(b) and cemetery mischief IC. 35-43-1-2.1)
2. Premises includes Indiana real estate in which the member has an interest as owner or tenant, and also members' automobiles, trucks and farm machinery. Premises also includes property of a participating public school.
3. Member is an individual, partnership, or corporation who is a paid up member of Farm Bureau at the time the crime is committed. The only exception is a participating public school, in which case the membership requirement is waived. Participation will be contingent upon the school corporation submitting a letter of request to participate. The school should display the \$2,000 reward signs and marking exit and entry doors with window decals.
4. If an applicant for reward is otherwise qualified, Farm Bureau will distribute the reward after the time for appeal has been exhausted. If appeal is filed, the reward will be awarded only if the conviction is upheld.
5. The following persons are not eligible to receive the reward:
 - a.) Law enforcement officers and agencies.
 - b.) The member against whom the offense was committed and the residents of his or her household.
 - c.) Employees or agents of Farm Bureau or members of their households.
6. The member and the claimant shall assist and cooperate with the Farm Bureau and law enforcement officers at all times in the investigation, collection and presentation of evidence relating to such occurrence.
7. Farm Bureau's liability for a reward is further limited as follows:
 - a.) Only one reward per individual, regardless of acts committed, persons convicted, or sources of information provided, will be paid for a conviction or convictions which result from substantially the same occurrence or circumstances.
 - b.) Farm Bureau shall be the sole judge of any dispute arising over the reward and of the person or persons, if any, entitled to share therein, and its decision shall be final and conclusive.
 - c.) In order to be eligible for a reward, the claimant must submit all claim documents by Certified Mail to the Legal Affairs Team, Indiana Farm Bureau, Inc., P.O. Box 1290, Indianapolis, IN 46202, no more than ninety (90) days following the expiration date for the convicted person to file an appeal of his or her conviction.
8. Farm Bureau reserves the right to alter its Property Protection Program at any time without notice to members. Farm Bureau also reserves the right to limit or terminate the program at any time, following sixty (60) days advance notice of intention to limit or terminate published in *The Hoosier Farmer Magazine*. Farm Bureau is liable for payment of any rewards earned in connection with crimes occurring prior to a termination date.
9. Farm Bureau "REWARD" signs and window decals will be provided for posting on the premises free of charge. It is the responsibility of the member to pick them up at his County Farm Bureau Office.

 Indiana Farm Bureau Inc.

07/2015

Public school corporations may participate without being Farm Bureau members.

(*Indicates Required Information)

 Indiana Farm Bureau Inc.

07/2015

The prosecuting attorney should not sign this form until the time for filing an appeal from this judgment has expired.

 Indiana Farm Bureau Inc.

Prosecuting Attorney
County, Indiana

07/2015

NOTE:

In order to be eligible
Bureau Inc., P.O. Box
person to file an appeal

The claimant is not eligible
claimant's household,
is a law enforcement officer

We the undersigned affirm

1. Name and address

2. Social Security Number

* We are required to provide

3. Age of claimant:

4. The claimant furnishes

that led to the arrest

the following crimes

35-43-1-1
35-43-1-3
35-43-2-1.5
35-43-4-2
35-43-4-3

35-43-1-5
35-43-1-8

5. The "Conviction"

6. The "Report of Conviction"

7. The claimant (was)

8. The information furnished

follows:

(attach additional

9. The claimant makes

Farm Bureau Inc.

10. Upon receiving and accepting the Indiana Farm Bureau, Inc. Property Protection Reward I do hereby agree and give permission to Indiana Farm Bureau, Inc., to use my name in any publicity and/or promotion in connection with the Property Protection Program.

Signature of Claimant: _____

Signature of Law Officer: _____
(to whom claimant furnished the information set forth in item 8)

RETURN TO FIRST PAGE

MEMBERSHIP
101-449 12/23

D9

INDIANA FARM BUREAU INSURANCE

Indiana Farm Bureau Insurance was founded in 1934.

RELATIONSHIP

The relationship between Indiana Farm Bureau and Indiana Farm Bureau Insurance is the following: Upon the creation of the mutual company in 1934, farmers could purchase insurance from INFBI if they were members of Indiana Farm Bureau. Farmers could become members by paying annual dues. Today, anyone wishing to purchase a property and casualty policy with Indiana Farm Bureau Insurance must first be a member of Indiana Farm Bureau, which requires the paying of dues.

Indiana Farm Bureau Insurance is the most frequently used member benefit of Indiana Farm Bureau. At the end of October 2019, there were 262,898 members of Indiana Farm Bureau.

Indiana Farm Bureau Insurance provides a substantial amount of money each year to Indiana Farm Bureau for its programs and events.

WORKING WITH MARKETING ASSOCIATE (MA)

Some county Farm Bureaus use their assigned marketing associate to help with the financials of the county board. The key to a successful working relationship is to have open communication, planning of requests and the understanding that last-minute requests may be difficult to fulfill. It's important to remember the marketing associates also are there to serve the needs of the insurance office, so they need adequate notice in order to properly assist the counties.

WORKING WITH AGENCY MANAGER (AM) AND MARKETING COORDINATOR

An agency manager works with and oversees the agents within an agency (typically multiple counties and offices). The marketing coordinator oversees the marketing associates within an agency (typically multiple counties and offices). Any request made to a marketing associate that is beyond a reasonable or typical request needs to be approved by the marketing coordinator.

Some agency managers and/or marketing coordinators will attend county board meetings.

It is important to notify the agency manager and the marketing coordinator when a county board decides to take a position on a legislative or political issue in the county that could result in member/clients calling the insurance office. For example: taking a position on school referendums, tax reforms or other similar items.

WORKING WITH AGENTS

Indiana Farm Bureau Insurance agents bring in the majority of memberships within Indiana Farm Bureau through clients purchasing property and casualty insurance.

There may be times when agents attend board meetings to explain new products or to encourage those without Indiana Farm Bureau Insurance to get a quote.

FB BUILDING AND JOINT OPERATIONS AGREEMENT (JOA)

Offices within Farm Bureau are either owned by Indiana Farm Bureau Insurance, owned by the county Farm Bureau or are leased (typically in a strip mall) by the insurance company.

The Joint Operations Agreement (JOA) is an agreement between Indiana Farm Bureau Insurance and Indiana Farm Bureau. The agreement contains several different topics on how the two entities will work together on certain items.

A joint operations committee should be active in each county to discuss any issues regarding facilities, work flow or working relationships. These meetings must be held at a minimum of once a year, but it is suggested that they occur quarterly. If there is no pressing issue for a meeting to be held, it is still recommended for the committee to meet 20 minutes before a board meeting to touch base and continue building a positive working relationship. See the JOA for details and guidelines.

MEMBER APPRECIATION

In an effort to stand out among other insurance companies and other membership organizations, member appreciation events are often held in the counties. Insurance personnel work alongside county board members to plan and host these types of events. Some member appreciation events are executed as luncheons, cook-outs, and ice cream socials just to name a few.

COMMUNITY INVOLVEMENT

To build a stronger presence in counties, agents, agency managers and regional managers often work together at events or activities in the community. This presence helps show our Farm Bureau brand and our commitment to positive support of our local areas. Some examples would include a county Farm Bureau and the insurance company working together to attend chamber of commerce meetings or hosting business-after- hours events together.

MA RESPONSIBILITIES

An incorporated marketing associate (INC MA) is a full-time employee of Indiana Farm Bureau Insurance who is able to provide limited clerical assistance to the county Farm Bureau. It is vitally important to call ahead or make an appointment when needing to meet with the INC MA. This will avoid conflict with the other duties the INC MA has in providing services to our insured members and ensure that the INC MA has time to assist you.

INC marketing associates are hourly employees of the insurance company, and therefore most do not attend county board meetings or other after-hours meetings. Normal marketing associates' hours are 8 a.m. to 5 p.m. Monday through Friday. If there is a specific need or desire for the INC MA to attend an after-hours meeting, such as a board meeting or annual meeting, the regional manager, in coordination with the county president, should request approval from the marketing coordinator in advance of the meeting to determine if their attendance is an option. County boards should have a secretary/treasurer to take care of needs during their regular meetings.

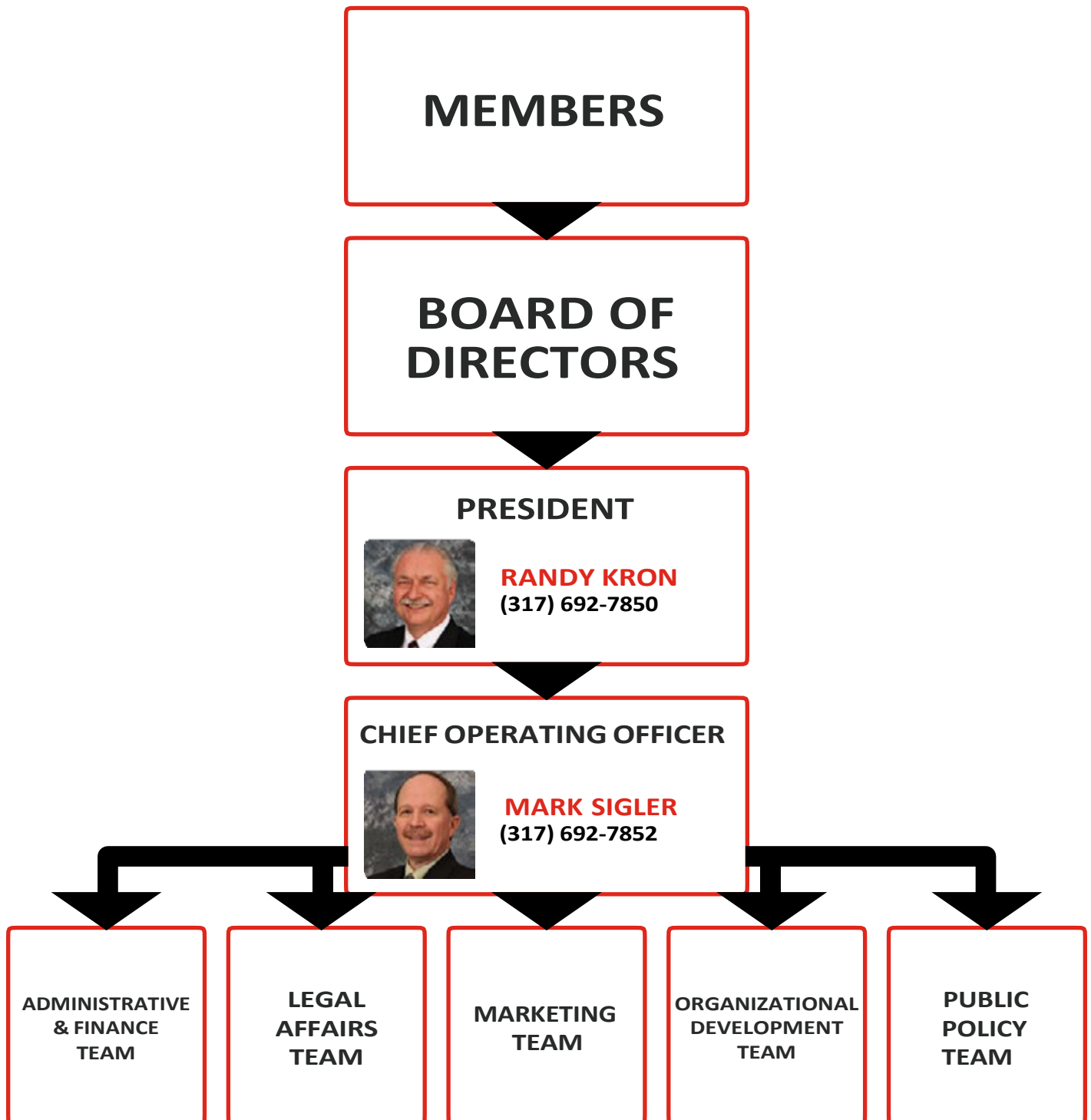
Typical support an INC MA can provide a county board:

- Accounts payable (as long as all forms are completed and guidelines from the previous page are followed).
- Check and cash deposits (as long as all forms are completed and guidelines from the previous page are followed).
- Take reservations for annual meeting (please note that phones roll-over to other counties).
- Type and print minutes from board meeting (please provide no later than a week after a board meeting).
- Print agenda of upcoming board meeting if provided no less than one week ahead of meeting (regional managers should have met with county president to discuss agenda).
- Email minutes to county board.
- Email or mail standard meeting notices to board members. Only in special circumstances should the INC MA be asked to make phone calls for a meeting notice/cancellation, etc.
- Email agenda to county board.
- Create and order mailings through the county mailing system if given adequate lead time. Adequate lead time is four weeks, so it can be created, sent to the mailing system and in mailboxes two to three weeks prior to event. If using outside printer this timeline should still be followed.
- Annual meeting packets if material is provided three weeks prior to meeting. Packets typically include agenda, financial report, nominating ballot, policy development and president's report.
- An INC MA may work the registration table at the annual meeting to check-in people and collect monies if the marketing coordinator has given approval. INC MA will write out deposit slip after meeting and give to treasurer or county president for one of them to make deposit.
- Assist home office personnel, when needed, to ensure legal documents (state/federal taxes, corporation filings, etc.) for the county FB are filed in a timely manner.

Note: This is not a complete list of possible duties or requests for assistance by a county Farm Bureau. If there are other needs that arise that could fit within the scope of the INC MA duties, the regional manager should coordinate with the county president a request for assistance via the marketing coordinator.

INDIANA FARM BUREAU

ORGANIZATION CHART



BOARD OF DIRECTORS MAP

DISTRICT 1

Harold Parker

(219) 716-4670, parkerht@yahoo.com

DISTRICT 2

Kevin Ousley

(260) 244-0066, kofarmer@yahoo.com

DISTRICT 3

Kevin Underwood

(765) 463-4743, klufarm89@gmail.com

DISTRICT 4

Bruce Herr

(765) 348-9160, bruceherr4@gmail.com

DISTRICT 5

Bruce Guernsey

(317) 440-9225, brucegue@gmail.com

DISTRICT 6

Jon Sparks

(317) 491-3965,
jonathan.sparks20@yahoo.com

DISTRICT 7

Terry A. Hayhurst

(812) 236-0804, terryahayhurst@gmail.com

DISTRICT 8

Kermit Paris

(765) 969-1170,
cliftycreekfarm15@gmail.com

DISTRICT 9

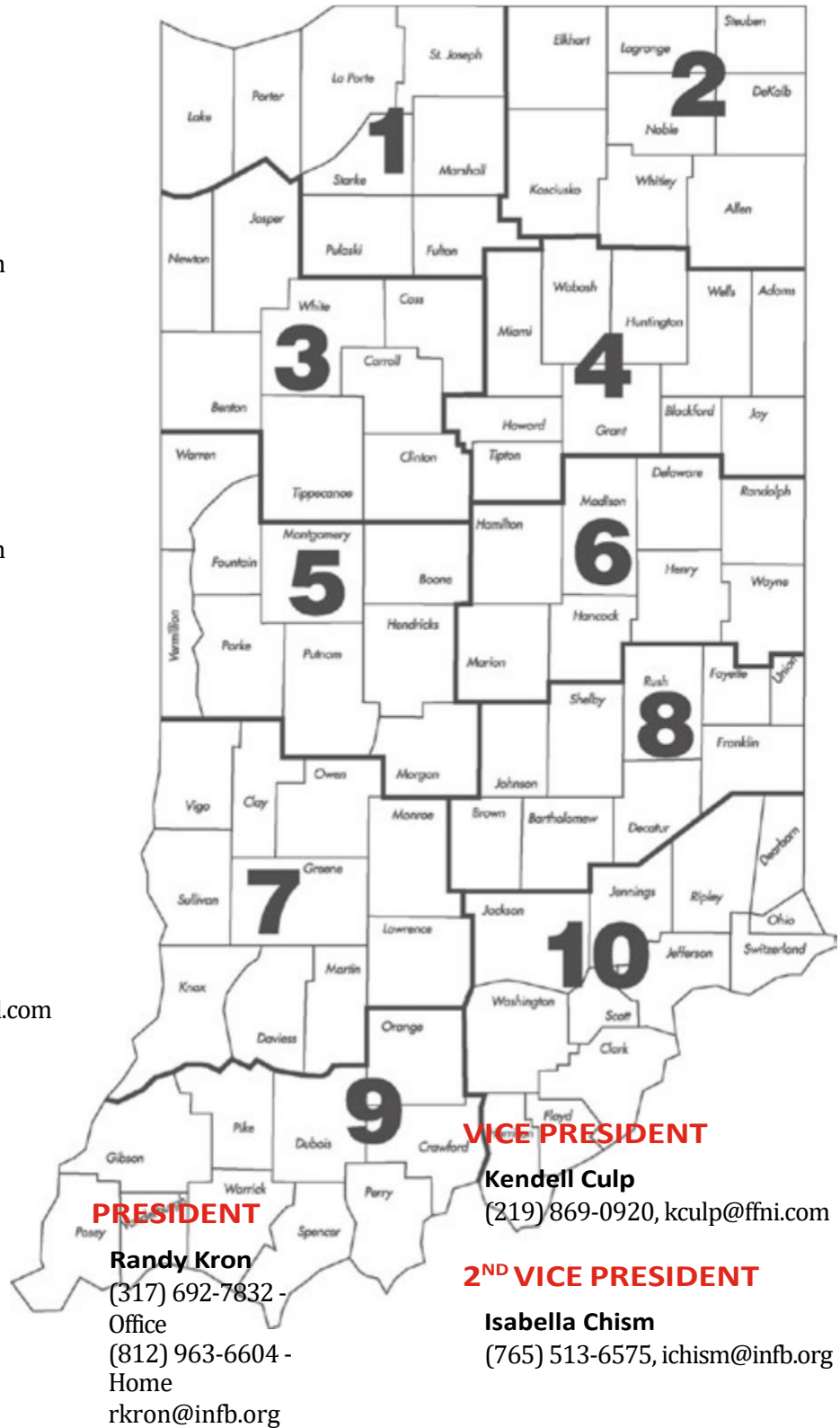
Marybeth Feutz

(812) 779-4377, mmfeutz@gmail.com

DISTRICT 10

Robert Geswein

(812) 987-7647,
bgeswein@harrisonremc.com



PRESIDENT

Randy Kron

(317) 692-7832 -
Office
(812) 963-6604 -
Home
rkron@infb.org

VICE PRESIDENT

Kendell Culp

(219) 869-0920, kculp@ffni.com

2ND VICE PRESIDENT

Isabella Chism

(765) 513-6575, ichism@infb.org

INFB Administrative Team

OVERVIEW

The Indiana Farm Bureau administrative team is responsible for organizational functions that include data management, strategic planning, finance and accounting, human resources, and member benefits. Additionally, members of this team lead efforts to plan large member events, work with counties on county office buildings, and handle delegate records and the election of INFB board members and officers.

TEAM MEMBERS

Chief Operating Officer – Provides overall management to the organization and serves as secretary/treasurer of the INFB board of directors.

Contact this team member with any questions you may have about organization management, county office buildings or elections. 317-692-7852

Executive Secretary to the President – Provides all administrative support to the president of INFB and works closely with the officers and board of directors of INFB.

Contact this team member with any questions you may have about INFB officer scheduling or speaking requests for the president. 317-692-7750

Administrative Assistant to the COO – Provides administrative support to the chief operating officer and INFB members.

Contact this team member with any questions you may have about delegate credentials. 317-692-7842

Executive Director of Administration – Provides organizational support for the development and implementation of the strategic plan, manages data processes for member engagement and staff development efforts.

Contact this team member with any questions you may have about goals or organization management. 317-692-7833

Controller – Responsible for the accounting operations, preparing financial reports, maintaining accounting records, and is responsible for cash and risk management.

Contact this team member with any questions you may have about finances or accounting procedures. 317-692-7807

Manager - County Farm Bureau Accounting – Prepares and provides monthly and annual financial information to county Farm Bureaus and prepares and files annual informational tax returns and payroll tax returns for county Farm Bureaus.

Contact this team member with any questions you may have about finances, taxes or accounting procedures for county Farm Bureaus. 317-692-7817

Member/Data Service Program Coordinator – Implements the member benefit programs and database functions.

Contact this team member with any questions you may have about member benefits or tracking membership information. 317-692-7857

Data Administrative Coordinator – Provides administrative support to the executive director of administration and establishes member data processes across the organization.

Contact this team member with any questions you may have about membership information, including pulling lists of members. 317-692-7749

Operations and Events Manager – Provides logistic support for INFB state and local events and employee equipment needs.

Contact this team member with any questions you may have about INFB convention registration. 317-692-7853

Receptionist – Provides service to members calling INFB and greets guests to the INFB offices, while also performing basic accounting duties for county Farm Bureaus.

Contact this team member with questions you may have about to whom a question should be directed. 317-692-7776

INFB Legal Affairs Team

OVERVIEW

The Indiana Farm Bureau legal affairs team is responsible for the corporate and nonprofit legal affairs of INFB. Working closely with management, staff, county Farm Bureaus and other affiliated entities, the legal affairs team manages contract and regulatory compliance, ensures compliance with governing documents and coordinates legal representation for the organization.

The legal affairs team also coordinates legal advocacy efforts in support of INFB policy. While we cannot provide legal advice to individual members, we often become involved in issues that can assist in establishing favorable legal precedent for Indiana farmers. Much of this occurs through the efforts of the Indiana Agricultural Law Foundation, a 501(c)(3) nonprofit established by INFB in 2005. The foundation also conducts educational programming and prepares materials regarding important agricultural legal issues.

TEAM MEMBERS

Director of Legal Affairs & General Counsel – Responsible for the legal affairs of INFB and management of the legal affairs team.

Contact this team member with any questions about legal affairs team member responsibilities or the legal affairs of INFB. 317-692-7849

Associate Counsel for Corporate Compliance and Nonprofit Affairs – Responsible for the corporate compliance for the corporation. This includes reviewing and drafting contracts for the corporation and district Farm Bureaus. Also, this position advises on compliance and nonprofit issues for INFB and the 92 county Farm Bureaus. This position does the federal lobbying reporting and compliance under the federal Lobbying Disclosure Act.

Contact this team member with any questions regarding compliance and nonprofit issues. 317-692-7843

Senior Legal Assistant – Provides all administrative support to the legal affairs team as well as the Indiana Agricultural Law Foundation.

Contact this team member with any questions related to the Property Protection Program as well as drainage school and any educational programs hosted by the Indiana Agricultural Law Foundation. 317-692-7840

Director of Indiana Agricultural Law Foundation – Responsible for creating educational programming, managing applications for support of precedent-setting litigation and seeking financial contributions from agricultural stakeholders to support Indiana Agricultural Law Foundation efforts.

Contact this team member with any questions related to the Indiana Agricultural Law Foundation. 317-692-7801

INFB has copies of most county Farm Bureaus' articles, bylaws, and agreements on file. Complete copies are available from your regional manager or by calling the state office.

AGREEMENTS, CONTRACTS & POLICIES

The legal affairs team reviews and drafts contracts on behalf of INFB and District Farm Bureaus. County Farm Bureaus may seek review of similar agreements, but it is not required since they are separate legal entities.

AGRICULTURAL LEGAL ISSUES

The legal affairs team addresses a number of agricultural legal issues on behalf of the membership of INFB as a whole.

COUNTY ARTICLES OF INCORPORATION

This document establishes the organization, describes its powers and purposes, and establishes the board as the governing body. This is on file with the Indiana Secretary of State and may be amended with them if necessary. The legal affairs team can work with your county if this needs to be amended.

COUNTY BYLAWS

This document defines board positions and officers, qualifications for and removal from offices, defines membership eligibility, and meetings. This document should be reviewed periodically to determine if changes need to be made to the bylaws. A current version can be provided to you by the legal affairs team or your regional manager. See sample bylaws at the end of this section.

MEETING MINUTES

Minutes are the most important form of recordkeeping for your county Farm Bureau. Because minutes have a significant legal purpose, it is necessary to have a policy of recording minutes in such a way that they accurately reflect the actions of the board of directors. They should consist of a clear, accurate and thorough report of business transacted and be written in a manner that is unambiguous. Timing is important. Organizations that do not conduct contemporaneous documentation will have to explain their practices or policies, if any, should an audit occur. Your organization's minutes are the most historically significant record of the activities you conduct that further your nonprofit exempt purpose.

ANNUAL MEETINGS

Indiana nonprofits are required to have annual meetings. See document describing legal requirements and considerations for holding annual county Farm Bureau meetings.

CODE OF ETHICS

County Farm Bureaus must observe the highest standards in order to retain the trust of the members and the confidence of those they seek to help. The board members provide the public face of the organization. Individual board members should be committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. An example of a code of ethics policy is located later in this section. It is the best practice for each individual board member to sign this document annually.

CONFLICT OF INTEREST POLICY

Conflict of interest arises whenever the personal or professional interests of a board member are potentially at odds with the best interests of the non-profit. An example of a conflict of interest policy is located later in this section.

CORPORATE AND NON-PROFIT LEGAL AFFAIRS

The legal affairs team addresses INFB nonprofit legal issues.

DOCUMENT RETENTION POLICY

It is recommended that county Farm Bureaus have a record retention and destruction policy. The legal affairs team can provide an example policy but recommends each county Farm Bureau modifies the policy to fit its operation. See sample later in this section.

WHISTLEBLOWER POLICY

It is suggested that county Farm Bureaus adopt a whistleblower policy. See included sample later in this section.

JOINT OPERATIONS AGREEMENT (JOA)

This is the agreement between the incorporated board and county insurance office. This document defines what resources are shared, given, or paid as well as upkeep and maintenance on property. See sample later in this section.

COUNTY OFFICE LEASE/RENTAL AGREEMENT

Many county Farm Bureaus lease a building to the Indiana Farm Bureau Insurance Company. This may also be included in the JOA or may be a standalone document. See sample later in this section.

USAGE OF FB MARKS BY COUNTY FARM BUREAUS

American Farm Bureau Federation owns the Farm Bureau Marks. INFB has the right to use the marks through an agreement with AFBF. County Farm Bureaus may use the Farm Bureau name in conjunction with the name of its county. Unless it has express permission, the county may only do so within its county boundaries.

INDIANA FARM BUREAU-COUNTY ASSOCIATION AGREEMENT

The association agreement between INFB and each of the 92 county Farm Bureaus helps protect the Farm Bureau name and nonprofit status of all the county Farm Bureaus. See included sample.

LIABILITY POLICY

In the event that you are required to produce a certificate of insurance on behalf of INFB, please contact Michelle Lange at Michelle.Lange@infarmbureau.com.

PRIVATE INUREMENT DOCTRINE

This doctrine requires that none of the income or assets of a tax-exempt organization, such as the county Farm Bureaus, directly or indirectly unduly benefits an individual who has a close relationship to the organization for inappropriate purposes. See document at the end of this section.

DRAINAGE SCHOOL

INFB has hosted the Drainage School since 2001. The legal affairs and public policy teams present and coordinate this program. The purpose of this seminar is to promote an understanding of the laws and regulations that control drainage of land in Indiana. Seminar attendees gain a greater understanding of drainage law and dispute resolution.

PROPERTY PROTECTION PROGRAM

The legal affairs team administers this program. INFB provides up to \$2,000 to individuals who furnish information to law enforcement that leads to the arrest and conviction of a person committing a crime on a member's premises. Signs and decals can be picked up at any county Farm Bureau office. See rules and claimant forms later in this section.

INDIANA AGRICULTURAL LAW FOUNDATION

Indiana farmers operate in a complex legal environment. Federal, state and local laws, statutes and regulations present difficult challenges to Indiana agriculture. Navigating the legal landscape has become an essential facet of modern agriculture. The Indiana Agricultural Law Foundation was created by INFB in 2005. Its mission is to further the understanding of agricultural legal issues within the agricultural community, the judicial branch of government and the public at large through education, research and support of precedent-setting litigation.

Litigation support may come in the form of paying a portion of legal fees incurred in a particular case, or through the preparation of an amicus curiae brief (brief filed with the presiding court supportive of the agricultural perspective as applied to the particular case). Research of a specific agricultural law issue also may provide assistance to a farmer's counsel. Also, if the farmer does not have an attorney, INAgLaw may assist in locating counsel with knowledge in the legal area at issue. Examples of legal issues supported in cases include Indiana's right-to-farm statute, annexation, land use/ zoning and private property rights.

For more information on INAgLaw or to learn how to support its mission, please visit www.INAgLaw.org.

INFB Marketing Team

OVERVIEW

The INFB marketing team is responsible for all marketing communications for the organization, including public and media relations, membership marketing and advertising. The team develops marketing plans for district and organization events and works with county leadership on county membership marketing needs. In addition, the team monitors and updates all Farm Bureau social channels, including Facebook, Twitter, Instagram and YouTube, and provides regular updates to its website, INFB.org. Finally, the marketing team is responsible for the production of Farm Bureau's three publications.

TEAM MEMBERS

Chief Marketing Director – provides the overall direction and strategy for INFB's communications efforts.

Contact this team member with any questions you may have about marketing team member roles and responsibilities. 317-692-7873

County Marketing Coordinator – provides communications and marketing support for all county membership events.

Contact this team member for any assistance with county membership programs including county fairs, ag day events, county legislative visits and more. 317-692-7880

Design Marketing Coordinator – provides marketing and design support for all Farm Bureau state and district events.

Contact this team member at the start of planning any district event including spring, fall and annual meetings. 317-692-7819

Managing Editor, Digital – oversees all content on the INFB.org website and on all the organization's social media platforms.

Contact this team member for updates to the website or with ideas for our social content. 317-692-7369

Managing Editor, Print – manages the production of all Farm Bureau print communications including *The Hoosier Farmer*, the *FB Feed* and *My Indiana Home*.

Contact this team member with stories and ideas on exciting, innovative or unusual things involving our members. 317-692-7824

Membership Marketing Manager – responsible for development and implementation of all state membership campaigns, membership marketing materials and recruitment events.

Contact this team member with any membership questions or to request assistance in discussing membership with prospects. 317-692-7874

PR Manager, Brand – responsible for serving as the liaison between Farm Bureau and local, statewide and national consumer and ag media in promoting a positive image of Farm Bureau, our members and agriculture.

Contact this team member with story ideas about the good things our members are doing. 317-692-7822

PR Manager, Public Policy – provides communications support to the public policy team and to the organizations' advocacy efforts.

Contact this team member with information about how our members are engaging in Farm Bureau policy issues. 317-692-7200

WEBSITE

OVERVIEW

INFB.org is the official website of Indiana Farm Bureau. Content is kept fresh and the site is enhanced on an ongoing basis to reflect a dynamic, grassroots, non-profit organization, providing advocacy and educational programs on behalf of our members, agriculture and Farm Bureau.

BACKGROUND

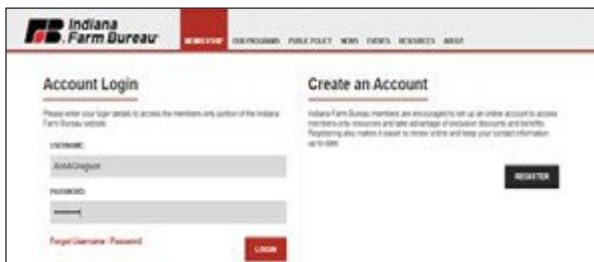
- One of the top priorities of the 2021 Indiana Farm Bureau strategic plan is to create a positive member experience.
- One of the first projects identified under the plan was the redesign of the INFB website in 2016.
- The identified site audience is current and prospective Indiana Farm Bureau members who are farmers, non- farmers, educators and advocates.
- Employing a user-centered approach, a new INFB.org site was designed and launched in December 2016.
- The site will always be a work in progress as the marketing, membership and web development teams continue to enhance the site to better meet our user group needs.

FEATURES/HIGHLIGHTS

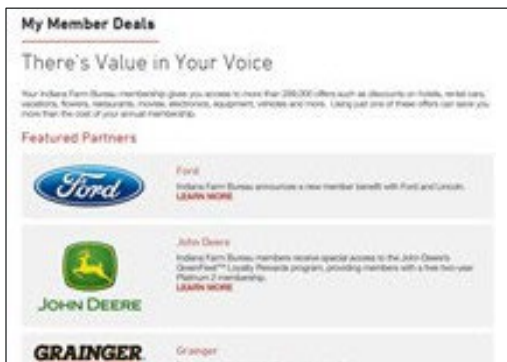


The site currently has eight main menus: Membership, Our Programs, Public Policy, News, Events, About, My Account, Log In/Register

- **Membership** - Visitors can become members. Members can renew their membership; contact an INFB public policy expert; access My Member Deals; find and contact county Farm Bureau offices and leadership; and link to Indiana Farm Bureau Insurance website. (Screenshots below and in Appendix.)



Members must have an online account to access My Member Deals



My Member Deals – member can take advantage of discounted offers.

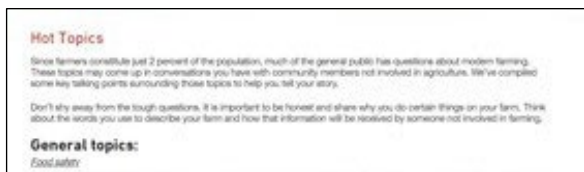
- **Our Programs** – Members and other visitors can learn about INFB programs: Ag in the Classroom (educational outreach to Pre-K – 12th grade: includes resource, activity and event information for volunteers, teachers and students); Leaders in Action (year-long leadership development program for adult members); Women’s Leadership Committee (grants, activities and events managed by district education and outreach coordinators around the state); Young Farmers (program for farmers under the age of 40: includes leadership opportunities, collegiate chapters, awards and competitions and events).
- **Public Policy** – Members and other visitors can learn about Indiana Farm Bureau positions on local, state and national issues affecting Hoosier farmers and rural life. Voting members also can participate in advocacy activities through Voter Voice and policy development efforts.
- **News** – Indiana Farm Bureau is a proactive organization representing more than 76,000 voting members through advocacy and education outreach. Members and other visitors can read about Indiana Farm Bureau in INFB- generated news releases, news coverage (INFB in the News), and INFB publications—*The Hoosier Farmer* (monthly newsletter for voting—farmer—members) and *My Indiana Home* (quarterly magazine for all members).
- **Events** – Indiana Farm Bureau hosts and participates in many events throughout the year, from educational summits to the Indiana State Fair.
- **Resources** – INFB offers program and policy resources, including grants and scholarships, farming and agriculture frequently asked questions, which are available through the program and public policy pages. Other resources are exclusive to members and can be found in the Volunteer Center. These include member engagement and rewards materials, volunteer expense reports; public relations/marketing, county recognition, and other tools for county farm bureau leaders. They are only accessible when members register and log-in to the members-only section of the website.

(Volunteer Center)



Links: PR Coordinators – access news release and print ad templates, radio ads and PSAs, logos, social media images, how-to guides and other tools and tips





Links: Hot Topics – review talking points on a wide variety of agriculture-related subjects.

- **About** – Visitors can: learn about INFB mission, history and leadership; reach out to staff at headquarters and in the field by phone or email; explore career opportunities; or use the Contact Form for a wide range of assistance such as paying membership, joining Farm Bureau, accessing member deals, registering or logging in to their member account.



Contact

- **My Account** – Members can view their profile, access My Member Deals, print a membership card, contact Indiana Farm Bureau for a wide range of assistance, and manage their online account.
- **Login/Register** – Members are encouraged to take full advantage of member benefits and resources by creating and using their online account.

INFB STAFF CONTACT

For questions about the website, please contact the managing editor, digital. 317-692-7369

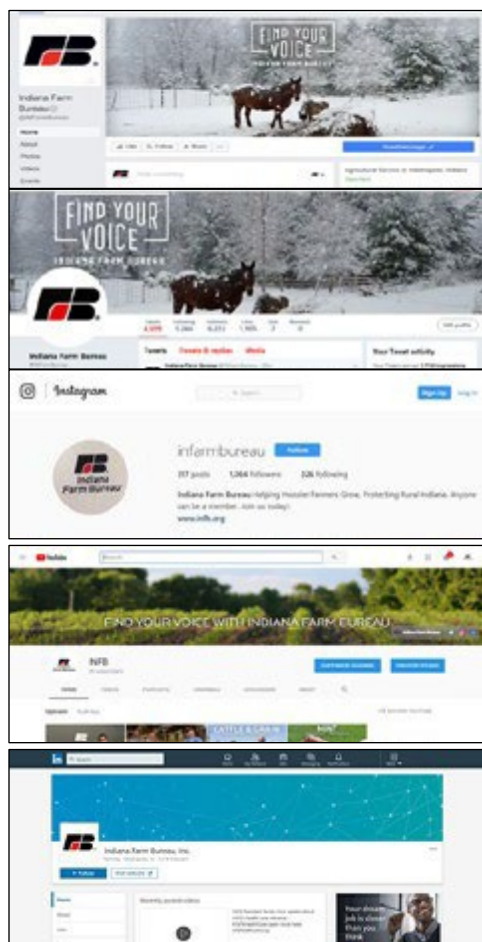
SOCIAL MEDIA

OVERVIEW

Social media is an immediate way to directly reach and engage with Farm Bureau audiences through text, images, video, and web links. As with any Farm Bureau marketing communications, it is important to be thoughtful, strategic and professional in your social media efforts.

Social communication and marketing play an important role in fulfilling the Indiana Farm Bureau mission, vision, guiding principles and strategic priorities. Indiana Farm Bureau currently uses four social media platforms to post and share positive agriculture and farming content and images, as well as promote Farm Bureau advocacy, education, activities, events and members.

The official Indiana Farm Bureau social media accounts are:



- **Facebook:** Indiana Farm Bureau @INFarmBureau
<https://www.facebook.com/INFarmBureau/>
- **Twitter:** Indiana Farm Bureau @INFarmBureau (Username)
<https://twitter.com/INFarmBureau>
- **Instagram:** infarmbureau
<https://www.instagram.com/infarmbureau/>
- **YouTube:** Indiana Farm Bureau
<https://www.youtube.com/ifbinc1>
- **LinkedIn:** Indiana Farm Bureau
<https://www.linkedin.com/company/infb>

There also are more than 70 county and district Farm Bureau Facebook Pages and Groups. Indiana Farm Bureau can collaborate with and provide guidance to Farm Bureau Facebook admins or editors to help them improve and optimize their Farm Bureau's online image and conversations. A wide range of Facebook and other social media platform assistance is available through webinars, presentations at the state, district or county level, email and/or one- on-one phone or in-person conversations.

INFB STAFF CONTACT

For questions about social media, please contact the managing editor, digital. 317-692-7369

PUBLICATIONS



OVERVIEW

Indiana Farm Bureau produces three general-interest publications:

- *The Hoosier Farmer*, which has been published since the organization began in 1919 and is now a newspaper mailed to all voting members 12 times per year. Most *Hoosier Farmer* articles are also posted to INFB's website (www.infb.org), and some are promoted through INFB's Facebook page.
- *My Indiana Home*, a quarterly magazine mailed to all members. The magazine also has its own website (www.my-indiana-home.com) and Facebook page.
- The *FB Feed*, an electronic newsletter sent out 12 times/year to all voting members for whom INFB has email addresses. Each of the publications serves the membership in somewhat different ways.

BACKGROUND

Members need to know how Farm Bureau is working on their behalf. In addition, it's important for farmers to talk about their farms – about what they do and why they do it – with both farmers and non-farmers. Indiana Farm Bureau's three publications facilitate both of those goals. *The Hoosier Farmer*, *My Indiana Home* and the *FB Feed* let Farm Bureau help farmers tell their stories to consumers and other farmers, and they also allow Farm Bureau to explain to members how the organization is working for them.

INFB'S PUBLICATIONS

The Hoosier Farmer's role is to keep voting members informed about Farm Bureau's activities at the national, state and local levels. The overall goal of the newspaper is to answer the question "What has Farm Bureau done for me lately?" Therefore, the articles published in it talk about what officers and staff have been working on – lobbying efforts at the Statehouse and on Capitol Hill, oversight of state and federal regulatory agencies and media relations activities, for example – but some district and county activities also are promoted, particularly those that would be of interest to other county Farm Bureaus. Individual members are profiled as well.

The *FB Feed* is intended to supplement *The Hoosier Farmer*, updating articles that run in the print publication but also including material that, for one reason or other, didn't make the print edition. It also combines the functions of some of INFB's previous electronic newsletters, including the membership report, the county education and outreach coordinators' newsletter, the PR coordinator update and the Young Farmer newsletter. The all-electronic format allows the newsletter to combine material of more general interest with content that is primarily of interest to these specific groups.

While *My Indiana Home* is mailed to all members, it is really written with the associate members in mind. Its mission is to connect non-farmer members to the food they eat and the farmers who grow it, and in each issue, the farmers who are featured tell their story and the story of agriculture itself. Farm Bureau activities that might be of interest to non-farmers also are promoted, particularly through the "IN Farm Bureau" page, which profiles state and local Farm Bureau activities.

INFB STAFF CONTACT

For more information on INFB's publications, contact the publications managing editor. 317-692-7824

MEMBERSHIP

OVERVIEW

Membership is the backbone of our organization. Without members working at the local and state level to advocate and educate and without the many working to help promote our programs and services, we would not be an effective agricultural organization. We are who we are because of our members.

MEMBERSHIP TYPES

- **Primary Voting Member** – An individual, partnership, unincorporated association or a corporation who owns or operates a farm or who is engaged and derives an income from agriculture, including lessees and tenants of land used for the production of such products. Agriculture includes the commercial production of plants, aquatic species, forestry, animals, beekeeping and related production activities. Farms commercially produce and market agricultural commodities and products.
- **Primary Associate Member** – Any person, firm or corporation interested in agriculture to a lesser degree than that of a voting member. Associate members are entitled to the same membership privileges as a voting member with the exceptions of voting and holding office.

In addition to a Primary Membership, two additional types of memberships are available.

- **Select Member** – Membership can be established for the spouse of primary members. The incentive to having this is the select member, as well as any biological or adopted children under the age of 21 in the household, will receive accidental death coverage of \$2,000 as well as increasing the primary member's accidental death coverage to \$4,000.

Additionally, Common Carrier Accidental Death Benefit coverage of \$10,000 per insured is provided while traveling as a fare-paying passenger on public transportation. The select member also is eligible to have voting rights if the primary member is a voting member.

- **Student Member** – Membership can be established for students regardless of whether their parents have a membership. The Collegiate Indiana Farm Bureau program is the initial focus of this membership.

MEMBERSHIP DUES & DISTRIBUTION BREAKDOWN

Primary Membership <i>Voting or Associate</i>	Select Membership <i>Voting or Associate</i>	Student Membership <i>Voting or Associate</i>
\$36.00	\$20.00	\$20.00
<i>American Farm Bureau Federation - \$5.00 County Farm Bureau - \$7.50 Indiana Farm Bureau - \$23.50</i>	<i>American Farm Bureau Federation - \$5.00 County Farm Bureau - \$5.00 Indiana Farm Bureau - \$10.00</i>	<i>American Farm Bureau Federation - \$5.00 County Farm Bureau - \$5.00 Indiana Farm Bureau - \$10.00</i>

MEMBERSHIP MARKETING

The marketing team creates tools to assist volunteers and county Farm Bureaus in asking others to join Indiana Farm Bureau. These tools include brochures on the tangible and intangible benefits of membership, as well as advertising materials.

INFB STAFF CONTACT

For questions about membership and membership marketing, please contact the membership marketing manager. 317-692-7874

PUBLIC RELATIONS

OVERVIEW

Public relations (PR) at INFB exists to tell the story of the organization and its members. The PR staff members at INFB are the chief storytellers for the organization and are responsible for improving the awareness and corporate reputation of INFB. This function includes, among other things, media relations. The policy and process for media relations at INFB is led by the PR staff members. Regularly used tactics include press releases, media advisories, media tours and news conferences for agriculture and statewide media. The PR team works closely with county PR coordinators to provide training and resources to help volunteers complete basic PR functions at the county level.

BACKGROUND

Two of the top priorities of the 2021 Indiana Farm Bureau strategic plan are to 1) create and promote a positive image of agriculture or “tell our story” and 2) improve awareness of Indiana Farm Bureau as a valuable resource. Public relations is one of the most effective ways to reach INFB’s awareness and storytelling goals. In 2017, the PR team began building and maintaining a robust promotions calendar to guide the organization’s media relations outreach and assist with content generation for social media and INFB publications.

POLICY

In order to speak with one voice as an organization, it is important that we adhere to the media relations policy. When county leaders are approached by the media with questions about INFB, the policy asks that they direct those questions to the INFB PR team. Adhering to this policy helps the organization remain consistent with its public messages.

Of course, if counties are approached by the media with questions about their county Farm Bureau, they are encouraged to explore those opportunities with their county leaders. If a county has any questions or needs guidance when working with the media, they are welcome to contact a member of the PR team for assistance.

STAFF CONTACT

The team is divided into two categories, public policy and brand. The public relations manager - public policy is responsible for promoting all public policy related news. The public relations manager - brand is responsible for promoting all non-public policy related news for INFB. The positions report to the chief marketing director.

Public Relations Manager - Public Policy: 317-692-7825

Public Relations Manager - Brand: 317-692-7822

COUNTY MARKETING

OVERVIEW

The county marketing coordinator serves as a liaison between the county Farm Bureaus and the marketing team and provides support for marketing of county Farm Bureau events. When planning a county event, county Farm Bureau leaders can contact the county marketing coordinator for marketing requests and guidance. The county marketing coordinator then filters and manages event marketing requests, provides guidance on brand alignment and advertising execution at the county level and reviews proposed county advertising campaigns, as requested.

BACKGROUND

One of the top priorities of the 2021 INFB Strategic Plan is to strengthen county Farm Bureaus. One of the 2018 tactics identified under the plan calls for the implementation of a “strategy to provide support, guidance and education to county Farm Bureaus on their marketing and communications initiatives.” So in 2018, the INFB marketing team added the county marketing coordinator in order to strengthen the marketing and communications efforts at the grassroots level. In the past, the marketing support the home office was able to provide to each county Farm Bureau was limited. Today the county marketing coordinator is able to assist county Farm Bureau leaders with event invitations, flyers, press releases, radio PSAs, social media post suggestions and more.

TOOLKITS AND TRAINING

The county marketing coordinator creates marketing program toolkits for key county Farm Bureau program areas such as Ag Day, county fairs, rural road safety and INFB’s Book of the Year program to make it easier for county Farm Bureaus to leverage these events and tell the story of Farm Bureau and agriculture. These program toolkits contain a variety of marketing materials that are customizable for each and every county Farm Bureau, and they are housed on the INFB website in the resources section for volunteers. Upon the completion of each toolkit, the county marketing coordinator hosts a webinar training of the toolkit for all interested county Farm Bureau leaders and volunteers. Recordings of the webinars are available upon request.

INFB STAFF CONTACT

For guidance on marketing of county events, contact the county marketing coordinator. 317-692-7880

For assistance with marketing of district events, contact the design marketing coordinator. 317-692-7819

EVENT MARKETING

OVERVIEW

The design marketing coordinator provides support for marketing of state, district and district Young Farmer events.

When planning an event, district directors, regional managers or district Young Farmer representatives are asked to contact the design marketing coordinator at least six weeks prior to the event to set up a meeting to discuss the overall marketing strategy for the event. During the meeting, the design marketing coordinator will assist the district in deciding the best ways to promote their upcoming event. The design marketing coordinator then takes the information from the meeting and develops a comprehensive marketing plan with an event summary, chosen marketing tactics and a timeline for execution. With the marketing plan in place, the design marketing coordinator assists the district in completing each marketing tactic.

BACKGROUND

Before the design marketing coordinator position was established, district support from the home office was limited. With the addition of the design marketing coordinator, the home office is now able to provide greater support and attention to the districts and their events. In the past, all too often district meeting invitations were the only design component the home office could provide. However, today the marketing team is able to assist district Farm Bureaus and district Young Farmers with marketing plans, invitations, flyers, programs, press releases, social media post suggestions and more.

INFB STAFF CONTACT

For assistance with marketing of district events, contact the design marketing coordinator. 317-692-7819

For guidance on marketing of county events, contact the county marketing coordinator. 317-692-7880

INFB BRAND

OVERVIEW

A brand is a collection of experiences individuals have with that particular product or service. So it makes sense that the INFB brand is the collection of experiences people have had with our organization — it's what they think of when they hear the Farm Bureau name. However positive or negative those experiences are, will likely determine how involved an individual will choose to be with Indiana Farm Bureau. Maintaining a positive brand image is vitally important to any organization, but especially to a members-based organization like Farm Bureau.

BACKGROUND

The 2021 INFB Strategic Plan calls for the "implementation of a refined, segmented brand awareness strategy." So in 2017, the INFB marketing team embarked on a mission to bring brand consistency to all touch points of the organization and to everything that bears the INFB name. The team established design standards for all printed materials including business cards, letterhead, brochures, flyers, district invitations and more, ensuring a similar look and feel to all Indiana Farm Bureau materials



THE INFB LOGO

The INFB logo is the visual representation of the Farm Bureau brand and as such, must be fiercely protected. The INFB logo (and subsequently any county Farm Bureau logo), is actually owned by American Farm Bureau Federation, who has established strict guidelines for how the logo can and cannot be used. Because of these guidelines, the INFB chief marketing director and the events marketing coordinator must review and approve all printed or manufactured materials that use the Farm Bureau logo.

INFB STAFF CONTACT

For questions about the proper use of the INFB logo or for questions about the INFB brand, please contact the event marketing coordinator. 317-692-7819

OVERVIEW

The INFB organizational development team is responsible for member engagement at the state level and for supporting county Farm Bureaus in their efforts to engage members, set policy and provide education and outreach to the public. In addition, this team acts as the liaison between the state and county Farm Bureau organizations to ensure a mutually beneficial relationship and a steady flow of information between both organizations. Lastly, this team helps to develop leaders within the organization through training and development opportunities such as Leaders in Action. All activities are supported or administered by staff such as regional managers, program coordinators or program assistants.

TEAM MEMBERS

Director – Provides direction to all organizational development team members as well as strategy and direction of our Young Farmer, Women's Leadership and Ag in the Classroom programming.

Contact this team member with any questions you may have about the organizational development team member roles and responsibilities. 317-692-7833

Field Operations Manager – Responsible for overall support and direction of field activities including supervision and coaching of regional managers. Works with regional managers to provide the assistance that county Farm Bureaus need to be effective. Also provides leadership and expertise in key areas including working with volunteers, membership, policy development and implementation, local issues management and ELECT.

Contact this team member with questions about the responsibilities of a regional manager or assistance to county Farm Bureaus. 812-692-7814

Regional Managers – Provide front-line support on planning, implementation and best practices to all county Farm Bureaus and act as a liaison between the state and county Farm Bureau organizations.

To contact your regional manager call one of our program coordinators below for the appropriate contact information.

Ag Education Coordinator – Responsible for managing all Ag in the Classroom activities which are geared toward classroom-based activities that help teach children about Indiana agriculture.

Contact this team member about any ag-based lesson plan needs or about opportunities to visit classrooms in your county. 317-692-7870

Leadership Development Coordinator – Responsible for managing all activities and programming of the Young Farmer Committee, including the State Young Farmer Conference, Collegiate Farm Bureau chapters and all events designed to engage younger farmers and ag professionals in the organization.

Contact this team member with any questions about activities geared toward farmers and ag professionals between the ages of 18 & 40. 317-692-7183

Special Projects Coordinator – Responsible for implementation of programs of the organizational development team related to the Women’s Leadership Committee, Young Farmer Committee and Ag in the Classroom.

Contact this team member with questions about Spring Conference, Taste from Indiana Farms and other leadership development programs offered by the team. 317-692-7830

Youth Engagement Coordinator – Responsible for building relationships with collegiate Farm Bureau chapters, 4-H and FFA.

Contact this team member with questions about youth engagement and relationships with the entities listed above. 317-692-7820

Field Development Specialist – Responsible for assisting regional managers with a variety of activities to help strengthen county Farm Bureaus.

Program Assistants – Responsible for assisting with all programs within the organizational development team such as membership administration, conference registration and preparation for many INFB events.

Contact these people with any questions or concerns about membership, registration or to help get in contact with the appropriate regional manager. 317-692-7815 or 317-692-7846

AGRICULTURE IN THE CLASSROOM

OVERVIEW

Agriculture in the Classroom is a program coordinated by the United States Department of Agriculture. The program goal is to increase agricultural literacy in grades preK-12 in order for students to gain a greater awareness of the role of agriculture in the economy and society so that they may become citizens who support wise agricultural policies. In Indiana, Indiana Farm Bureau is the dues-paying host organization and has been since the program began in 1981.

BACKGROUND

Members of INFB who are interested in becoming registered AITC volunteers have access to hundreds of standards-based lessons and activity plans for use in the schools and youth organizations in their community. Member volunteers are required to complete a new volunteer registration worksheet, sign a code of conduct and participate in a new volunteer orientation. There are more than 130 active volunteers across the state.

Annually, volunteers report reaching nearly 70,000 students, teachers and adult chaperones through classroom presentations, activities, field trips and on-farm experiences about a variety of agriculture topics.

The Indiana AITC program offers lessons and materials free of charge to schools, community groups and other non-profit organizations. Other educational outreach programs include the Book of the Year.

AITC VOLUNTEER RESPONSIBILITIES

An individual interested in being an AITC volunteer in Indiana should be:

1. Knowledgeable about modern Indiana agriculture.
2. Experienced in preparing and presenting information and conducting demonstrations and/or experiments.
3. Comfortable speaking in front of audiences of all ages and education levels.
4. Willing to take initiative to contact schools, teachers, youth and community organizations about the type of presentations and activities the volunteer is able to offer.
5. Able to follow through with planned presentations and communications.
6. Willing to follow basic policies and procedures of the Indiana AITC program, including signing the code of conduct, completing registration sheet, and completing and submitting presentation record sheets in a timely fashion.

WHAT IS AGRICULTURAL LITERACY?

A person who understands and can communicate the source and value of agriculture as it affects our quality of life. (National Agricultural Literacy Logic Model, 2013)

THE IMPORTANCE OF AG LITERACY

- An increased knowledge of agriculture and nutrition allows individuals to make informed personal choices about diet and health.
- Informed citizens will be able to participate in establishing the policies that will support a competitive agricultural industry in this country and abroad.
- Agriculture is too important a topic to be taught only to the small percentage of students considering careers in agriculture and pursuing vocational agricultural studies.
- Agricultural literacy includes an understanding of historical and current economic, social and environmental issues that affect all Americans. This understanding includes being knowledgeable about food and fiber production, processing and domestic and international marketing.
- Employment opportunities abound in agriculture. *Career choices include:*
 - Farm Production.
 - Agribusiness Management and Marketing.
 - Agricultural Research and Engineering.
 - Food Science.
 - Processing and Retailing.
 - Banking.
 - Education.
 - Landscape Architecture.
 - Urban Planning.
 - Energy.
 - Other Fields.

FIND OUT MORE ABOUT AGRICULTURAL LITERACY

American Farm Bureau Foundation for Agriculture's Pillars of Agricultural Literacy. www.agfoundation.org/resources/ag-pillars

National Agriculture in the Classroom:
www.agclassroom.org/get/literacy.cfm

ADDITIONAL RESOURCES

For more detailed information about INFB's Agriculture in the Classroom program including the AITC Volunteer Handbook, New Volunteer Starter Pack plan and suggested resources visit <https://www.infarmbureau.org/our-programs/ag-in-the-classroom/volunteer-center>

INFB STAFF CONTACT

For questions about becoming a registered AITC volunteer, Indiana academic standards for lessons and activities please contact the ag education coordinator at 317-692-7870 or inaitc@infb.org.



AITC Volunteer Starter-Pack Plan

If you're a new Agriculture in the Classroom (AITC) volunteer, the Indiana Farm Bureau education staff has put together an AITC program starter-pack plan. The lessons and activities are only suggestions and are encouraged to create new lessons and activity plans that fit the needs of their community.

Having trouble deciding what to present? Here are a few tips:

- Start with one. Select one of the lessons or activities that is of interest to you. If you're interested in the topic and excited about it, it will show in your presentation.
- Focus on a couple of agriculture topics that you are comfortable with and knowledgeable about. In other words, you don't have to be a Jack-of-all-trades.
- Modify the lesson or activity based on your own experience. Also consider the allotted time for presentation and audience (grade level).
- Prepare your presentation visual aids and don't forget to advertise to schools that you can guest speak. Why? Because they may say, "Can you come on Friday?" and when they ask, you will want to accommodate their schedule the best you can so you don't miss an opportunity to educate others about agriculture.

Suggested activities and lesson plans are free to use on the National Agriculture in the Curriculum Matrix www.agclassroom.org.

My Farm Web

Grade levels: K-2 or 3-5

Students use the visual aid of a web to explore the role of agriculture in their daily lives and understand how most of the necessities of life can be traced back to the farm.

Agriculture Pays

Grade levels: K-2

Students will recognize how agricultural careers are interconnected and that agriculture influences many parts of their daily lives.

Corn on a Maizing Plant:

Food, Fuel and Plastic

Grade levels: 3-5

Students will examine the growth, composition, history, and uses of corn through a reading activity, discussion of renewable and non-renewable resources, and hands-on exploration of corn bio-plastics.

A Day Without Agriculture

Grade levels: K-2

Students learn about the scope of agriculture, explore the variety of agricultural products in their daily lives, and discuss the difference between needs and wants.

The Soil We Grow In (Slice of the Soil)

Grade levels: K-2

In this lesson, students gain an understanding and appreciation for the importance and complexity of the Earth's soil.

Animal Life Cycles

Grade levels: K-2

This lesson introduces the six major livestock species, teaches that animals need air, space, food, water and shelter to survive, and introduces students to the life cycle of a farm animal.

Agriculture in the Classroom is a program of Indiana Farm Bureau, Inc.

Find the complete guide and more at www.inaitc.org.

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Learning through Literacy

Using books in your guest presentation is a great way to build confidence and familiarity with working when students. Most accurate agriculture books also offer opportunities for a short lesson or activity after the reading presentation. Below are three books to consider adding to your program options.

Who Grew My Soup? by Tom Darbyshire • Grade levels: K-4

Who Grew My Soup? tells the story of young Preston and his questions about the vegetable soup his mom serves for lunch.



What makes this book great for classrooms? The story has a [video](#) which makes reading it aloud to a group of students easy and fun. The artwork is eye-catching and accurately depicts the story.

Lesson and activity plans: [grades K](#) or [grades 3-5](#) and [Who Grew My Soup](#)

Where to buy? [American Farm Bureau Foundation for Agriculture](#)

First Peas to the Table by Susan Grigsby • Grade levels: 2-4

A young girl competes in a classroom garden race who can get the first peas to the table. Based on the contest that Thomas Jefferson held with his friends and neighbors every year, this book seamlessly integrates school gardens, history and seasonal weather themes into [an](#) book.



What makes this book great for classrooms? This book is a wonderful [video](#) to introduce students to school gardens, the scientific method and a bit of history of agriculture in the United States. The story is well-written and easy to read aloud to a group of students. The artwork is eye-catching and accurately depicts the story.

Lesson and activity plans: [Teacher's Guide with supplemental](#) [video](#)

Where to buy? [AFBF Online Store](#), [Amazon.com](#). May be [added](#) to your local library.

Oh Say Can You Seed?: All About Flowering Plants

by Bonnie Worth • Grade levels: 2-5

With the assistance of [Thing 1 and Thing 2](#) and a fleet of Rube Goldbergian vehicles -- the Cat in the Hat examines the various parts of plants, seeds and flowers; basic photosynthesis and pollination; and seed dispersal.

What makes this book great for classrooms? Keeping with the [style](#) of Doctor Seuss, this book accurately explains photosynthesis and pollination. The story's cadence is creative, thoughtful, and easy to keep students engaged. The lesson and activity options to conduct after the story are many, such as [Seeds](#), [Miraculous Seeds](#), [The Seed Match](#) or [Farming in a Glove](#).



Lesson and activity plans: [Indiana Educator's Guide](#) or [Alabama](#) [E](#)

Where to buy? Retailers such as [Amazon.com](#). Check your [book](#) for availability.

Agriculture in the Classroom is a program of Indiana Farm Bureau, Inc.

Find the complete guide and more at www.inaitc.org.

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Resource Round-Up

10 new (or new to you) resources perfect to build an agriculture literacy program round.



Ag Explorer National FFA and Discovery ~~Books~~ joined forces to create a robust, comprehensive career resource to help you explore the broad range of careers within the industry of agriculture. **Where to find:** www.agexplorer.com **How to use:** Use career information to develop presentation background information about different agriculture careers; share with K-12 teachers; career panel discussion; highlight careers in county fair booth or Ag Day, even on social media.



Journey 2050 takes students on a virtual farm ~~the~~ explores world food sustainability. Using an inquiry-based approach the program encourages students to make decisions and adjust them as they see their impact on society, the environment and the economy at a local and global scale. Students experience the lives of three farm families in Kenya, ~~at~~ Canada. **Where to find:** www.journey2050.com **How to use:** Resource share with ~~2d~~ teachers to integrate into classroom curriculum; serve as a guest speaker (or help coordinate) for the different modules.



Ag Today is a reading supplement from ~~North~~ the Classroom with six titles that include a teacher guide and are available for free online.

Where to find: www.agclassroom.org **How to use:** Resource share with ~~2~~ grade teachers; reference for putting together ~~mini~~ lessons.

Science in Your Shopping Cart We pay less for food than ~~in~~ other nations; the United States enjoys the cheapest food in the world. Each year, dozens of improved products and new varieties of fruits, nuts, and vegetables emerge from the laboratories and greenhouses of the Agricultural Research Service. But walking through the grocery store, do we ever consider where such an abundance and variety of food and products come ~~in~~ **Where to find:** Learn about ARS research and how it affects your food in this [Free PDF booklet](#) (24MB) and [video](#). (Note: Video is dated 2005 and not recommended to show to students) Hard copies may also be ordered from agclassroomstore.com. **How to use:** Preparing for consumer education events; resource share with FACS education teachers.



Hungry Planet Family Food Portraits The Peter Menzel ~~book~~ provides an archive of the photos included in the Hungry Planet book, which depict everything an average family consumes in a week along with the food cost. These portraits provide a glimpse into kitchens from Norway to China to Mexico, raising questions about how culture and environment

influence the cost and calories of diets around the ~~world~~ **Where to find:** Companion resource on www.agclassroom.org or on [Peter Menzel Photography website](http://petermenzel.com) **How to use:** Food insecurity themed presentations; consumer ~~in~~ school FACS, Social Studies, Agriculture resource share.



Agriculture in the Classroom is a program of Indiana Farm Bureau, Inc.

For more information visit www.inaitc.org

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Countdown to Hatch The kit contains 21 plastic eggs, each of which is a laminated picture and detailed developmental description of the chick growing inside. One egg should be opened on each day of the 21-day chick hatching cycle to give students an exciting look at the mysterious process that happens inside the egg. **Where to find:** www.agclassroom.org to download. **How to use:** Build suspense and get a sneak peek at embryo development inside a fertile egg with this colorful embryology kit. This kit can be used on its own but also makes a great complement to a classroom-hatching project.

Discover Ag Careers: When I Grow Up The resources in this kit are based on each career focus area. **How to use:** The resources are designed to focus on one career focus area each month during the school year. If you choose to follow this structure, it is recommended having a weekly career day. The main lesson is presented the first week of the month, followed by the three supplemental activities. Best to partner with a teacher and rotate guest presenters with related job experience. **Where to find:** www.agfoundation.org Get the 9 Ag Posters and the Name that Ag Career Card Game! and create a kit.

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GMO Case Study Designed by Pulitzer Prize-winning Amy Harmon, the goal of this case study is to discuss the issues surrounding the use of genetically modified organisms (GMOs) in agriculture. We will focus on the Rainbow papaya, a variety of fruit that was engineered to resist a virus that has heavily impacted papaya crops across the globe. **How to use:** Case study participants (which can range from fewer than 10 students to 20+) will play the role of an assigned stakeholder with interests in the Rainbow papaya agricultural biotechnologies. Stakeholders are modeled on the public statements of real people, as well as those collected during interviews for a story on the 2013 GMO ban in Hawaii, in order to focus the discussion through composite archetypes of characters. **Where to find:** www.agclassroom.org

Addressing Misconceptions in Agriculture is a free online kit that will help you dive into conversations about important questions related to agriculture. Web-based, interactive version as well as printable option. Videos, credibility checklist and suggested kit included. **How to use:** Use to prepare volunteers prior to consumer education events. Use tablet version at consumer education event, high school Ag and FACS classes. **Where to find:** www.agfoundation.org

Growing a Nation This multimedia program pairs **AG** Growing a Nation lessons using instructional design and innovative technology to bring depth and meaning to historical events. The program and lesson plans merge seamlessly with existing American history textbooks and high school history curricula. The program covers historical events such as the Dust Bowl, Great Depression, Civil War, and the impact of technological growth. **How to Use:** Take students on a journey from decades past to modern agriculture being sure to explain why farmers are larger, use more technology, etc. Great resource share with elementary and high school social studies teachers, partnering with local museums for agriculture exhibits and education programs. **Where to find:** www.agclassroom.org

Agriculture in the Classroom is a program of Indiana Farm Bureau, Inc.

For more information visit www.inaitc.org

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WOMEN'S LEADERSHIP COMMITTEE

OVERVIEW

The Women's Leadership Committee is dedicated to educating the public with programs and events that promote a positive image of agriculture. These activities provide opportunities for leadership, communication, political involvement and networking.

ROLES AND POSITIONS WITHIN THE WOMEN'S PROGRAMS:

State Committee Chair

(Also 2nd Vice President of Indiana Farm Bureau, is in charge of state Women's Leadership Committee.)

This position is elected by the delegate body of the membership once every three years and can serve up to four terms. This position leads the district education and outreach coordinators under the values of the mission of the committee.

District Education and Outreach Coordinators

These coordinators, who are elected by the county education and outreach coordinators and county presidents, sit on the state Women's Leadership Committee and represent the district from which they were elected. Terms are three years long and they can serve up to three terms. They serve the body of the membership by bringing in local needs to the state committee in order to provide programming and events that promote women in agriculture and educate the non-ag public about benefits of modern day agriculture.

County Education and Outreach Coordinators

These coordinators are elected at the county level. Terms vary by county. Programs also vary by county and may include many different layers of education and outreach opportunities for their members and non-ag consumers alike.

YOUNG FARMERS & AG PROFESSIONALS

<https://www.infb.org/YFAP>

OVERVIEW

The Young Farmers & Ag Professionals programs encompass agricultural education, leadership development, professional networking, and more for members and agriculturalists through the age of 40. As the future leaders of agriculture in our state and across the country, it is the goal of this program to provide resources and knowledge for our members to prepare them to excel in production, business, community involvement and leadership.

BACKGROUND

Launched in 1969, Indiana Farm Bureau's Young Farmer program was created to help young men and women capitalize on the opportunities and overcome the challenges in the agriculture industry by becoming stronger leaders and more dynamic voices in their local communities. Young Farmer activities are organized at the county, district and state levels. These can include participating in award contests, promoting district or state conferences, hosting county meetings, engaging in agriculture promotion activities and more.

FEATURES/HIGHLIGHTS

Young Farmers & Ag Professionals have access to many unique opportunities throughout the year. These include:

- **YF&AP Leadership Conference** – For one weekend each year, we welcome young agriculturists from across the state to Indianapolis to learn, engage and grow together. This event offers many educational and networking opportunities for individuals, students and families to explore their potential in agriculture and beyond. Attendees will gain valuable experience and knowledge in business planning, production, communication, technology and more. The evenings include live entertainment and fellowship. Find out more at: <https://www.infb.org/YFAP/activities-and-events>
- **AFBF YF&R Conference** – This national conference hosted by the American Farm Bureau Federation gathers young farmers and ranchers from across the country to dive deeper into developing their leadership skills. Speakers and professional sessions range from engagement and relationship-building to economics and entrepreneurship. Attendees also tour the local agriculture scene and learn about farming and business practices from Washington, D.C. to Washington State. Learn more about experiences at the national conference here: <https://www.infarmbureau.org/our-programs/young-farmers/activities-and-events/national-young-farmers-and-ranchers-conference>
- **District Outings** – Closer to home, the representatives on the State Young Farmers & Ag Professionals Committee host activities, trips and events for young farmers in your area. These have included bus trips, baseball games, leadership training sessions, and volunteering in the community. Connect with your representative to learn more about the events in your area!

Student Membership: Membership can be established for students regardless of whether their parents have a membership. This can apply to high school, collegiate and continuing education students. (See “Marketing – Membership” section for more details.)

PROGRAMS

Young farmers and ag professionals are encouraged to participate in all INFB programs. Below are examples of programs specific to YF&AP:

- **State YF&AP Committee** – YF&AP members from each district are appointed by the president to serve a two-year term on the Committee. They gain valuable leadership, advocacy and professional training during this time to prepare them for leadership positions in the organization and their communities.
- **County YF&AP groups** – Each county is encouraged to grow and support a local group of young farmers & ag professionals. Resources are available to the county and YF&AP group to start and maintain these groups through leadership, education and fellowship activities.
- **Collegiate Farm Bureau** – Several colleges and universities in the state are home to Collegiate Farm Bureau chapters. These chapters develop student involvement in the organization and create lasting experiences to encourage them to stay involved after graduation.
- **District YF&AP activities**
- **Awards and Competitions** – YF&AP members can participate in the Discussion Meet, Excellence in Agriculture Award, Achievement Award and Outstanding County Award.

RESOURCES

Multiple resources are available to young farmers, ag professionals and county leaders to build, promote and grow a county YF&AP program. Listed below are just a few of those resources:

- **State YF&AP Committee** – Members of the state committee are appointed by the president and serve as resources for their local YF&AP programs. They are available to speak at meetings, assist in hosting district events, and contribute to program planning. Contact your representative here: <https://www.infb.org/our-programs/young-farmers-and-ag-professionals/state-committee>
- **INFB website** – YF&AP program information is available on the INFB website. Access to additional resources such as templates, press release drafts and more is available by signing into the website as a member. (See “Marketing – Website” section for more details.)
- **County and District YF&AP Facebook pages** – Many counties and districts have Facebook pages dedicated to their program. These pages post event information, deadlines and updates.
- **FB Feed e-newsletter** – This monthly email includes Young Farmer program news and development activities designed to grow and strengthen local programs. (See “Marketing – Publications” section for more details.)
- **County YF&AP Program Quick-Start Guide** – To assist in building or reinvigorating a county program, this guide helps young farmers focus their efforts to plan and execute the most successful events. (Found on the next few pages.)
- **YF&AP toolkit** – Located on the INFB website, this toolkit provides county YF&AP members with different resources to help make their program more successful.

INFB STAFF CONTACT

The leadership development coordinator is the contact for all YF&AP activities and programming. Contact this person at 317-692-7183.

YOUNG FARMER COUNTY PROGRAM QUICK-START GUIDE

MEETING

- Have event schedule ready – build it and they will come.
- Provide food – empty stomachs make empty brains.
- Location, location, location – look for something central, like the county museum or a favorite restaurant; neutral locations are more friendly (i.e. not someone's house).
- Ask your county Farm Bureau for help (funds, flyers, lists, etc).

RECRUITMENT

- Advertising benefits
- Extension educators, ag teachers / FFA advisors
- Local high schools – FFA
- Current membership list (Ages 18-40)
- Local farms
- Implement dealers
- Ag finance institutions
- Co-ops & fertilizer / seed dealers
- FSA offices
- Insurance agents

INVOLVEMENT

- Consistent meeting times aren't necessary – YF chair takes ownership to call a meeting.
- Map out the year ***ahead of time*** with a rough schedule of activities, meetings and events.
- Come up with a project to get members involved and take ownership.
- Make some events "family friendly" – possibly offer babysitting/kids activity for those with children.

OPPORTUNITIES

- Awards & events – cash and travel awarded
 - Outstanding Young Farmer Group Award
 - Achievement Award
 - Excellence in Agriculture Award
 - Discussion Meet
- Young Farmer Leadership Conference (education, leadership, fellowship)
- Summer outing (grill-out, kid's activities, networking)
- District & county activities
- Collegiate Farm Bureau (Purdue, Vincennes, Huntington)

MAINTENANCE

- Start meetings on time – be respectful of others' time
- Create and use committees – add new people often
- Good food! Empty bellies = empty minds
- Ask your county FB board to include young farmers in leadership positions or committees
- Work with other organizations in your county
- Communication – Facebook page, email, Google Docs

INFB Public Policy Team

OVERVIEW

The Indiana Farm Bureau public policy team supports member engagement in local, state and national government advocacy relating to agriculture and rural policy issues. The team guides the grassroots policy development process. The team is responsible for ensuring that INFB staff and programming honors the policy positions set by members to guide our organization's legislative and regulatory activity on important issues impacting the lives and livelihoods of farmers in rural Indiana. In addition to lobbying elected and appointed leaders on behalf of INFB, the public policy team researches policy topics, provides education to members and supports policy implementation efforts in all 92 counties.

TEAM MEMBERS

Executive Director of Public Policy – Supervises all staff of the public policy team and provides strategic direction on INFB's overall efforts on local, state and federal policy advocacy, government relations, member engagement strategies for policy education, policy development and policy implementation. This position serves as the Secretary of INFB AgELECT and INFB ELECT, and supervises the development and execution of all INFB candidate endorsements and PAC fundraising activities.

Call the director of public policy for direction on advocacy programming of all kinds, political engagement and who does what on this team. 317-692-7805

Director, State Government Relations – Serves as the lead state lobbyist for INFB directing advocacy efforts and member education on state-level policy and specifically on ag-related topics, production agriculture, transportation and environmental issues. This position coordinates INFB collaboration with agriculture and conservation organizations on water quality, water quantity and natural resources.

Call the director of state government relations on issues of state issue advocacy programs and policy questions on production agriculture, transportation or environmental issues, including dealing with regulatory agencies at the local, state and federal levels. 317-692-7835

Associate Policy Advisor, State Government Relations – Serves as state lobbyist for INFB working for members on state advocacy efforts on taxation, local government and education policy. This position oversees the grassroots policy development process.

Call the associate policy advisor, state government relations with policy questions on local, state and federal taxation, public education and local government, as well as, state and policy advocacy programming like Statehouse visits and policy development. 317-692-7855

Director, National Government Relations – Directs advocacy activities related to federal policy issues impacting agriculture and rural development. In addition to lobbying members of Congress and the U.S. Senate, this director's responsibilities include federal policy development and implementation. The primary focus of this position is on member education, membership engagement, Campaign School and food safety, in addition to supervising member engagement trips to Washington D.C. and coordinating advocacy activities with American Farm Bureau.

Call the director of national government relations on issues of federal issue advocacy programs and the wide array of federal policy issues, trips to Washington D.C., political campaigns, and engaging with members of Congress and the U.S. Senate. 317-692-7823

Political Engagement Manager – Develops and coordinates political education and engagement programming for INFB members and county Farm Bureaus, including the INFB Campaign School and candidate surfacing. This position develops and executes fundraising strategies for AgELECT/ELECT candidates and issue advocacy campaigns.

Call the political engagement manager with questions on political engagement, campaigns, Campaign School, candidate surfacing, AgELECT, ELECT and PAC fundraising. 317-692-7845

Associate Director Of Political Engagement – Works with the Indiana General Assembly and regulatory agencies impacting agriculture. This position helps with the INFB grassroots endorsement process and state political action committees.

Livestock Development Specialist – Provides support to members and county Farm Bureaus on policy development and policy implementation concerning regulatory issues affecting livestock production and planning and zoning.

Call the livestock development specialist with questions about planning and zoning laws, rules and participation in public meetings, livestock production, and livestock and agricultural economic development. 317-692-7886

Senior Administrative Assistant – Provides support to all state-level advocacy programming, Policy Advisory Groups and administrative coordination for the policy development process. This position assists county Farm Bureaus with policy resolution submissions and coordinates annual resolution processes.

Contact the senior administrative assistant with questions about receiving the Dispatch, Statehouse visits, Policy Advisory Group meetings, policy development materials and policy submissions. 317-692-7812

Administrative Assistant – Provides general administrative support for the public policy team members. This position specifically provides support for federal advocacy programming, including the trips to Washington, D.C., and political engagement activities including AgELECT/ELECT and Campaign School.

Contact the administrative assistant with questions about D.C. trip opportunities, August Recess events, federal issue materials, and AgELECT/ELECT meetings and materials. 317-692-7834

POLICY ENGAGEMENT: THE PUBLIC POLICY PROCESS

OVERVIEW

Policy is the basic principle by which Indiana Farm Bureau is guided. The policy process establishes the majority opinion of members as the guide for engaging in public policy discussions with appointed and elected officials.

BACKGROUND

Policy is established through grassroots discussion and action. We create policy at INFB to ensure that the voices of members are heard. As a general agriculture organization, Farm Bureau works to promote all aspects of agriculture. By creating policy stances, INFB can impact the regulations and statutes that affect our members. Each year, Farm Bureau policy is compiled and organized into the policy books. The policy books are available at www.infb.org under the policy development resources tab.

POLICY DEVELOPMENT PROCESS

The policy development process begins at the county level through local discussion. Action at the local level may also be supplemented with information from the Policy Advisory Groups (PAGs). After recommendations are submitted, they are reviewed by a resolutions committee and then the delegate body. Each county runs their process a little differently, but the main points are to discuss issues with the county voting membership, create policy recommendations, then vote on policy recommendations to be submitted to the state.

Once the final policy resolutions have been passed by the delegate body, they are the policy stances INFB members and staff are expected to implement. Each member is in charge of making sure that local, state and national policy resolutions are discussed with appropriate elected and regulatory officials. Working to implement the INFB policy demonstrates why we are an effective organization that is ready to tackle issues and challenges for the agriculture community.

For a more in-depth understanding of policy development, please reference the Policy Development handbooks found here.

2020 INFB Policy Book

https://www.infb.org/docs/default-source/document-library/policy-development-resources/infb-2020-state-policy-book.pdf?sfvrsn=e66aade8_2

2020 AFBF Policy Book

https://www.infb.org/docs/default-source/document-library/policy-development-resources/afbf-policies-for-2020-book.pdf?sfvrsn=f773a2e8_4

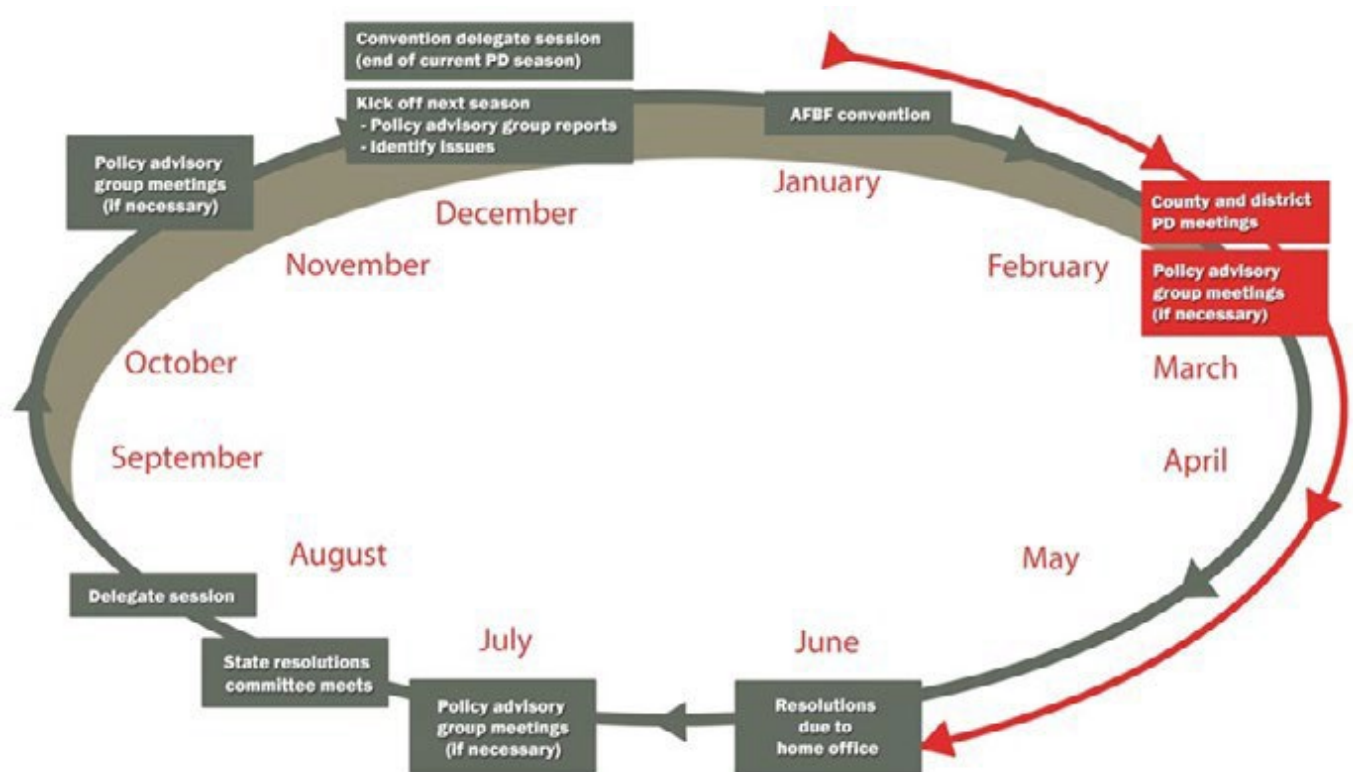
POLICY ADVISORY GROUPS

PAGs are work groups of INFB members with knowledge, experience and interest in key issues. The PAGs are designed to investigate complicated issues and provide detailed input for the policy development process. INFB has established PAGs for ag labor/immigration, crops, education, energy, livestock and animal care, government and fiscal policy, nutrient management, property rights, transportation, rural development, and water resources.

Each member of a PAG is expected to report at District and county Farm Bureau meetings to provide support for policy development and policy implementation. This will also provide new prospects for the future sustainability of the PAGs. After each PAG meeting, there will be a report that will be distributed to the INFB county boards, county policy development committees and possibly used elsewhere within the policy development structure of INFB.

Members interested in participating in a PAG can contact the public policy team.

The charts below and on the following page show the timeline of how Farm Bureau members develop policy.



WHEN SHOULD YOU GET INVOLVED IN THE POLICY DEVELOPMENT PROCESS?

If you have an agricultural problem or a challenge that you think INFB should tackle, the next step is to review language in the policy book (local, INFB or AFBF). If the issue is not addressed or language in the policy book does not reflect the current business environment then it is time to begin the policy development process.

VETTING THE ISSUE/IDEA THROUGH DISCUSSION AND RESEARCH

Now that you have an issue/idea, you need to discuss it with other INFB voting members. You can bring the issue/idea to the attention of your county leadership and policy development chair. If you don't already have a solution, you and your county may need to do a little research.

RECOMMENDING A SOLUTION

Your county will vote on all the policy recommendations they want to endorse. It is important to note whether the policy is local, state or federal in nature. Local recommendations should be put into a local policy book for action at the local level. The INFB Resolutions Committee reviews all state and national recommendations.

RESOLUTIONS COMMITTEE

The state resolutions committee is made up of one county president from each of the 10 INFB districts and several at large members. The committee reviews all policy recommendations submitted by the counties.

DELEGATE SESSION

Each county is allowed a specific number of delegates based on county membership levels. Delegates represent their county during a full day of discussion on the recommendations. After all policies have been reviewed, a vote is taken to accept the INFB policy book. In December, a final delegate session is held during the state annual meeting to discuss issues that have arisen or significantly changed since the August session.

MAKING IT COUNT

Once the resolutions have been passed, they are the policy stances INFB members are expected to implement. Each member is in charge of making sure that local, state and national policy resolutions are discussed with appropriate elected and regulatory officials. Working to implement the INFB policy means we are an effective organization ready to tackle issues and challenges for the agriculture community.

POLICY ENGAGEMENT: ADVOCACY ACTIVITIES

OVERVIEW

Grassroots advocacy is the key to successful implementation of INFB policy. While the Farm Bureau lobbying team spends every day at the Statehouse while the General Assembly is in session and consistently travels to Washington D.C. to meet with members of Congress, the contacts by members with their representatives and senators are critical to the success of INFB. Members have opportunities to visit the Statehouse as part of county Farm Bureau's advocacy efforts, host legislators on their farms or send communications to legislators asking them to take specific positions on bills.

ADVOCACY ACTIVITIES

ACTION ALERTS

A quick and easy way for members to engage in advocacy is to respond to action alerts from the public policy team. The action alerts come via email and text message and ask members to click on a link to communicate with their legislators via email. The messages are pre-drafted by INFB staff members and occasionally offer the opportunity for members to add in facts or their personal story while asking their legislator to vote a specific way on a piece of legislation. Voter Voice, the system used by INFB, will automatically identify the Farm Bureau member who received the email invitation and preload the legislators who represent the member. All you need to do is complete a few clicks in order to be able to engage in grassroots lobbying on behalf of INFB and your fellow members. To engage in action alerts, members must have an active email on file with INFB.

STATEHOUSE VISITS

The most direct and influential way to engage in grassroots lobbying on state policy issues is to visit your legislators at the Statehouse during the legislative session. Generally, at least three members from a county will visit the Statehouse from Monday to Thursday during the legislative session that runs from early January to March 14 in even-numbered years and until April 29 in odd-numbered years. INFB staff supports members by meeting them upon arrival, giving a daily update on Farm Bureau priorities and discussing talking points on key bills.

Prior to the visit, members should contact legislators or their staff to set up a time and location to meet. It is common practice for Farm Bureau members to invite legislators to join them for lunch. Lunches have historically been held at the buffet at 120 West Market in the Hilton Hotel—the hotel in which members park for their visit. INFB covers the cost of lunch for legislators and staff.

PRE-LEGISLATIVE, THIRD HOUSE and POST LEGISLATIVE MEETINGS

It is common for legislators to attend events in the counties they represent including: before the legislative session that focus on relationship building; during the legislative session to give an update on legislation and hear input from constituents; and after the session to give a final analysis of what passed. These events are held in a variety of ways, but can be as simple as inviting legislators to a small gathering for breakfast, lunch or dinner. Some counties have regular third house meetings on Saturday mornings that are sometimes known as "Cracker Barrel" meetings. County Farm Bureaus often host these meetings, sometimes in conjunction with other local groups.

FARM VISITS

A relatively small percentage of elected officials—at the local, state and federal level—have a connection to the farm. Nothing will help elected officials understand the issues which impact agriculture as much as a farm visit where they can see firsthand the things that farmers do and challenges they face. A farm visit should be a relatively easy task to complete. The key is to show how the farm really operates. Important things to show include livestock and poultry production, planting, conservation practices, and harvest. Providing a legislator an opportunity to drive a tractor or combine provides a great way for them to “connect” to what you do and is something they will likely want to document with a photo.

Farm visits are easily set up by asking a legislator if the visit is something they would like to do. Getting a date on the calendar can be a little challenging, but early planning and flexibility to deal with weather can make the visit a success. To respect a legislator’s time and make sure that the visit meets the collective needs of a Farm Bureau member, it is best to work with county Farm Bureau leadership and your regional manager to plan a visit.

INFB Leader Trip

The INFB Leader Trip to Washington, D.C. is the annual opportunity for members and county leaders to engage on key national policy issues and advocate for agriculture through direct interaction with Congress, the American Farm Bureau Federation and other stakeholders. The trip offers one person from half of the County Farm Bureaus an opportunity to visit Washington D.C. Contact the director of national government relations for more information.

USDA Lockup

Each August, Farm Bureau members travel to Washington D.C. to learn how crop production estimates are collected and reported to the secretary of agriculture. These reports influence market prices around the world. The term lockup describes the area where National Agricultural Statistics Service (NASS) statisticians are literally locked in and armed guards are posted outside the locked doors. No one gains admittance to the area without clearance and a special pass. Once inside, the statisticians cannot exit until the report is released. This is a unique experience that VERY few Americans get the chance to see. Contact your regional manager or the director of national government relations for more information.

INFB STAFF CONTACT

For information on how to engage in advocacy activities or to sign up to receive action alerts, please contact INFB state or federal lobbyists. 317-692-7812

POLICY ENGAGEMENT: COUNTY FARM BUREAU POLICY COMMITTEES

OVERVIEW

To effectively engage in policy at the county level, county Farm Bureaus should select members who can lead policy development and policy advocacy for local, state and national issue areas. The following are descriptions of these committees:

COUNTY FARM BUREAU POLICY DEVELOPMENT COMMITTEE SUGGESTED ROLES AND RESPONSIBILITIES

Purpose: Prepare and present policy recommendations to be submitted for consideration by the membership at the county annual meeting. The committee may wish to hold a county-wide meeting of the membership to hear members' concerns and opinions.

Preferred Interests: Members of this committee should be interested in local, state and national legislative and regulatory policy and policy impacting agriculture. Some members of the policy development committee should be members of the policy action committee(s) and engaged in policy implementation. Their involvement will improve the policy development process. This committee also should seek expertise from broad sources and work to include a representative sample of the county Farm Bureau membership in the discussion and approval process.

Communications: As a member of the policy development committee, you will receive suggested discussion topics for consideration during your policy development process. This information is only a suggestion and should not limit your discussion of other policy issues. Additional education and training opportunities may be presented throughout the year.

Responsibilities:

- Develop a timeline of events for the year that is consistent with the state PD process.
 - *Work with committee members to determine a plan of action for accomplishing goals.*
 - *Consider meeting with experts in the areas in which you anticipate policy issues.*
 - *Delegate tasks to committee members – chair.*
- Develop policy recommendations for consideration by the county Farm Bureau voting membership.
 - *Local policies should be used for local implementation.*
 - *State and national recommendations are forwarded to INFB for consideration by the state resolutions committee.*
- Provide a regular report to the county board of directors on committee activities (written or verbal) – chair.
- Ensure committee members understand their roles and expectations – chair.
- Arrange for the committee to evaluate its work to determine whether it did what it had set out to do, what worked and what didn't work.
- Be willing to participate in training programs.

Suggested Activities:

- Three meetings are suggested, but more may be necessary.
 - *Meeting one – brainstorming and assigned topics.*
 - *Meeting two – speakers, deliberation and draft policies.*
 - *Meeting three – presentation of policy recommendations to the membership for approval.*

COUNTY FARM BUREAU LOCAL POLICY ACTION COMMITTEE

SUGGESTED ROLE AND RESPONSIBILITIES

Purpose: To build relationships with local appointed and elected officials, while working to implement policy priorities for Farm Bureau.

Preferred Interests: Members of this committee should be interested in local government, including county government, township government, school boards, planning and zoning and the like. These members should be interested in building local relationships that will enhance the influence of INFB in the community. Local policy action committees should provide opportunities for members to influence positive outcomes for agriculture and their communities.

Communications: As a member of the local policy action committee, you agree to receive and review regular legislative updates from INFB via email. You also will receive action alerts on priority issues as well as program suggestions. Additional education and training opportunities may be presented throughout the year.

Responsibilities:

- Develop a program of work (list of activities) for the program year.
 - *Incorporate activities that are consistent with the County Recognition Program.*
 - *Work with committee members to determine a plan of action for accomplishing goals.*
 - *Delegate tasks to committee members – chair.*
- Provide a regular report to the county board of directors on committee activities (written or verbal) – chair.
- Take action on Action Alerts.
- Serve as a member of the policy development committee.
- Ensure committee members understand their roles and expectations – chair.
- Arrange for the committee to evaluate its work to determine whether it did what it had set out to do, and what worked and what didn't work.
- Be willing to participate in training programs.
- Communicate activities with the county PR coordinator to promote county Farm Bureau activities.

Suggested Activities:

- Meet to discuss and develop a plan for taking action on local issues and local policy approved by our members.
- Sponsor elected or appointed government official(s) attendance at INFB sponsored/co-sponsored educational seminars/workshops.
- Take action on local policy by having one or more members attend or host meetings or hearings on issues of concern to members.
- Increased visibility by presenting local policy positions and priorities to local officials such as county commissioners, county council, schools, township officials or others including appointed officials.
- Present County Statistical Report to the county commissioners, county council or county auditor or by presenting the INFB School Book to local school boards.
- Meet with a local organization, other than local government, that has cooperative potential on a policy issue.

COUNTY FARM BUREAU STATE POLICY ACTION COMMITTEE

SUGGESTED ROLE AND RESPONSIBILITIES

Purpose: To build relationships with state appointed and elected officials, while working to implement policy priorities for INFB.

Preferred Interests: Members of this committee should be interested in state government issues, including taxation, transportation, natural resources and regulation. These members should be interested in building relationships on the state level that will enhance the influence of Indiana Farm Bureau in the state and their community. State policy action committees should provide opportunities for members to influence positive outcomes for agriculture and their communities.

Communications: As a member of the state policy action committee, you agree to receive and review regular legislative updates from INFB via email. You also will receive action alerts on priority issues as well as program suggestions. Additional education and training opportunities may be presented throughout the year.

Responsibilities:

- Develop a program of work (list of activities) for the program year.
 - *Incorporate activities that are consistent with the County Recognition Program.*
 - *Work with committee members to determine a plan of action for accomplishing goals.*
 - *Delegate tasks to committee members – chair.*
- Provide a regular report to the county board of directors on committee activities (written or verbal) – chair.
- Take action on Action Alerts.
- Serve as a member of the policy development committee.
- Ensure committee members understand their roles and expectations – chair.
- Arrange for the committee to evaluate its work to determine whether it did what it had set out to do, and what worked and what didn't work.
- Be willing to participate in training programs.
- Avoid partisan advocacy in committee activities.
- Communicate activities with the county PR coordinator to promote county Farm Bureau activities.

Suggested Activities:

- Have members of the committee agree to contact members of the state Legislature/Government when Action Alerts are issued by INFB.
- Build a positive working relationship with state representatives and senators by having members meet with our legislators before and/or after the Statehouse session to take action on INFB policy issues.
- Participate in the Farm Bureau ELECT process.
- Attend a political and/or policy education session provided at an INFB-sponsored event.
- Participate in a legislative kick-off event at the state or district level.
- Hold a "Meet the Candidate" or "Meet Our Public Officials" event.

COUNTY FARM BUREAU NATIONAL POLICY ACTION COMMITTEE

SUGGESTED ROLE AND RESPONSIBILITIES

Purpose: To build relationships with national appointed and elected officials, while working to implement policy priorities for Farm Bureau.

Preferred Interests: Members of this committee should be interested in national legislative and regulatory issues, including taxation, transportation, natural resources/environment and farm policy, to name a few. These members should be interested in building relationships on the national level that will enhance the influence of Farm Bureau. National policy action committees should provide opportunities for members to influence positive outcomes for agriculture and their communities.

Communications: As a member of the national policy action committee, you agree to receive and review regular legislative updates from INFB via email. You will also receive action alerts on priority issues as well as program suggestions. Additional education and training opportunities may be presented throughout the year.

Responsibilities:

- Develop a program of work (list of activities) for the program year.
 - *Incorporate activities that are consistent with the County Recognition Program.*
 - *Work with committee members to determine a plan of action for accomplishing goals.*
 - *Delegate tasks to committee members – chair.*
- Provide a regular report to the county board of directors on committee activities (written or verbal) – chair.
- Take action on Action Alerts.
- Serve as a member of the policy development committee.
- Ensure committee members understand their roles and expectations – chair.
- Arrange for the committee to evaluate its work to determine whether it did what it had set out to do, and what worked and what didn't work.
- May serve as an elect trustee or alternate.
- Avoid partisan advocacy in committee activities.
- Communicate activities with the county PR coordinator to promote county Farm Bureau activities.

Suggested Activities:

- Have members of the committee agree to contact members of Congress when Action Alerts are issued by INFB.
- Build a positive working relationship with members of Indiana's Congressional Delegation and U.S. Senators by having the national policy action chairman along with two or more other members visit your district Congressional office or mobile office to discuss national Farm Bureau legislative and regulatory policy issues.
- Participate in the federal Farm Bureau ELECT process.
- Attend a political education session provided at an INFB-sponsored event.
- Hold a "Meet the Candidate" or "Meet Our Public Officials" event.

POLITICAL ENGAGEMENT: POLITICAL ACTION GROUPS - ELECT

OVERVIEW

ELECT is a federal, nonpartisan Political Action Committee (PAC) organized to promote the interests of farmers, rural families, and other agricultural related businesses and help create friendly access to legislators. Endorsement by ELECT is driven by a multi-part, grassroots process that requires a high threshold of support by each entity involved.

ELECT has three distinct goals: member involvement, policy implementation, and member clout and influence. ELECT enhances member involvement through political education and grassroots decision-making. By electing ag and rural-focused candidates, members can ensure that their policy priorities will be implemented by local, state and national officials. ELECT also increases INFB's clout and influence through enhanced relationships with elected officials.

The INFB board of directors is the governing and executive body of ELECT. They determine the overall amount of expenditures and their action is the third step of approval in the endorsement actions.

BACKGROUND

INFB ELECT PAC is an independent, nonpartisan entity that makes decisions on behalf of members of the ELECT PAC. At the local level, the District Committee of Trustees meets with candidates for a formal interview to decide which candidate represents the best interests of agriculture and rural communities in the district.

Candidates are evaluated on a broad spectrum of standards, such as election record, electability, leadership experience, history of supporting INFB, working relationships with members and staff, and an understanding of Farm Bureau, farmers, agriculture and rural issues.

The District Committee of Trustees votes secretly on a recommendation for endorsement that is sent to the ELECT PAC Oversight Committee. The ELECT PAC Oversight Committee is a 12-member group that meets to review local recommendations. They can finalize an endorsement forwarded from the local level or make recommendations

on their own. The ELECT PAC board of directors reviews all recommendations to finish the endorsement process. Endorsements by the ELECT PAC are made when candidates receive support from two of these three entities

The county Farm Bureau boards select members to serve as trustees and alternates. All trustees must also contribute to ELECT to participate.

The ELECT PAC was formed in 1983. Please see next page for the bylaws. Only members may contribute to ELECT.

ELECT BYLAWS

BYLAWS OF INDIANA FARM BUREAU, INC. ELECT POLITICAL ACTION COMMITTEE, INC.

ARTICLE I

NAME, RESIDENT AGENT, PRINCIPAL OFFICE AND FORM

Section 1. Name:

The name of this organization shall be Indiana Farm Bureau, Inc. ELECT Political Action Committee, Inc. (hereinafter referred to as "ELECT"). The abbreviated name of the organization shall be "Indiana Farm Bureau ELECT."

Section 2. Resident Agent:

The name and address of ELECT's Resident Agent for service of process is Indiana Farm Bureau, Inc., 225 South East Street, P.O. Box 1290, Indianapolis, Indiana 46206.

Section 3. Principal Office:

The post office address of the principal office of ELECT is 225 South East Street, P.O. Box 1290, Indianapolis, Indiana 46206.

Section 4. Form:

ELECT shall be a non-profit incorporated political action committee, and it is incorporated for liability purposes only.

ARTICLE II

FISCAL YEAR

The first fiscal year of ELECT shall begin on August 17, 1983 and end on December 31, 1983. The second and all subsequent fiscal years shall start on January 1 of the year and end on December 31 of the year.

ARTICLE III

PURPOSES AND POWERS

Section 1. Purposes:

To promote the economic growth, welfare and well-being of farmers, rural families and other agricultural related interests in the State of Indiana by accepting contributions and making expenditures for the purpose of stimulating involvement in the political process; participating in party or individual events; shaping public opinion; influencing the selection, nomination, and election of individuals to public office. All activities and expenditures shall be without regard to party affiliation.

Section 2. Powers:

In order to effectuate the foregoing purposes, ELECT is empowered to receive contributions and to expend monies received in conformity with these bylaws and in conformity with applicable laws and regulations. ELECT is empowered to endorse candidates to further the candidacies of selected candidates, and ELECT is empowered to do such other things not inconsistent with the foregoing as may be necessary or desirable for the attainment of the purposes stated above.

ARTICLE IV

MEMBERSHIP

Membership is voluntary and shall be open to anyone interested in the objectives of ELECT. Any person who makes an annual contribution of funds to ELECT shall become a member for that year. Membership shall not be transferable. Members shall not be entitled to vote on any matter but shall be represented by trustees of the county Farm Bureau.

Only current members may serve on any of boards or committees established in these bylaws; this includes the Board of Directors, any District Committee of Trustees, the State Committee of Trustees and the ELECT Oversight Committee.

ARTICLE V

CONNECTED ORGANIZATION

Section 1. Connected Organization:

The connected organization of ELECT (as defined under II C.F.R. Section 100.6) is Indiana Farm Bureau, Inc., a non-profit corporation, with office at 225 South East Street, P.O. Box 1290, Indianapolis, Indiana 46206.

Section 2. Service of Connected Organization:

The connected organization shall establish and administer ELECT, and shall solicit contributions to ELECT. The connected organization may use its treasury funds and employees to perform such services, to the extent allowable by law.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. Members of Board of Directors:

The Board of Directors of ELECT ("Board of Directors") shall be composed of the individuals currently occupying the positions of directors of Indiana Farm Bureau, Inc. and the officers of ELECT as provided in Article VII of these bylaws. Each member of the Board of Directors of ELECT shall have one vote on all matters brought before the Board, except that the Secretary and Treasurer of ELECT shall serve without the power to vote.

Section 2. Operation:

The Board of Directors of ELECT shall operate and be governed by the same rules and procedures governing the Board of Directors of Indiana Farm Bureau, Inc. ("INFB Board of Directors") as provided in the most recently adopted bylaws of Indiana Farm Bureau, Inc.

Section 3. Compensation:

Directors shall serve without compensation, but may be paid such expenses as may be authorized by the INFB Board of Directors.

Section 4. Powers and Responsibilities of Board of Directors:

(A) The Board of Directors shall be the governing and executive body of ELECT.

(B) The Board of Directors shall have limited power to determine the candidates to receive the endorsement of ELECT. The Board of Directors may make endorsements only in cases where a request to do so is made to them by the chair of an ELECT committee and when endorsements that are subject to ELECT Oversight Committee action require concurrence of at least two of the three entities: Oversight Committee, Local Committee and the Board of Directors.

(C) The Board of Directors shall have the power to convene a meeting of the State Committee of Trustees including the power to poll the membership of the State Committee of Trustees to determine if the Committee should meet for a particular purpose.

(D) The Board of Directors shall have the responsibility for all ELECT expenditures. The Board of Directors may consider recommendations for expenditures from the Oversight Committee and District Committees.

(E) The authority for discretionary expenditures (expenditures not directly related to endorsements) rests with the Board of Directors. Annually, the Board of Directors shall establish a general budget for caucus and leadership events. Any discretionary expenditures not included in the general budget may be made when approved by the Board of Directors. To address certain situations the Executive Committee has the authority to make timely decisions on discretionary expenditures.

(F) The Board of Directors shall have the authority to set a general budget for candidate endorsements. The ELECT Oversight Committee will determine the specific funding levels from this budget for endorsed candidates as set forth in Article X, Section 9 (D).

(G) The Board of Directors shall review all ELECT expenditures at least four times each year. (H) The Board of Directors shall have the power to dissolve ELECT.

(I) The Board of Directors shall have the power and responsibility to discuss and perform any other activities that it deems necessary to carry out the purposes of ELECT.

ARTICLE VII

OFFICERS

Section 1. Officers:

The officers of ELECT shall be the President, Vice President, Secretary and the Treasurer.

Section 2. Compensation:

The Board of Directors shall determine the compensation to be paid to each officer.

Section 3. President:

The President of ELECT shall be the individual currently occupying the position of President of Indiana Farm Bureau, Inc. The President shall preside at all meetings of the State Committee of Trustees, Board of Directors, and State Meetings of the Members of ELECT. The President shall perform such other duties as may be required of him by these bylaws or by the Board of Directors.

Section 4. Vice President:

The Vice President of ELECT shall be the individual currently occupying the position of Vice President of Indiana Farm Bureau, Inc. The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice President shall perform such other duties and have such other powers as the President or Board of Directors may from time to time assign.

Section 5. Secretary:

The Board of Directors shall appoint the Secretary of ELECT and any Assistant Secretaries as the Board of Directors may deem advisable. The Secretary shall prepare and file all reports required by Indiana and federal law. The Secretary shall be custodian of all papers, records, documents, communications and the files of ELECT. The Secretary shall make and keep records of meetings of the Board of Directors, District and State Committees of Trustees, and Meetings of Members of ELECT. He shall perform such other duties as shall be delegated to him by the Board of Directors.

Section 6. Treasurer:

The Board of Directors shall appoint the Treasurer of ELECT and any Assistant Treasurers as the Board of Directors may deem advisable. The Treasurer and Assistant Treasurers may be, but are not required to be, members of ELECT. The Treasurer shall have charge of all funds of ELECT and shall receive and disburse the same in the form and manner as may be prescribed by the Board of Directors. He shall prepare, or assist the Secretary in preparing, the financial records necessary to complete all reports required by Indiana and federal law. The Treasurer and any other officer approved by the Board of Directors of ELECT shall be authorized to sign all checks and drafts for the payment of ELECT expenditures. He shall discharge such other duties as pertain to the Office of Treasurer of ELECT or as may be prescribed by the Board of Directors.

Section 7. Executive Committee

The Executive Committee of Indiana Farm Bureau ELECT shall be composed of those individuals serving on the Executive Committee of Indiana Farm Bureau, Inc.

ARTICLE VIII

DISTRICT COMMITTEES OF TRUSTEES INDIANA FARM BUREAU ELECT

Section 1. Formation of District Committee of Trustees:

Indiana Farm Bureau ELECT district boundaries shall correspond with districts for the Indiana House and Senate as well as the US House of Representatives. A District Committee of Trustees may be formed and organized in each ELECT District upon the approval of ELECT by one-half of the county Farm Bureaus located within the district (such approval shall hereinafter be referred to as "ELECT Approval"). A county Farm Bureau shall give its ELECT Approval by its president executing an agreement which shall authorize the inclusion on the Indiana Farm Bureau, Inc. membership dues billing statement soliciting contributions to ELECT (such agreement shall hereinafter be referred to as "ELECT Agreement"). Only those county Farm Bureaus giving their ELECT Approval as previously defined shall participate in ELECT.

Section 2. Dissolution of District Committee of Trustees:

Every county Farm Bureau that has given its ELECT Approval shall have the unrestricted right to at any time terminate its ELECT Approval. This termination shall be made by the president of a county Farm Bureau giving written notice to the Secretary of ELECT of its termination of the ELECT Approval. A District Committee of Trustees shall be dissolved when the sum of the counties that have not given its ELECT Approval plus those counties terminating their ELECT Approval exceeds one-half of the number of the counties within that ELECT District.

Section 3. Members of District Committee of Trustees:

(A) Each District Committee of Trustees shall be comprised of two members from each county Farm Bureau giving its ELECT Approval. The two trustees from each county Farm Bureau should have the ability to set aside personal bias and make decisions that are in the best interest of the connected organization; and further shall be the following persons:

(1) The President of the county Farm Bureau; and

(2) A person approved by the County Board of Directors of the Farm Bureau; provided such person has made a contribution to ELECT, is not in the same household as another member of the District Committee of Trustees, is not currently an office holder in a political party, in a congressional candidate's campaign committee or a candidate for public office, is not currently serving in public office, and is not an officer of Indiana Farm Bureau, Inc. For purposes of ELECT, the terminology "office holder in a political party" shall not include precinct committee persons and the term "public office" does not include offices of county or township government or a member of a school board.

(B) Alternate trustees may be approved by the County Board of Directors of the Farm Bureau. An alternate shall serve as trustee in the absence of a regular trustee. The alternate shall satisfy the requirements set forth in paragraph (A)(2) of this Section.

Section 4. Multiple Districts in One County:

In the event one county Farm Bureau shall be a part of more than one ELECT District, then such county Farm Bureau shall be represented by one Trustee on the Committee of Trustees of each district that is situated in that county.

Section 5. Number of Trustees in Small Districts:

In the event an ELECT District is comprised of less than six counties, then the number of Trustees representing each county on the Committee of Trustees shall be determined by mutual agreement of the counties within the district and the Board of Directors.

Section 6. Term of Trustees:

Every Trustee shall have a term of two years. The term shall start on January 1 of a year ending with an odd number, and end on December 31 of the following year.

Section 7. Removal of a Trustee:

A member of an ELECT District Committee may be removed by the County Farm Bureau President. A member of an ELECT District Committee must be removed by the County Farm Bureau President if at least two-thirds (2/3) of the members of the ELECT District Committee sign a written request that the member be removed. The written request must set forth the reason or reasons that the removal of the member is requested. Grounds for removal from an ELECT District Committee are the same as those for removal from the ELECT Oversight Committee as set forth in Article X, Section 5.

Section 8. Compensation of Trustees:

Members of the Committee of Trustees shall receive no compensation, but may be paid such expenses as may be authorized by the Board of Directors.

Section 9. Meeting Facilitators:

For U. S. Congressional districts, Indiana House and Senate districts, trustees may choose to operate with a temporary officer or a facilitator. An Oversight Committee member, INFB staff person or member of the INFB Board of Directors may serve as the meeting facilitator.

Section 10. Powers and Responsibilities of District Committees of Trustees:

(A) Each District Committee of Trustees may review the qualifications of candidates for the office from its district and may hold meetings with the candidates to review their position on issues concerning the economic growth, welfare, and well-being of farmers, rural families, and agricultural interests within its district.

(B) Each District Committee of Trustees shall have limited power to determine the candidate or candidates for the office of Representative to the United States Congress from its district who may receive the endorsement of ELECT. The District Committee of Trustees may make endorsements only in cases when there is concurrence of the endorsement of either the ELECT Oversight Committee or the Board of Directors.

(C) Each District Committee of Trustees may discuss and implement activities to raise funds for ELECT within its district

(D) Each District committee of Trustees shall have the power and responsibility to discuss and perform any other activities that it deems necessary to carry out the purposes of ELECT within its district.

Section 11. Quorum:

(A) For the purpose of determining the candidate or candidates who shall receive the endorsement of ELECT, at least two-thirds (2/3) of the actual number of Trustees in an ELECT District shall be necessary to constitute a quorum, and the agreement of two-thirds (2/3) of the Trustees present at the meeting, at which a quorum is present, shall be required in order to authorize the endorsement of ELECT for a candidate. In the event that fewer than two-thirds (2/3) of the actual number of Trustees are present the chairperson may request consideration of endorsement by the Board of Directors.

(B) For elections with an incumbent running for the same office, and where two-thirds (2/3) of the Trustees are not present, Trustee participation by electronic device may be used to establish a quorum if the incumbent was interviewed by the Trustees in the past.

(C) For all other purposes, those trustees present shall constitute a quorum.

Section 12. Voting:

For elections with an incumbent running for the same office, the Trustees may vote via an electronic device that allows for simultaneous voting if a quorum was established under Section 11(B) of these bylaws and the incumbent was interviewed by the Trustees for that office in the past. At all other meetings where a quorum is present, electronic voting will not be allowed.

ARTICLE IX

STATE COMMITTEE OF TRUSTEES INDIANA FARM BUREAU ELECT

Section 1. Formation of State Committee of Trustees:

A State Committee of Trustees shall be formed and organized upon the ELECT Approval by twenty (20) county Farm Bureaus within the State of Indiana, which ELECT Approval shall be given in the same manner as provided in Article VIII, Section 1.

Section 2. Dissolution of State Committee of Trustees:

Every county Farm Bureau shall have the unrestricted right to at any time terminate its ELECT Approval in the same manner as provided in Article VIII, Section 2. The State Committee of Trustees shall be dissolved when the sum of the counties that have not given their ELECT Approval plus those counties terminating their ELECT Approval exceeds seventy-two (72) counties.

Section 3. Members of State Committee of Trustees:

The State Committee of Trustees shall be comprised of the county Farm Bureau president from each county giving its ELECT Approval.

If the county Farm Bureau president is unable to perform an official duty as a member of the State Committee of Trustees, the county Farm Bureau vice-president shall be eligible to serve as the alternate member of the State Committee of Trustees for the performance of said duty. Members of the same household may not serve as a Trustee or an alternate.

Section 4. Compensation of State Trustees:

Members of the State Committee of Trustees shall serve without compensation, but may be paid such expenses as may be authorized by the Board of Directors.

Section 5. Officers:

(A) The officers of the State Committee of Trustees shall be the Chairman, Vice Chairman and Secretary. The officers shall not have the right to vote on any matters brought before the State Committee of Trustees.

(B) The Chairman shall be the President of ELECT as provided for in Article VII, Section 3. The Chairman will preside at all meetings of the State Committee of Trustees, and shall have all duties and powers as may be assigned to him by the State Committee of Trustees.

(C) The Vice Chairman shall be the Vice President of ELECT as provided for in Article VII, Section 4. The Vice-Chairman shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman. The Vice Chairman shall perform such other duties and have such other powers as the Chairman or State Committee of Trustees may from time to time assign.

(D) The Secretary shall be the Secretary of ELECT as provided for in Article VII, Section 5. The Secretary shall keep the minutes of the meetings of the State Committee of Trustees.

Section 6. Powers and Responsibilities of State Committee of Trustees:

(A) The State Committee of Trustees may review the qualifications of candidates for statewide office. They may hold meetings with the candidates to review their position on issues concerning the economic growth, welfare and well-being of farmers, rural families, and agricultural interests in the State of Indiana.

(B) The State Committee of Trustees may discuss and implement activities to raise funds for ELECT within the State of Indiana.

(C) The State Committee of Trustees shall have the power and responsibility to discuss and perform any other activities that it deems necessary to carry out the purposes of ELECT within the State of Indiana.

Section 7. Quorum:

(A) For the purpose of determining the candidate or candidates who shall receive the endorsement of ELECT, at least two-thirds (2/3) of the actual number of Trustees shall be necessary to constitute a quorum, and the agreement of two-thirds (2/3) of the Trustees present at the meeting, at which a quorum is present shall be required in order to authorize the endorsement of ELECT for a candidate, provided the number voting to endorse is greater than 46. In the event that fewer than two-thirds (2/3) of the actual number of Trustees are present the chairperson may request consideration of endorsement by the Board of Directors.

(B) In the event the Board of Directors chooses to exercise its authority, as provided in Article VI, Section (4)(C) of these bylaws, to poll the membership of the State Committee of Trustees to determine if the Committee should meet for a particular purpose, the affirmative vote of at least two-thirds (2/3) of the total membership of the State Committee of Trustees shall be required to convene such a meeting.

(C) For elections with an incumbent running for the same office, and where two-thirds (2/3) of the Trustees are not present, Trustee participation by electronic device may be used to establish a quorum if the incumbent was interviewed by the Trustees for that office in the past.

(D) For all other purposes, those trustees present shall constitute a quorum.

Section 8. Voting:

For elections with an incumbent running for the same office, the Trustees may vote via an electronic device that allows for simultaneous voting if a quorum was established under Section 11 (B) of these bylaws and the incumbent was interviewed by the Trustees for that office in the past. At all other meetings where a quorum is present, electronic voting will not be allowed.

ARTICLE X

ELECT OVERSIGHT COMMITTEE

Section 1. Formation of the ELECT Oversight Committee:

An ELECT Oversight Committee may be established by the affirmative vote of two-thirds (2/3) of the entire membership of the Board of Directors to oversee activities of the organization relating to political involvement and political action.

Section 2. Dissolution of the ELECT Oversight Committee:

The INFB Board of Directors may, by the affirmative vote of two-thirds (2/3) of its entire membership dissolve the ELECT Oversight Committee.

Section 3. Membership of the ELECT Oversight Committee:

The ELECT Oversight Committee shall consist of twelve (12) members. One member shall be the Vice-President of ELECT. The President, with the concurrence of the INFB Board of Directors, shall appoint the remaining members. He shall appoint one member-at-large who may not be a member of the same political party as the Vice-President of ELECT. He shall appoint one member of the Oversight Committee from each of the ten Indiana Farm Bureau Districts. To assure the bipartisan nature of the ELECT Oversight Committee, the President shall, in appointing members of the ELECT Oversight Committee, consider the representation of each major political party.

An ELECT Oversight Committee member shall not serve as a chair of a local meeting if the ELECT Oversight Committee member is also participating as a Trustee.

Section 4. Terms of Membership on the ELECT Oversight Committee:

(A) The Vice-President of ELECT shall serve on the ELECT Oversight Committee as long as he holds the position of Vice-President.

(B) The member-at-large shall serve a term of three years concurrent with that of the Vice-president of ELECT. The member-at-large is subject to appointment every three years as provided in Article X, Section 3, but may not serve more than three (3) consecutive terms.

(C) Each member who represents an Indiana Farm Bureau district shall serve a term of three years, which term shall be concurrent with the term of the respective District Director. No individual may serve more than three consecutive full terms as a district representative on the ELECT Oversight Committee.

Section 5. Removal of Members of the ELECT Oversight Committee:

All members of the ELECT Oversight Committee shall serve at the pleasure of the President. However, a member of the ELECT Oversight Committee must be removed by the President if at least two-thirds (2/3) of the members of the committee sign a written request to the President that the member be removed. The written request must set forth the reason or reasons that the removal of the member is requested. Grounds for removal from the ELECT Oversight Committee include, but are not limited to:

(A) Failure to attend meetings of the committee;

(B) Failure to respect the need to keep the discussions of the committee confidential;

(C) Declared candidacy for an office subject to consideration by the committee; and

(D) Overt political activity on behalf of a candidate for an office subject to consideration by the committee who has not been endorsed by the committee.

Section 6. Compensation of Members of the ELECT Oversight Committee:

Members of the ELECT Oversight Committee may receive such compensation and expenses as may be authorized by the INFB Board of Directors.

Section 7. Officers of the ELECT Oversight Committee:

(A) The officers of the ELECT Oversight Committee shall be the Chairman, the Vice Chairman, the Secretary and the Treasurer.

(B) The Vice-President of ELECT, as provided in Article VII, Section 4, shall serve as Chairman of the ELECT Oversight Committee. The Chairman shall be the chief executive officer of the ELECT Oversight Committee and as such shall have general supervision of the affairs of the committee. The Chairman shall preside at all meetings of the ELECT Oversight Committee and he shall have all the duties and powers as may be assigned to him by the ELECT Oversight Committee.

(C) The Member-at-Large shall serve as Vice-Chairman of the ELECT Oversight Committee. The Vice-Chairman shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of the chairman. The Vice-Chairman shall also perform such other duties and have such other powers as the Chairman or the Committee may from time to time assign. (D) The Secretary shall be the Secretary and any Assistant Secretaries of ELECT as provided in Article VII, Section 5. The Secretary shall keep the minutes of the ELECT Oversight Committee. The Secretary shall serve without the right to vote on any matters before the ELECT Oversight Committee.

(E) The Treasurer shall be the Treasurer and any Assistant Treasurers of ELECT as provided in Article VII, Section

6. The Treasurer shall have charge of all funds allocated to ELECT and shall receive and disperse the same in the form and manner as may be prescribed by the Board of Directors.

Section 8. Meetings:

The ELECT Oversight Committee shall meet at the call of the chairman as necessary to assure timely endorsement of candidates for state legislative office. The ELECT Oversight Committee may, at the discretion of the chairman, conduct its meetings by electronic means, including, but not limited to, telephone conference calls and computer linking arrangements.

The Oversight Committee may, by the affirmative vote of two-thirds (2/3) of its membership, call a meeting or overrule the decision of the chairman to conduct a meeting by electronic means.

Section 9. Powers and Responsibilities of the ELECT Oversight Committee:

The ELECT Oversight Committee shall perform all the duties assigned by the Board of Directors in accordance with applicable laws and ELECT guidelines.

(A) The primary duty of the ELECT Oversight Committee is to review candidates for positions in the Indiana General Assembly and make endorsement recommendations on those candidates.

(B) Endorsements that are subject to Oversight Committee action require concurrence of at least two of the three entities: Oversight Committee, Local Committee and the Board of Directors [as stated in Article VII, Section 4 (B)]. When the Oversight Committee makes an endorsement recommendation to a local committee, every effort should be made to obtain a response from the local committee. In the event that there is no response after those efforts, formal approval would be needed by both the Oversight Committee and the Board of Directors.

(C) The ELECT Oversight Committee shall adopt, and modify as may be necessary or appropriate from time to time, a Standard Candidate Evaluation Form to be used by both the ELECT Oversight Committee and ELECT District Committees.

(D) The ELECT Oversight Committee shall determine the specific funding levels for endorsed candidates. The ELECT Oversight Committee shall determine the funding levels after an annual Indiana Farm Bureau ELECT expense budget is approved by the Board of Directors.

Section 10. Quorum:

(A) For the purposes of considering the endorsement of a candidate by ELECT, the participation of at least two-thirds of the members of the ELECT Oversight Committee shall be necessary to constitute a quorum and the agreement of two-thirds of the membership of the ELECT Oversight Committee shall be required to take any action.

(B) For all other purposes, a majority of the actual number of members of the ELECT Oversight Committee shall be necessary to constitute a quorum, and the agreement of the majority of the members of the committee at the meeting at which a quorum is present shall be required to take any action.

ARTICLE XI **CONTRIBUTIONS TO ELECT**

Section 1. Contribution Voluntary:

All contributions to ELECT shall be voluntary and no contributions shall be solicited or secured by physical force or threat of force, job discrimination, financial reprisals, or as a condition of employment or membership in Indiana Farm Bureau, Inc.

Section 2. Separate Segregated Fund:

All contributions made to ELECT shall be maintained by the Board of Directors in a separate segregated fund and all expenditures by ELECT in endorsement of any candidate shall be made exclusively from such fund.

ARTICLE XII **SOLICITATION OF CONTRIBUTIONS**

Section 1. Contributions and Membership Dues Billing Statement:

ELECT shall not solicit, in the dues billing statement, any member of Indiana Farm Bureau, Inc. within a county until that county's Farm Bureau Board of Directors has authorized its President to execute an ELECT Agreement. The ELECT Agreement shall by its terms authorize the inclusion on the Indiana Farm Bureau, Inc. membership dues billing a statement soliciting contributions to ELECT. The solicitation statement will invite a Farm Bureau member to voluntarily include with his dues payment an additional sum of money as a voluntary contribution to ELECT, in an amount suggested on the dues billing statement.

Section 2. Statement Included with Membership Dues Billing:

There shall be mailed along with the membership dues billing statement containing a solicitation for contributions to ELECT, a written statement informing the Farm Bureau member:

- (1) that the suggested guideline for a contribution is merely a suggestion;
- (2) that the individual is free to contribute more or less than the guideline suggests;
- (3) that ELECT and Indiana Farm Bureau, Inc. will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute;
- (4) of the purposes of ELECT; and
- (5) of his or her right to refuse to contribute without any reprisal.

Section 3. Other Methods of Solicitation:

Any District Committee of Trustees, the State Committee of Trustees, the Board of Directors, or the ELECT Oversight Committee may organize, promote and carry out any other method of facilitating the making of voluntary contributions to ELECT in addition to the method specified in Section 1, above

ARTICLE XIII

DISPOSITION OF FUNDS

Unexpended balances of ELECT funds shall be invested by the Board of Directors in accordance with applicable laws and regulations. In the event of the dissolution of ELECT, unexpended balances of funds shall be disposed of in a manner determined by the Board of Directors in accordance with applicable laws and regulations.

ARTICLE XIV

AMENDMENTS

These bylaws, as well as the related guidelines and procedures, may be amended at any regular or special meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of all the Directors.

ARTICLE XV

NO ENDORSEMENT UNTIL ACTION

To maintain the objectivity of the ELECT endorsement process and to avoid embarrassing the Connected Organization (Indiana Farm Bureau, Inc.) all Trustees to the District Committee of Trustees and to the State Committee of Trustees, all Directors and Officers of ELECT, all members of the ELECT Oversight Committee, and all members of Local Committees should avoid substantial commitment to any candidate eligible for endorsement by ELECT prior to an endorsement decision.

ARTICLE XVI

CONFIDENTIALITY

It is critical that everyone involved in any ELECT endorsement consideration understand the sensitive nature of political discussions and the importance of keeping all comments confidential. Failure to do this can seriously damage the reputation of the Indiana Farm Bureau as well as individual members and staff. Failure to keep such comments confidential is grounds for removal and exclusion from any ELECT committee.

ARTICLE XVII

GENDER

All references to gender in these bylaws are intended to be neutral and all gender specific references shall include the other gender.

Amended: July 27, 2017

Amended: January 29, 2016

Amended: March 19, 2014

Amended: March 25, 2010

Amended: February 16, 2006

Amended: August 26, 2004

Amended: November 20, 2003

Amended: April 15, 1998

Amended: October 21, 1999

Amended: August 17, 1983

INFB STAFF CONTACT

For questions about ELECT and the endorsement process, please contact the political engagement manager.
317-692-7845

POLITICAL ENGAGEMENT: POLITICAL ACTION GROUPS - AGELECT

OVERVIEW

AgELECT is the state political action committee (PAC) of INFB. AgELECT may only contribute to state-level candidates in Indiana, and it is primarily focused on supporting state Senate candidates, state House candidates and state legislative caucus events.

AgELECT is a Separate Segregated Fund (SSF) of INFB, which means it can be thought of similarly to a new, separate bank account for writing and receiving state-level political fundraising checks. AgELECT is separate from the federally registered INFB ELECT PAC, but both PACs will follow similar endorsement and operating procedures.

AgELECT was created to provide fundraising flexibility to INFB by expanding the universe of potential donors beyond Farm Bureau's membership or restricted class. By increasing fundraising potential, AgELECT will increase the capacity to grow INFB's political clout. Anyone, including corporations, may contribute to AgELECT. There

is no need to ensure that fundraising events are restricted to members only when fundraising is being done for AgELECT. Individuals, LLCs, sole proprietorships, and partnerships may contribute an unlimited amount of money to AgELECT. Contributions from these groups will be designated to the general fund of AgELECT to be distributed according to the same procedures utilized by ELECT.

Foreign nationals, national banks, and federally chartered corporations are prohibited from making political contributions. Additionally, it is impermissible for someone to make a political contribution in the name of another. All political contributions must be listed by the name of the true donor. Finally, Indiana has specific laws governing political contributions by the regulated gaming industry (e.g. lottery, horse racing, and riverboat gambling) and these groups are not appropriate donors to AgELECT.

BACKGROUND

AgELECT was established as a way to collect funds for the PAC through a much broader base of donors. Non-members may contribute to AgELECT, in addition to members. ELECT and AgELECT operate the same and the trustees for endowments are the same as well. Corporations are also allowed to contribute. AgELECT offers levels of contribution:

Contributor:	\$5 - \$50
Cultivator:	\$100- \$249
Harvester:	\$250- \$499
Pioneer:	\$500- \$999
Founder:	\$1000

AGELECT GUIDELINES

INDIANA FARM BUREAU AGELECT GUIDELINES

ARTICLE I

NAME, OFFICE, FISCAL YEAR

Section 1. Name:

The name of this organization shall be Indiana Farm Bureau AgELECT (hereinafter "AgELECT"). The abbreviated name of the organization shall be "INFB AgELECT" or "AgELECT."

Section 2. Organization:

AgELECT is an Indiana state political action committee and shall operate as a separate segregated fund (SSF) of Indiana Farm Bureau, Inc.

Section 3. Office:

The principal location of AgELECT is 225 S. East Street, Indianapolis, Indiana 46202. The principal mailing address of AgELECT is P.O. Box 1290, Indianapolis, Indiana 46206. Section 4. Fiscal Year: The fiscal year of elect shall be a calendar year ending on December 31.

ARTICLE II

PURPOSE AND POWERS

Section 1. Purpose:

To promote the economic growth, welfare, and well-being of farmers, rural families, and other agriculture-related interests in the State of Indiana by accepting contributions and making expenditures for the purpose of stimulating involvement in the political process; participating in party or individual events; shaping public opinion; and influencing the selection, nomination, and election of individuals to public office. All activities and expenditures shall be without regard to party affiliation and shall be conducted in a manner consistent with applicable laws and regulations, including, but not limited to, Title 3 of the Indiana Code, I.C. 3-5-2-1 et seq., and the Internal Revenue Code of 1986.

Section 2. Powers:

In order to effectuate the foregoing purposes, AgELECT is empowered to receive contributions and to expend monies received in conformity with these bylaws and in conformity with applicable laws and regulations in order to further the candidacies of selected candidates. AgELECT is empowered to endorse candidates and to do such other things not inconsistent with the foregoing as may be necessary or desirable for the attainment of the purposes stated above.

ARTICLE III

CONNECTED ORGANIZATION

Section 1. Connected Organization:

Indiana Farm Bureau, Inc. is a connected organization of AgELECT, with its office at 225 South East Street, P.O. Box 1290, Indianapolis, IN 46206.

Section 2. Service of Connected organization:

The connected organization shall establish and administer AgELECT, and shall solicit contributions to AgELECT. The connected organization may use its treasury funds and employees to perform such services, to the extent allowed by law. Article IV Board of Directors The Board of Directors of Indiana Farm Bureau, Inc. shall be the executive body of AgELECT.

ARTICLE V

OFFICERS AND CUSTODIAN OF RECORDS

Section 1. Offices:

The officers of this SSF, AgELECT, shall be the Chairperson and the Treasurer.

Section 2. Positions:

The Chairperson of AgELECT shall be the individual currently occupying the position of President of Indiana Farm Bureau, Inc. The Treasurer of AgELECT shall be the individual currently occupying the position of Treasurer of Indiana Farm Bureau, Inc.

Section 3. Custodian of Records:

The Custodian of Records of AgELECT shall be the individual currently occupying the position of Controller of Indiana Farm Bureau, Inc.

ARTICLE VI

ALLOCATION OF FUNDS AND ENDORSEMENT OF CANDIDATES

Section 1. Governing Bodies:

The governing bodies of AgELECT shall be the District Committees of Trustees, the Oversight Committee, and the Board of Directors of Indiana Farm Bureau, Inc. ("Board of Directors").

Section 2. Role of Board of Directors:

The Board of Directors shall be responsible for setting a total annual budget for AgELECT. The Board of Directors shall be responsible for soliciting funds for AgELECT. The Board of Directors shall be responsible for transferring funds to AgELECT from other political action committees, as allowed by law. The Board of Directors is to review candidates for positions in the Indiana General Assembly and make endorsement recommendations for those candidates. The Board of Directors shall have one vote of recommendation for the endorsement of an individual candidate.

Section 3. Role of Oversight Committee:

The Oversight Committee shall be responsible for determining specific funding levels for candidates endorsed by AgELECT. The Oversight Committee shall identify local races that are a priority for AgELECT involvement. The Oversight Committee shall be responsible for maintaining and updating the Standard Candidate Evaluation Form to be used by both the Oversight Committee and the District Committees of Trustees. The Oversight Committee is to review candidates for positions in the Indiana General Assembly and make endorsement recommendations for those candidates. The Oversight Committee shall have one vote of recommendation for the endorsement of an individual candidate.

Section 4. Role of District Committees of Trustees:

Each District Committee of Trustees is to review candidates for positions in the Indiana General Assembly and make endorsement recommendations for those candidates. Each District Committee shall have one vote of recommendation for the endorsement of an individual candidate in its respective district. Each District Committee should hold interviews with individual candidates in order to better understand the candidate's policies and build a relationship between Indiana Farm Bureau and the candidate.

Section 5. Endorsement of Candidates:

The endorsement of an individual candidate shall require the affirmative vote of at least two of the following: the Board of Directors, the Oversight Committee, and the District Committee of Trustees. Without the concurrence of two of these three bodies, no candidate endorsements for the Indiana General Assembly may be made.

ARTICLE VII

OVERSIGHT COMMITTEE

The membership of the AgELECT Oversight Committee shall be the same as the membership of the Indiana Farm Bureau, Inc. ELECT Political Action Committee Inc. ("ELECT") Oversight Committee. The AgELECT Oversight Committee shall be governed by the same rules and procedures as the ELECT Oversight Committee.

ARTICLE VIII

DISTRICT COMMITTEES OF TRUSTEES

The membership of the AgELECT District Committees of Trustees shall be the same as the membership of the ELECT District Committees of Trustees. The AgELECT Committees of Trustees shall be governed by the same rules and procedures as the ELECT Committees.

ARTICLE IX

RECEIPTS AND EXPENDITURES

All contributions to AgELECT shall be voluntary. All contributions shall be maintained by the Board of Directors in a separate segregated fund in accordance with applicable laws and regulations. All expenditures by AgELECT shall be made exclusively from such fund.

ARTICLE X

DISPOSITION OF FUNDS

Unexpended balances of AgELECT funds shall be distributed by the Board of Directors in accordance with applicable laws and regulations.

ARTICLE XI

AMENDMENTS

These bylaws may be amended at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of all of the Directors.

ARTICLE XII

NO ENDORSEMENT UNTIL OFFICIAL ACTION

To maintain the objectivity of the AgELECT endorsement process and to avoid embarrassing the Connected Organization, all Trustees, Members of the Oversight Committee, and Members of the Board of Directors should avoid substantial commitment to any candidate eligible for endorsement by AgELECT prior to an official two-thirds endorsement action.

ARTICLE XIII

CONFIDENTIALITY

It is critical that everyone involved in any AgELECT endorsement consideration understand the sensitive nature of political discussions and the importance of keeping all comments confidential. Failure to do this can seriously damage the reputation of the Indiana Farm Bureau as well as individual members and staff. Failure to keep such comments confidential is grounds for removal and exclusion from any AgELECT committee.

INFB STAFF CONTACT

For questions on AgELECT, please contact the political engagement manager. 317-692-7845

POLITICAL EDUCATION: CANDIDATE SURFACING & CAMPAIGN SCHOOL

CANDIDATE SURFACING

Surfacing candidates allows opportunities for selecting friendly incumbents and qualified candidates. This process creates relationships and provides easy access to elected officials. By following these five simple steps you can surface a qualified candidate:

- Analyze the race
- Evaluate the incumbent
- Identify candidate missteps
- Create the game plan
- Discover criteria for the ideal candidate

CAMPAIGN SCHOOL

The INFB Campaign School is a unique opportunity for our members. It is a training seminar designed to help candidates for public office, whether veteran office holders or first-time participants, plan and execute successful political campaigns. This training can help identify:

- An “Electable” Candidate
- Be on the Right Side of the Issues
- Offer Sound Organization
- Campaign Finance
- Effective Strategy

INFB STAFF CONTACT

For questions about Campaign School, please contact our director of national government relations.
317-692-7823

PUBLIC POLICY: LIVESTOCK DEVELOPMENT & LOCAL AGRICULTURAL ENGAGEMENT

OVERVIEW

The livestock development specialist assists members that are considering livestock expansion and assists them through the process of local and state approvals for their project. The goal of this programming is to support the stability and expansion of livestock production in Indiana. It also helps find new ways for Hoosier farmers grow their businesses. Livestock training and guidance prepares spokespeople and establishes a network of livestock advocates that can educate and influence local officials who make ag-friendly decisions. INFB's livestock development efforts provide education to local officials about livestock agriculture. Members can find policy development support for regulations surrounding livestock production in Indiana, as well as, planning and zoning issues generally.

- Zoning
 - Train and guide members through livestock expansion projects.
 - Train members and elected local officials on zoning functions.
 - Offer guidance to planning commissions on agriculture language in their zoning ordinances.
- Livestock
 - Livestock regulatory guidance.
 - Livestock regulatory compliance.
 - Industry outreach and awareness.
- Rural Economic Development
 - Educate members and local economic development organizations on the economic contribution of livestock to the local economy.

INFB STAFF CONTACT

For guidance on livestock-related issues, zoning concerns and agricultural involvement in economic development activities contact our livestock development specialist. 317-692-7886

INFB Committees

WHY USE COMMITTEES?

A committee is a small working group assembled by the president/board, consisting of board members and non-board members, for the purpose of supporting the board's work.

Boards might have committees that are either standing or task committees. Standing committees do work on an ongoing basis.

Task committees are created by the president/board to fulfill a specific task or objective and are dissolved when that task is completed.

Board committees are useful because their smaller size and relatively informal processes can be more agile and efficient than the whole board process. However, board committees do their work on behalf of the board and in support of the board's overall mission and objectives, not to achieve a purpose of their own.

Standing Committee - A permanent committee appointed to deal with a specified subject.

Example - Policy development committee

Task Committee - Organized to deal with a specialized task.

Example - Annual meeting committee

QUESTIONS TO ASK BEFORE CREATING A NEW COMMITTEE OR TASK COMMITTEE

Serving on a committee or task committee requires volunteers to commit time and energy to the work that needs to be done. As leaders, it's important to respect that commitment. One of the most important ways to respect the contributions of our volunteers is to make sure that their talents and efforts are needed. Before establishing a committee or task committee there are several questions the board should ask:

1. **How does this relate to our mission?**
2. **How does this tie in to the current priorities of the organization?**
3. **Is this a finite or an ongoing issue/concern?**
4. **What is the timeframe for this work to be completed?**
5. **What risks will the committee/task committee face?**
6. **Are there any potential liability issues?**
7. **Could one person do this work just as easily?**

COMMITTEE JOB DESCRIPTIONS

COMMITTEE CHAIR

FUNCTION:

The committee chair guides the committee's work, providing focus and direction in accomplishing goals.

AUTHORITY:

Call and conduct committee meetings as necessary to fulfill the mission of the committee.

RESPONSIBILITIES:

- Plan and lead committee meetings.
- Work with the committee to determine a plan of action for accomplishing goals.
- Delegate tasks to committee members.
- Monitor the group's progress and make adjustments to projects and assignments as needed.
- Carry out duties promptly and reliably.
- Ensure appropriate meeting minutes are recorded.
- Serve as the liaison between the committee and the board officers and the full board.
- Communicate regularly with the board or board member assigned to the committee including any required formal committee reports.
- Ensure committee members understand their roles and expectations.
- Develop a plan for communicating with committee members and receiving reports from them.
- Resolve conflicts among committee members.
- Arrange for the committee to evaluate its work to determine whether it did what it had set out to do, and what worked and what didn't.
- Be willing to participate in training programs and continue to learn on the job.

REPORTABILITY:

Reports to the president and the county board of directors in writing when requested.

RELATIONSHIPS:

Develop an effective working relationship with committee members and assigned staff.

COMMITTEE MEMBER

FUNCTION:

Committee members participate in the work required to meet committee goals.

AUTHORITY:

Individual committee members have no authority. The committee as a whole has whatever authority is delegated to it by the board.

RESPONSIBILITIES:

- Attend and participate in committee meetings.
- Generate ideas for accomplishing the work of the committee.
- Volunteer for tasks and assignments.
- Carry out duties promptly and reliably.
- Provide status updates and feedback on committee work.
- Communicate regularly with the committee chair.
- Participate in committee evaluations of what worked and what didn't.

REPORTABILITY:

Reports to the committee chair as necessary.

RELATIONSHIPS:

Develop an effective working relationship with other committee members, the chair and the staff assigned to the committee.

STANDING COMMITTEES VS. TASK COMMITTEE CARD SORT

Contact regional manager for set of cards for activity.

Deal with ongoing issues

Members rotate on and off

Disbands after assignment
is accomplished

Can provide consistency
in board practices

Typically meet infrequently
and as needed

WHICH STRUCTURE WORKS BEST?

Read each situation below and decide if a COMMITTEE or a TARGET COMMITTEE is better suited. In the space next to the description write "C" for committee or "T" for target committee.

- _____ 1. Fight an animal rights referendum that's on the ballot this fall
- _____ 2. Coordinate the move to a new county office
- _____ 3. Follow local issues and build relationships with county commissioners or supervisors
- _____ 4. Investigate the possibility of a dues increase
- _____ 5. Plan the annual meeting
- _____ 6. Surface draft policy recommendations for consideration by voting members
- _____ 7. Organize the annual membership recruitment effort
- _____ 8. Investigate unusually high membership loss over the past year
- _____ 9. Audit the county financial records annually
- _____ 10. Investigate agricultural impact of a proposed highway extension

WHICH STRUCTURE WORKS BEST?

ANSWER KEY

- T** 1. **Fight an animal rights referendum that's on the ballot this fall**
This is a short-term, specific and immediate issue.
- T** 2. **Coordinate the move to a new county office**
Again, a short-term issue where the group would disband after the assignment is accomplished.
- C** 3. **Follow local issues and build relationships with county commissioners or supervisors**
Building relationships is a long-term project. You'd want some continuity over time with committee members
- T** 4. **Investigate the possibility of a dues increase**
This is an as needed, rather than annual process focused on a specific need.
- C** 5. **Plan the annual meeting**
Though this happens only once a year, it happens each year, which indicates that a committee structure with more continuity would be helpful.
- C** 6. **Surface draft policy recommendations for consideration by voting members**
This is an ongoing need and priority for the organization. It requires a structure where members rotate on and off the committee and consistent practices are followed.
- C** 7. **Organize the annual membership recruitment effort**
As with #6, membership recruitment is an ongoing priority for the organization. Organizational memory is important.
- T** 8. **Investigate unusually high membership loss over the past year**
Like #7, this project relates to the ongoing need of membership. However, this is a very targeted topic that is not ongoing. The group would be disbanded after they have researched and reported on the specific challenge.
- C** 9. **Audit the county financial records annually**
This is an ongoing organizational need that needs consistency.
- T** 10. **Investigate agricultural impact of a proposed highway extension**
This is an immediate issue that could be disbanded after the future of the extension is decided. If the extension is approved and needs constant monitoring, that task may be best handled by a local affairs committee.

LOOK OUTSIDE THE BOARD ROOM

WE NEED TO THINK HERE

WE THINK HERE

THINKING OUTSIDE THE BOX

1. Membership
2. Board Meetings/Members
3. Engagement

WAYS TO BE AN EFFECTIVE COMMITTEE MEMBER

- Read information before the meeting and come prepared to discuss the topics.
- Attend all meetings and arrive on time.
- Pay attention to the work being discussed. Avoid side conversations during meetings.
- Listen to what others are saying, don't just wait for an opportunity to insert your idea.
- Speak up and be a contributing member.
- Help others to stay on task. Keeping the committee focused is everyone's responsibility.
- Promptly follow through on things you commit to do.
- Proactively reach out to other committee members to see if they need help.
- Call the chair for an update when you miss a meeting.
- Take notes for yourself and record your action items and deadlines. Don't trust you will remember all conversations.

SCOPE AND DIRECTION OF COMMITTEE WORK CHECKLIST

CHOOSE AN APPROPRIATE COMMITTEE SIZE

- Ideally between four to eight members

DETERMINE THE RIGHT COMMITTEE COMPOSITION

- Committee members are representative of the membership and include a mix of new and veteran members.

CHOOSE A GOOD COMMITTEE CHAIR

- Ensures participation from all committee members
- Keeps the group focused on its objectives
- Takes part in the group discussion without being too dominant
- Has vision, but maintains objectivity
- Does not shoot down new ideas
- Follows up with members to ensure that work is being done
- Communicates regularly with the board

SELECT COMMITTEE MEMBERS

- Have perspective and vision
- Are familiar with the goals of the organization
- Are able to express ideas effectively
- Enjoy the give and take of committee discussion
- Are willing to commit the time to attend meetings and accomplish tasks
- Think in terms of the overall good
- Provide a good representation of the membership

GIVE THE COMMITTEE A CLEAR AND SPECIFIC STATEMENT OF PURPOSE

- What is the charge of the committee?
- How will they know when the goal is accomplished? What does the end look like?
- Does everyone on the committee know and understand the purpose?

CLARIFY THE AUTHORITY OF THE COMMITTEE

- What decisions are the committee members expected to make?
- What decisions should be made by the board?

PROVIDE BUDGET GUIDELINES FOR THE COMMITTEE

- What is the budget amount?
- What discretion does the committee have in spending the money?
- What contracts might need to be signed by the board?

DEFINE ANY NON-NEGOTIABLE ITEMS

- What aspects must be included?
- What aspects cannot be changed by the committee?

ESTABLISH HOW AND WHEN THE COMMITTEE WILL REPORT TO THE BOARD

- Should reports be submitted in writing?
- How often are they expected?

COMMITTEE EVALUATION

PLEASE CIRCLE THE ANSWER THAT BEST DESCRIBES YOUR OPINION:

1. The committee had a clear purpose.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

2. Everyone on the committee understood the purpose and the work of the committee.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

3. The committee members represented a variety of backgrounds and viewpoints.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

4. The committee had all of the resources it needed to accomplish its goal.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

5. Complete and accurate minutes were kept at each meeting.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

6. The committee kept in regular communication with the board.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

7. Meetings were well-managed and efficient.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
----------------------------	----------------------------	-------------------------------	-------------------------------

8. The committee's major strength was...

9. The committee's major weakness was...

10. One change I would make for the future is...

COMMITTEE MEMBER SELF-EVALUATION

PLEASE CIRCLE THE ANSWER THAT BEST DESCRIBES YOUR PARTICIPATION:

1. I regularly attended committee meetings and events.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

2. I understood the goal(s) and the work of the committee.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

3. I worked well with other committee members.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

4. My thoughts and opinions were useful in meetings.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

5. I have gained something personally from serving on this committee.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

6. I would consider serving on another committee.

STRONGLY AGREE 1	SOMEWHAT AGREE 2	SOMEWHAT DISAGREE 3	STRONGLY DISAGREE 4
---------------------	---------------------	------------------------	------------------------

7. Something that would have improved my experience is...

8. Something I have learned from this experience is...

COUNTY OFFICER JOB DESCRIPTIONS

COUNTY PRESIDENT

FUNCTION:

- To manage the day-to-day activities of the county organization.
- To give leadership to the activities and organization of the county Farm Bureau.
- To preside over board and general meetings of the members.

AUTHORITY:

Supervision of personnel and general operations of the county Farm Bureau.

RESPONSIBILITIES:

- Manage and administer county programs and services.
- Preside at county board meetings, annual meeting of members, and special meetings as called.
- Delegate responsibilities to board members and committee chairman.
- Select committee chairman and committee members with approval by the board.
- Serve as ex-officio member of all committees.
- Lead the board in goal-setting and long-range planning programs.
- Ensure that actions by the board and members are implemented.
- Represent the organization on official business when the need arises.
- Prepare agendas for all board and membership meetings.
- Work with other county Farm Bureaus on state and county sanctioned programs.
- Sign all legal documents and seek compliance with county bylaws.
- Keep personally informed on issues and Farm Bureau's positions.
- Perform duties assigned by the board.

REPORTABILITY:

If elected by the member delegate body, the president reports to the delegates at the annual meeting of members. If elected by the board of directors then the president reports to them.

RELATIONSHIPS:

- Build an effective working relationship with the regional manager.
- Build an effective working relationship with the board and other officers.
- Build a good working relationship with insurance staff, agents and others who work for affiliate companies.

COUNTY VICE PRESIDENT

FUNCTION:

- Aid the president in managing the county organization.
- Give leadership to the activities and organization of the county Farm Bureau.

AUTHORITY:

None unless granted by the president or board of directors.

RESPONSIBILITIES:

- Preside as chair of the Policy Development Committee.
- Assist the president in the selection of committee chairs and committee members with approval by the board.
- Preside at county board meetings, annual meeting of members, and special meetings in the absence of the president.
- Perform duties assigned by the president and board.
- Accomplish the objectives, goals, and policies as determined by the board and membership.
- Keep personally informed on issues and Farm Bureau's position.
- Represent the organization on official business when asked by the president or board of directors.
- Work with regional manager in preparing to step into the role of president.
- Fulfill all other duties as assigned by the president.

REPORTABILITY:

Reports to the president or board as needed.

RELATIONSHIPS:

- Build an effective working relationship with the president, board and staff of the county Farm Bureau.
- Build a good working relationship with insurance staff, agents and others who work for affiliate companies.

COUNTY SECRETARY

FUNCTION:

Maintain the official records of the county Farm Bureau.

AUTHORITY:

Review any and all documents of the county organization.

RESPONSIBILITIES:

- Maintain and preserve the official county minutes, records, documents and reports.
- Record motions and other official actions taken by the board at board meetings.
- Prepare copies or emails of board minutes and distribute to each board member.
- Secure approval of minutes as accurate or as corrected.
- Notify regional manager of all changes of the county board and committees.
- Prepare and send all official correspondence.
- Work with the president to provide an agenda for each meeting.
- Assist with the preparation of the county program plan and budget.

REPORTABILITY:

Report to the president and board as needed.

RELATIONSHIPS:

Build an effective working relationship with the president, board and staff of the county Farm Bureau.

COUNTY TREASURER

FUNCTION:

Manage the finances of the county Farm Bureau.

AUTHORITY:

Review and maintain all financial records of the county organization.

RESPONSIBILITIES:

- Annually provide a complete report of all financial transactions for audit.
- Fill out all forms properly i.e. check requests.
- Provide support in preparing the annual budget.
- Ensure all financial records are kept up to date and accurate.
- Submit a monthly treasurer's report to be placed on file (provided by INFB).
- Act as the official custodian of the organization's funds.
- Disburse all funds as directed by official action.
- Fulfill all other duties as may be assigned by the president or board of directors.

REPORTABILITY:

Report to the president and board as needed.

RELATIONSHIPS:

Build an effective working relationship with the president, board and staff of the county Farm Bureau.

EFFECTIVE LEADERS DELEGATE

WHY WE SHOULD DELEGATE:

Empowers volunteers

Develops our volunteers

Increases involvement and engagement

Retains good members

Saves time and achieves more

.....

WHY WE OFTEN DON'T DELEGATE:

Not enough time

We enjoy doing certain tasks

Loss of control

Feeling of "I" can do it better

.....

WHEN YOU DELEGATE REMEMBER...

Define responsibilities clearly

Maximize people's strengths - choose the right people

"Thank you" after the task has been completed

DELEGATION DOES NOT ELIMINATE WORK, IT CHANGES IT.

DELEGATION DOES NOT MEAN DUMPING.

DELEGATION INCREASES IMPACT.

DELEGATION ASSIGNMENT WORKSHEET

Contact regional manager for official copy.

Assignment Worksheet

Task	Can This be Assigned? (Y/N)	Who Should it be Assigned to?
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	
	Yes	