



TULARE COUNTY 4-H POSITION DESCRIPTION BEEF DEPARTMENT CHAIRMAN



General Description:

Helps plan meetings, field days, and seminars for 4-H leaders and members in the Beef Project. Helps develop recommendations for improvement of educational activities in the beef area. Chairman coordinates activities for the beef Department prior to and during the 4-H Fair.

Duties:

1. Attends Agricultural Advisory Board Meetings and reports to the Board all Beef activities.
2. Helps plan Livestock Judging Field Day - assists Livestock Chairman.
3. Helps 4-H leaders in the Beef project.
4. Works with 4-H Staff in conducting Beef 4-H projects.
5. Serves as Chairman of the Beef Department during the 4-H Fair.

4-H Fair Responsibilities Include:

1. Works with Ag Advisory Chair and committee on updates and revisions of 4-H fair to keep current with 4-H policy and State Fair recommendations.
2. Helps with revision of the 4-H premium book.
3. **Coordinates compilation of entries and records and make class lists after 4-H staff verifies enrollment and entry fee payment.**
4. Sets Beef class during 4-H Fair.
5. Organizes 4-H leaders in the Beef Project to set plans.
6. Contacts judge and any clerical help needed for the Beef Department.
7. Responsible for obtaining and corresponding with current or potential sponsors for award donations.
8. Assists 4-H Staff in ordering ribbons and awards for Beef Department.
9. **Is present during the 4-H Fair or has a someone responsible for fair duties.**
10. Insures that current health requirements are met and collects proper health papers.
11. Maps out beef area and assigns pen to beef exhibitors.
12. Sets up and takes down Beef show ring to include but not limited to, tables with tablecloths, chairs, microphones, awards etc.
13. Collects and organizes papers from animals that are registered.
14. Completes result sheet of all placing for awards banquet. Chair responsible for award presentations at banquet.
15. Responsible for returning result sheet to 4-H Staff for news releases.
16. Provides six beef animals for Round Robin.
17. Sees to it that all beef exhibitors abide by current project requirements and 4-H Fair rules.
18. Discourages adults from working on beef animals while on the fairgrounds.
19. Encourages exhibitors to keep alleyways and stalls clean during the show.
20. Reports animals that are unhealthy and/or uncontrollable to Agriculture Advisory Board Chairman and 4-H Staff.

21. Ensure that all exhibits stay on the fairgrounds until their completion of 4-H Fair and that release slips are handed out, release time schedule, rules and requirements are met by all 4-H fair participants.

Qualifications Needed:

1. Knowledgeable in beef production.
2. A sincere interest in young people and desire to help them.
3. Knowledge of the Tulare County 4-H Program and Policies.
4. **Ability to work and get along with a wide range of people.**
5. **Patience, enthusiasm and ability to cooperate with others.**
6. **The ability to see problems and work within the 4-H system to solve them.**
7. **The ability to organize and delegate help when needed.**

Relationships:

1. Work within the framework of the Agriculture Advisory Board.
2. Work with Chairman of Ag. Advisory Board and 4-H Staff in planning 4-H Fair and other activities.
3. If Available, attend Regional and State Training session for beefs.
4. Attend 4-H Council and Ag. Advisory Board Meetings.

Time Commitment: Some time commitment can be delegated to other leaders as needed

1. Attends 2 hour bi-monthly meetings of the Ag. Advisory Board.
2. Attends 1 to 2 Livestock Judging Day and/or special meetings as needed.
3. Attends Livestock Judging Day, 6 hours.
4. 4 days during 4-H Fair.
5. Attends training as provided.
6. Attends 4-H Council bi-monthly meeting, 2 hours.