



Northwest Michigan 4-H Livestock Council Species Chair & Assistant Job Description



Supervision:

- ◆ 4-H Species Chairs are supervised by NWMI 4-H Livestock Council officers and MSU 4-H Extension staff.

Eligibility:

- ◆ Knowledge of the 4-H project area sufficient to ensure consistency between the project area, Fair guidelines, judging, and exhibition.
- ◆ Willingness and ability to work cooperatively with others.
- ◆ Strong organizational skills and effective communication skills.
- ◆ Minimum age is 21 years on or before January 1st of the current year.
- ◆ Species Chair must be a registered 4-H volunteer in Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau County.

Time Commitment:

- ◆ Year-round position; must be available during the year and at the Fair to answer questions and assist members, leaders and others regarding the project area. If leaving the Fairgrounds during Fair week, must assign a replacement and inform the Livestock Council President. The position is a three-year commitment; the rotation is:
 - Year 1 (elected in 2020) - Llama/Alpaca, Poultry, Lamb, and Steer
 - Year 2 (elected in 2021) - Horse, Jr. Beef, and Swine
 - Year 3 (elected in 2022) - Dairy Feeder, Dog, Rabbit/Cavy, and Goat;
- ◆ It is expected that Species Chairs attend the monthly 4-H Livestock Council meetings. If a Species Chair misses three of the regularly scheduled Council meetings within the calendar year (Jan-Dec), he/she may be asked to step down. The vacancy will be filled according to the process outlined in the bylaws.

General Expectation:

- ◆ Responsible for the overall organization, coordination, and supervision of the project area, including ensuring consistency between 4-H project area objectives and Fair exhibition and judging.
- ◆ Responsible for making continual improvements to the project area to ensure its current relevance, quality, and age-appropriateness, and to keep the project interesting, educational, and fun for members and leaders.
- ◆ Collect, organize, and manage all required paperwork.
- ◆ Attend the monthly 4-H Livestock Council meetings and give a verbal report on the status of the program for that species (or send a representative with a written report). There may be a few additional meetings required of Species Chairs beyond those identified here.
- ◆ Help manage conflicts that arise in the project area.
- ◆ Responsible for making sure the project area guidelines, workshops, publications, etc do not discriminate against any young person.
- ◆ Be knowledgeable about Extension publications, electronic and any other media related to the project area and encourage members and leaders to use them.
- ◆ Organize and instruct 2 sessions of market and/or showmanship clinics to teach project area skills to members and leaders. Maintain attendance records of 4-H members for the 2 sessions.
- ◆ Responsible for coordinating the livestock species' display area at the Fair; assign cages, pens, or stalls, and, if necessary, provide a diagram to illustrate those locations and assignments. Be present during animal check-in to check for sick or diseased animals before they are penned.
- ◆ Species chairs recognize the members in their barn who are seniors in high school. Most display a poster of pictures of their seniors in a prominent place in the barn. Parents or leaders

should get the senior's picture to the Species Chair at least two weeks prior to the Fair.

- ◆ Recommend buildings and grounds improvements to Fair Board in writing (with the approval of the 4-H Livestock Council Board).
- ◆ During Fair, regularly monitor the animals and young people in the project area to be sure all are appropriately cared for – that they are clean, healthy and having fun!
- ◆ Attend Auction Committee meeting(s) as required; collaborate with committee members on report check-ins, order of sale, and auction arrangements.
- ◆ Assist with auction and sale order; help coordinate load-outs and trucking of sale animals.
- ◆ Support 4-H members, as needed, in completing their 4-H livestock record books.
- ◆ Review and make suggestions to the project guidelines and Fair Premium Book text. Submit Fair Book changes in writing to the Northwestern Michigan Fair Board before the Annual Meeting of the 4-H Livestock Council in November.
- ◆ Uphold rules, answer questions and handle any project-related problems that arise. Model good sportsmanship and expect the same of others.

Judging:

- ◆ Be familiar with 4-H project materials, Fair book requirements, guidelines, procedures, judging methods, etc. so that judging is efficient and non-biased.
- ◆ Organize appropriate classes, age groups, scheduling, judging times, etc. so that judging runs smoothly and efficiently.
- ◆ Be sure that all Fair, 4-H, and project area rules are made clear to members, parents, and leaders and are followed consistently at all times.
- ◆ Ensure that everyone understands that judges are not permitted to interact with parents, leaders, or other adults; judging is a youth opportunity only.
- ◆ Make sure to get ribbons and other judging items from the Fair in a timely manner.
- ◆ Arrive at least 30 minutes before judging starts and have the judging/showing area organized and prepared before the judge arrives (tables, chairs, table covers, trophies, ribbons, forms, judging sheets, clipboards, name tags, staplers, pencils, pens, etc.). Be sure the judging area is clearly marked with signs that include the division, class names, and numbers (if appropriate).
- ◆ Greet and orient the judge to his/her responsibilities and to all 4-H project area guidelines – review judging procedures, forms, age restrictions (including the restriction that 5-8 year olds cannot participate in competition), judging criteria, classes, placements, etc.
- ◆ Be sure that members and their projects are not discriminated against in the judging process; if observed, report situation to the MSUE 4-H staff.

Recommendations:

- ◆ Encourage youth in the project area to apply for county and state project area recognition. This includes making specific recommendations during Fair to youth with outstanding projects.
- ◆ Promote county, state, and national 4-H workshops.

Selection Procedure:

- ◆ Refer to the full description of the selection process for 4-H Species Chairs.
- ◆ If warranted, Species Chairs may be relieved of their responsibilities if there is supporting documentation to justify such action and the MSUE 4-H staff and Livestock Council officers are in agreement.