



# **2025** County Leaders **Manual**

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*More detailed information on policy and programs  
can be found online at [www.idahofb.org](http://www.idahofb.org)*

**Scan for More  
Information**





Dear County Leaders,

On behalf of the Idaho Farm Bureau Board of Directors, I want to say thank you for your willingness to serve as a leader of your county Farm Bureau. You are representing and helping to shape the Idaho Farm Bureau Federation, the state's largest general farm organization, "The Voice of Idaho Agriculture."™

You were elected by your peers, fellow farmers and ranchers, Farm Bureau leaders, and neighbors who know you and trust you. They have confidence in you and in your sound decision-making because they have watched and observed you over the years. They trust that you will lead their Farm Bureau into the future with foresight and strength without sacrificing the values and integrity so interwoven within Farm Bureau.

Our pledge is to provide you with the necessary and vital information to make wise and informed decisions. You will find the information timely and accurate. We will offer our best recommendations, with options and analysis. We will support and sustain the collective decisions of this great body.

This resource manual provides the basic core fundamentals required by a board of directors. Don't hesitate to ask questions or seek information.

It is a pleasure serving with this board. A dedicated staff, with years of experience and expertise, is available to assist the board in meeting the mission and objectives of the Idaho Farm Bureau Federation. Thank you again for your service.

Sincerely,

A handwritten signature in black ink that reads 'Bryan Searle'.

Bryan Searle  
President Idaho Farm Bureau Federation

# The Farm Bureau Organization

Farm Bureau is organized on three levels - local, state, and national. The County Farm Bureau is the heart and strength of the organization; it is our grassroots. It is here that the members work together as volunteers in an effort to improve their livelihoods by seeking solutions to problems that affect their social and economic well-being.

The county organization is much stronger than many members realize. The policy that the Farm Bureau operates by is developed at the county level by active members who are concerned and interested in their organization. The more members that are actively involved, the stronger the organization becomes.

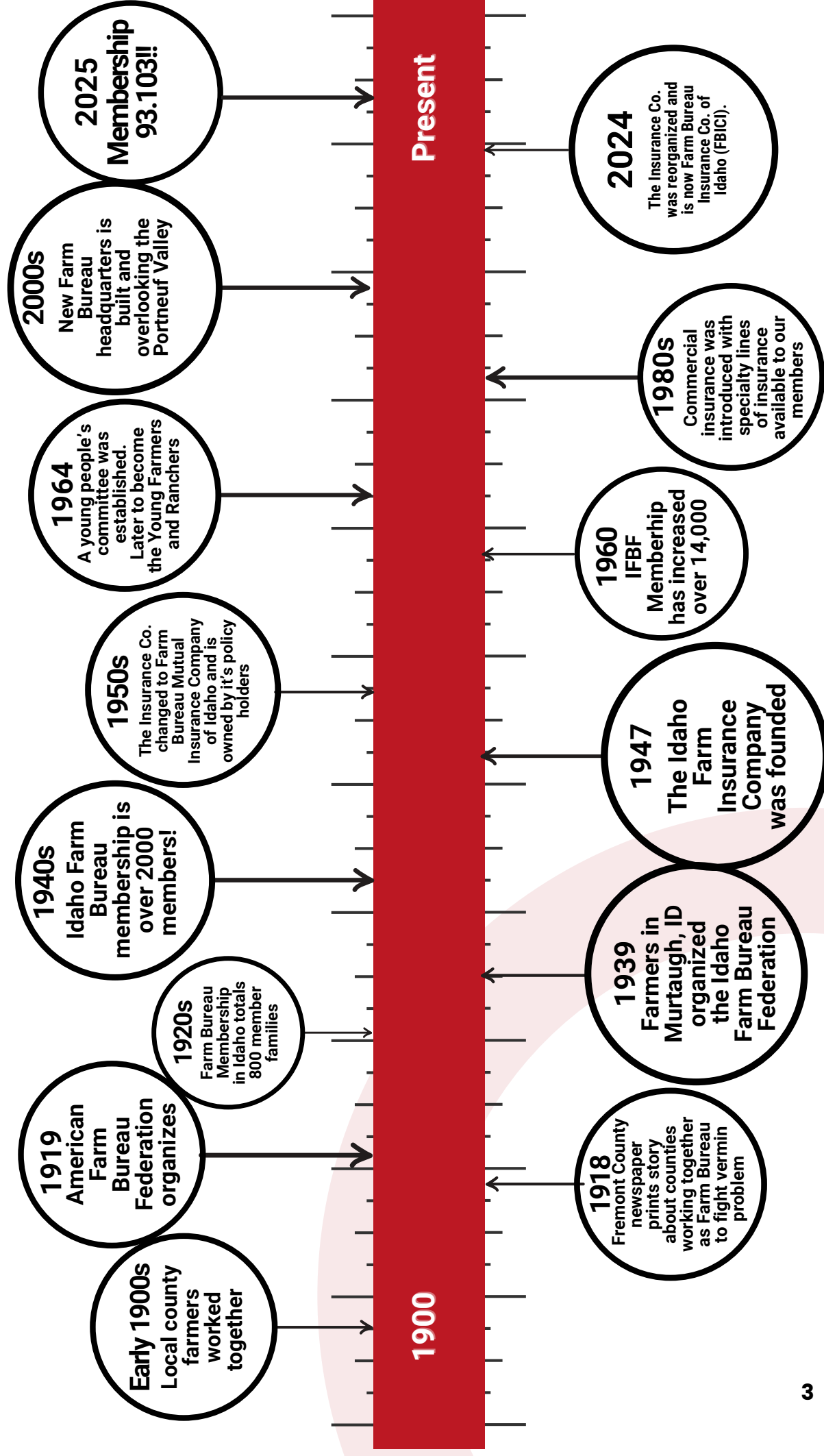
## Families Join the Farm Bureau for Many Reasons



The Idaho Farm Bureau Federation (IFBF) is a statewide organization structured to support county Farm Bureau activities, assist with programming, and solidify efforts to achieve the goals of the county Farm Bureaus. It's a conservative organization that formulates its policies on a nonpartisan basis and prefers to devote its time and energies to positive positions. The American Farm Bureau has a similar role to the state.



# A History of Farm Bureau





## Vision

*For all to recognize and respect Idaho agriculture as essential.*

## Mission

*Idaho Farm Bureau empowers Idaho agriculture.*

## Core Values

*Integrity ~ Leadership ~ Commitment ~ Accountability*

## Strategic Plan

### **Relationships:**

- Build organizational unity through open and honest communication between the members, counties, staff, and the state board.
- Foster meaningful engagement between different points of view.
- Engage with stakeholders to achieve a common goal.

### **Fiscal Responsibility:**

- Be a financially accountable, transparent organization.
- Responsibly invest funds to maximize return to the organization.

### **Grassroots Policy:**

- Promote ag-focused policy.
- Develop and maintain relationships with organizations and agencies.
- Raise awareness of and encourage personalized member engagement on agriculture issues.

### **Empower:**

- Promote member development by identifying, inviting, fostering, and retaining individuals.
- Facilitate an environment where everyone has a seat at the table.

# County Board of Directors

The board manages and conducts the business of the county Farm Bureau. Regular responsibilities of the board of directors are established by law, articles of incorporation, and by-laws adopted by the board and members.

## Board Responsibilities



## Legal Duties

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization.



**Duty of Care** requires that a board member 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. A board member should be fully informed, deliberate carefully, and exercise independent judgment.



**Duty of Loyalty** requires that board members 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. Avoid conflicts of interest and the appearance of conflicts of interest.



**Duty of Obedience** requires board members to strongly support any policy of the federation. As an individual, one might oppose a particular motion, argue against it, or even vote against it. But once the board approves the motion, all directors must support that motion in good faith. The board form of governance requires directors to obey and follow board policies.



**Duty of Transparency** requires board members to exhibit that they are following the law. Nonprofit organizations are granted tax-exempt status based on their declared purpose. Therefore, these organizations have a duty to properly file public records that substantiate to the public that the organization dealings are in line with their defined purpose.

# County Officer Responsibility/Guidelines

## President

- Preside at official meetings.
- Call meetings of the board, committees, or membership.
- Represent the organization externally.
- Sign documents on behalf of the board.
- Prepare board meeting agendas and lead discussions.
- Establish committees and appoint members to serve. Ex-officio member of all committees.

## Vice President

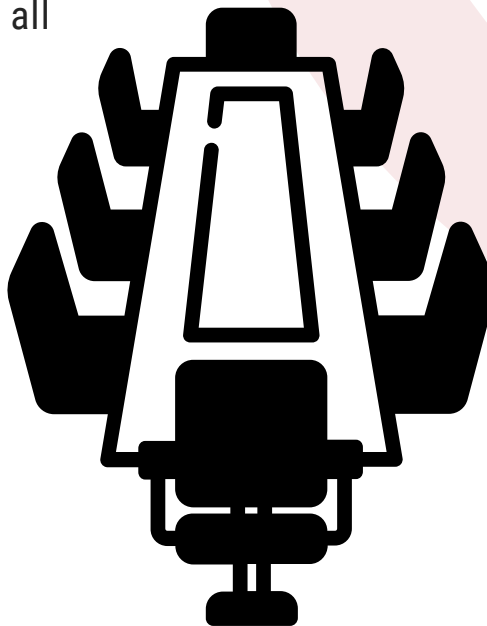
- Perform duties in the absence of the president.
- Chair of the county resolutions process.
- Succeed to the Presidency if needed.

## Treasurer

- Keep a record of all income and expenditures.
- Prepare financial statements at official board meetings.
- Prepare yearly county taxes.
- Bank reconciliation monthly.
- File annual report with the Secretary of State.
- Have authority to sign and issue checks.
- Chair budget and finance committee.

## Secretary

- Correspondence, records, reports and official documents.
- Minutes of official board and executive meetings.
- Work with the President to provide meeting agendas.



## Voting Delegates at IFBF Convention

- Official representatives of the county to IFBF.
- Vote on IFBF policies and recommend national policy.
- Elect the state board of directors, president, and vice president.
- Amend the articles and bylaws and determine state dues.

**\*Please note that each county sets its own standards of responsibilities. Please check with your county board or regional manager with specific questions.**

## **Good minutes include:**

- Name of committee
- Meeting date & time
- Board members in attendance
- Existence of a quorum
- Motions made -and by whom
- Key points of discussion
- Voting results (motion passed or failed)
- Names of abstainers and dissenters (if they want to be noted)
- Assignments made, deadlines and follow-up
- Actions to be taken
- Discussion relevant to future decisions
- Future action steps
- Start and end time

## **Paid County Secretary Responsibilities**

- Work with the President in scheduling meetings, sending out invitations, and producing agendas for meetings.
- Handle communications with the county president, board, and IFBF staff.
- Prepare and send all official correspondence.
- Take, distribute, and preserve the official county minutes, records, documents, and reports.
- Update the annual Secretary of State Report.
- Assist with county events and programs as requested.
- Assist with the preparation of the county program plan and budget.
- Give assistance in registering county members for events.
- Work with the treasurer to prepare financial reports for board meetings.
- Reconcile bank account monthly.
- Issue disbursement checks on authorized expenses.
- Prepare documents for yearly taxes.

## **Individual Board Members' Responsibilities**



**Attend**  
Board meetings



**Participate**  
County projects, activities,  
and policy development.



**Communicate**  
Represent Farm Bureau in the  
community and communicate  
with members



**Recruit**  
Identify and recruit new  
members



# County Activities

Every county Farm Bureau board makes decisions about activities to engage in during the year. Most activities fall within the four strategic plan areas.

**RELATIONSHIPS**  
**EMPOWER**  
**FISCAL RESPONSIBILITY**  
**GRASSROOTS POLICY**

County Farm Bureau boards utilize resources to create a Program of Work. Collaborate with your regional manager and other counties for ideas and support.

Active committees are an effective way to involve members, share the workload, avoid burnout, bring in new energy and ideas, and provide a training ground for new leaders.



## Relationships

**Connecting consumers with farmers helps build relationships and positions Farm Bureau leaders as credible sources of information.**

**Public Relations** includes activities such as speaking to non-farm groups or hosting educational events. The media can be utilized to amplify visibility by covering activities, writing letters to the editor, and making leaders available for interviews.

**Moving Agriculture to the Classroom (MAC)** allows volunteers to teach children where their food comes from through hands-on agricultural activities. This program showcases the importance of Idaho agriculture and the Farm Bureau.



# Empower

**There are many opportunities for IFBF members to get involved! Currently, only 2.2% of Idahoans are involved in farming, and there are many misunderstandings and myths about agriculture. IFBF empowers members to become ag leaders.**

**Leadership Development** activities include training sessions, annual goal setting, and planning, improving board meetings, involving new leaders and volunteers, and the Ag Ambassadors Program.

**Young Farmers & Ranchers (YF&R) Committee** activities include organizing educational and networking events at the county or district level, encouraging conference attendance, promoting participation in competitive events, and recruiting YF&R members to get involved with the Farm Bureau.

**Promotion and Engagement (P&E) Committee** activities provide opportunities to share agricultural experiences both on and off the farm. The committee focuses on four pillars: Farmers, Consumers, Youth, and Public Officials.

**County and State Committees** activities are essential to the work of the Farm Bureau. Each county board creates committees to focus on their program of work. State committees include issue advisory, legislative, YF&R, and P&E.

## Be an Advocate for Ag!

**Agriculture needs farmers to share their stories!**

Connecting consumers with farmers and ranchers builds confidence in understanding where their food comes from. Personal connections are more important than in-depth scientific and economic discussions. We need your voice!

## What consumers want to know

- Your family and who you farm with-
- What you raise/produce-
- Farm history (years farming, generations, century farm)-
- Community involvement (including with your kids)-
- Why you love farming-
- Conservation/sustainability practices you use-
- How you are continuously improving-
- Something unique about your farm-
- The legacy you hope to leave for the future-

# Fiscal Responsibility

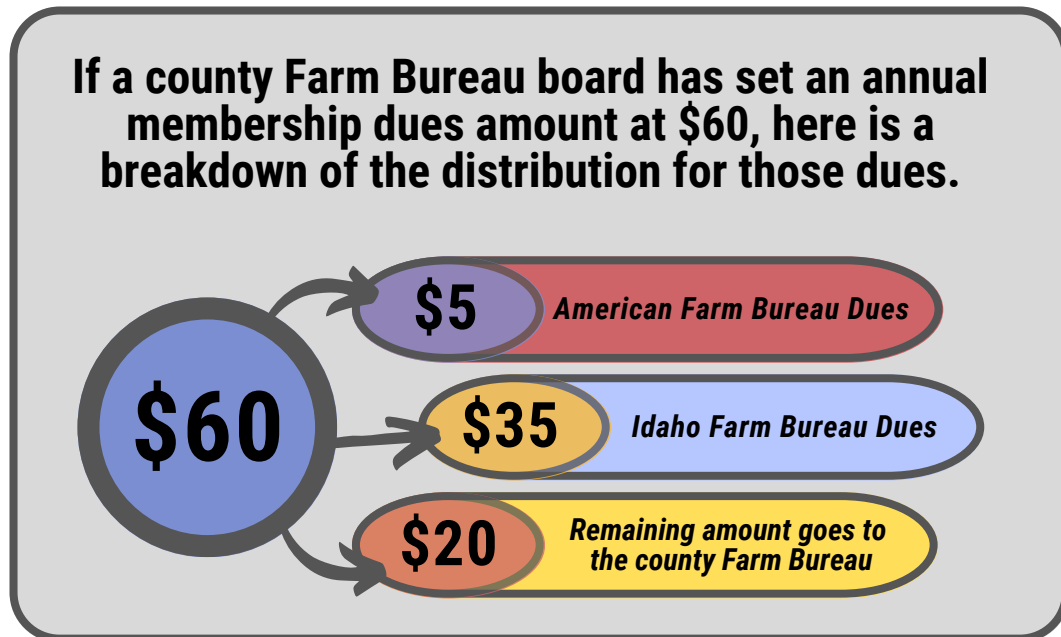
Each county Farm Bureau is established as a nonprofit 501(c)(5) entity. As a result, the county Farm Bureau is not required to pay income tax if they meet the following criteria:

- The organization's profits cannot be used for the benefit of any individual member.
- The organization's primary objectives must be to improve the conditions of those involved in labor, agriculture, forestry, and horticulture, enhance the quality of their products, and increase efficiency in their respective occupations.

**The county Farm Bureau must maintain its tax-exempt status.** For more information and guidance, please visit with your regional manager.

## Membership Dues

The annual membership dues are determined by the board of directors of each county Farm Bureau. Anything above American and Idaho Farm Bureau dues is retained by the county Farm Bureau.



The Idaho Farm Bureau Federation collects and distributes membership dues monthly.

# Fiscal Responsibility

## Budget

The county Farm Bureau board creates an annual budget to guide its program of work. The budget is typically developed and approved before the start of the upcoming fiscal year. Most counties operate on a budget year from November to October, although this may vary.

- The Idaho Farm Bureau has a budgeting template that can aid the county in setting the annual budget. Please contact your regional manager for more information.
- The board also reviews and discusses the county's financial position (budget, income, expenses) as presented in the Treasurer's report.

## Expenditures

The county Farm Bureau board is responsible for its finances. It's recommended that:

- Two or more county board members approve checks or expenditures.
- The treasurer or secretary should reconcile monthly bank statements

## Taxes & Reports

The county board must file their Annual Report with the Idaho Secretary of State. County taxes must be filed every year. The majority of the county Farm Bureaus utilize Deaton & Co., which helps compile its annual financial statements and tax filings.

The regional managers and IFBF accounting are valuable resources for information and for reviewing, establishing, and implementing proper procedures.

## Other county income

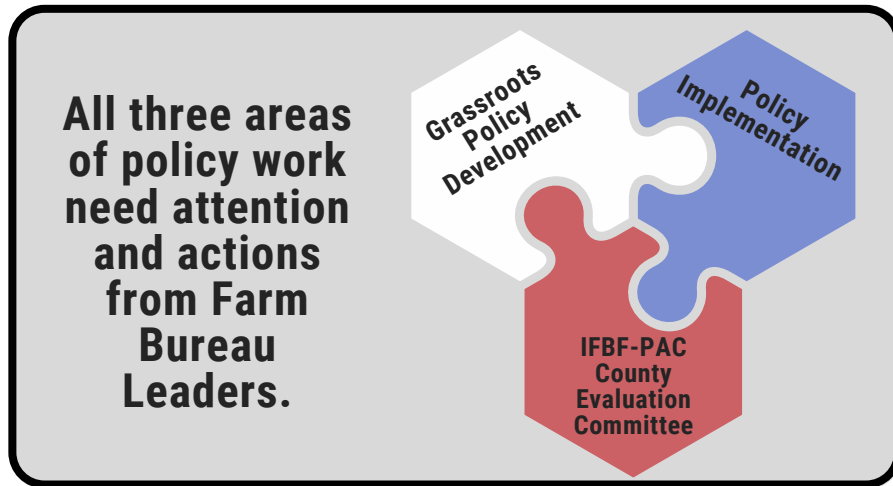
- Interest and dividend income
- Net building rental income

## Idaho Farm Bureau Federation - PAC (IFBF-PAC) Donations

County Farm Bureaus are encouraged to donate \$0.50 per member per year to the Idaho Farm Bureau Federation - PAC to support legislators who champion agriculture in Idaho.

# Grassroots Policy

**A strong county Farm Bureau actively engages in all three components of grassroots policy. Farm Bureau's year long policy development process is the strength of the organization!**



## Grassroots Policy Development

**Farm Bureau members identify issues impacting their operations.**

- Farm Bureau member brings an idea for a resolution to a county
- County board discusses and decides to form a resolution
- Resolution goes to a district resolutions meeting for debate and adoption
- Counties discuss and vote on policy at the House of Delegates
- Policy is then worked on in the Idaho State Legislature
- You can sign up to receive "Action Alerts" to be up to date on legislative issues.

**Scan to see a video about policy development**



## Policy Implementation

**Policy implementation activities are crucial in bringing Farm Bureau policy into reality.**



The policy cycle involves setting county board priorities, creating a strategic plan, and engaging with stakeholders and key legislators to implement crucial policies for county, state, and national issues. Member engagement is fundamental to Farm Bureau's influence over public policy.

# Idaho Farm Bureau Federation-PAC County Evaluation Committee

**Farm Bureau members develop policies that rely on the support of elected officials.**

The purpose of the IFBF-PAC and the County Evaluation Committees (CEC) is to assist in the election of candidates who have, regardless of political affiliation, demonstrated basic beliefs or actions which are consistent with Farm Bureau policies.

The CEC interviews and evaluates state legislative candidates. They submit their recommendations to the IFBF-PAC. After receiving recommendations from the CECs from across the state, the IFBF-PAC then determines which candidates to endorse and at what levels.



## Lobby Your Legislators

1. Do your homework on the issues, Farm Bureau policy, and the status of current legislation. Use the tools Farm Bureau provides to stay informed about the issues, such as the policy book, website, and Capitol Reflections.
2. It is essential to know the details and statistics related to the issue, but it is equally important to recognize how these issues impact you personally.
3. Identify yourself as a constituent and inform your legislator that you are representing the Farm Bureau's position.
4. Clearly state your position – whether you support or oppose the legislation and why. Be specific about what you would like your legislator to do, and avoid using agricultural jargon. Instead, relate the issue to your everyday situation and explain how it impacts you and your operation.
5. Always be courteous when speaking with your legislators.
6. Follow through. Even if your legislator disagrees with your position, continue to engage with them. Building a relationship with your legislators is important.

**Scan to sign up  
for Action Alerts**



# County Farm Bureau Tips

## Productive Meetings

**The County President and Regional Manager should meet before the board meeting to develop the agenda. Well-organized and well-run meetings are essential for retaining board members. Every board member can contribute to productive meetings by following these tips and encouraging others to do the same.**

- Start and end on time.
- Follow the agenda. Provide and adhere to time limits for discussion.
- List information-only items (meeting dates) on the agenda and avoid spending unnecessary time discussing them.
- Use Roberts Rules of Order for Parliamentary Procedure to stay focused. Before the discussion begins, a motion and a second are required.
- Including outside speakers in your board meeting brings timely information to discussions. Be very specific about what you want them to focus on and how much time they will have.
- Standing committees (YF&R, P&E, and others) report to the board to make meetings more efficient.
- Make sure all members' opinions are heard. Keep side conversations in check by politely reminding them to stay focused on the group discussion.
- When planning an event or activity, it's best to assign the details to a committee that can explore different options, iron out the specifics, and present their recommendations to the board.

## Facilitating Discussion at Meetings

**Good board meetings include discussions about important issues. Make sure this happens during the board meeting rather than afterward in the parking lot!**

**To ensure a high level of participation:**

- Include the topic or question on the agenda that is sent out before the meeting so everyone comes to the meeting ready to share their ideas or opinions.
- Encourage a variety of opinions or perspectives. Criticism of ideas will stifle discussion.
- After most people have shared their ideas, the discussion can become focused toward a solution.
- When the discussion stalls or you sense a common theme emerging, summarize the discussion to check for consensus. If action is needed, ask for a motion.



## Tips for Nominating Committees

- **Determine what the Board needs (quantity and quality).** Also, determine which seats are open and which are up for re-election.
- **Create a list of potential regular member nominees.** Board members, insurance agents, extension agents, ag instructors, ag businesses, and other ag leaders can be a good resource for potential nominees. Don't discount a prospect for fear they might turn you down.
- **Pick your best nominating committee.** You need three people who know what the board needs, know lots of people, will do the work, and aren't afraid to ask!
- **Provide information needed for a strong invitation.** Prepare the basic information needed by potential board members.

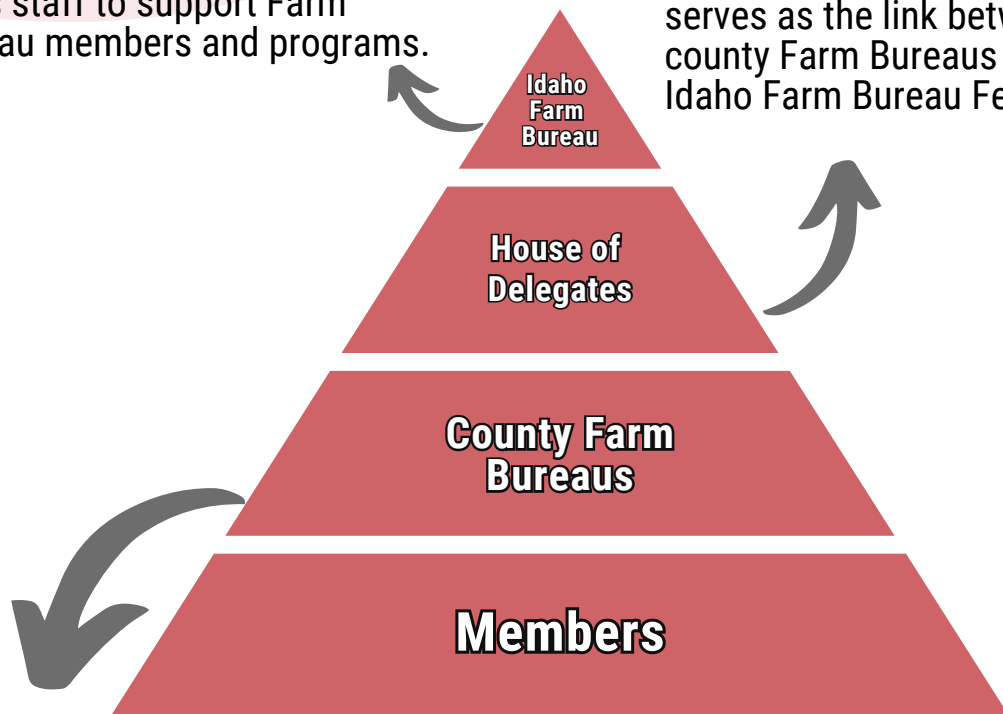
## Recruiting Tips

- **Be confident, and think positively.**
- **Prepare an effective invitation. Include:**
  - The Mission/Vision statement.
  - The purpose of the Farm Bureau and recent accomplishments.
  - The role of the board and time commitment.
  - Why you're asking them, and what they will gain.
- **Meet with prospects in person.** It's much harder to turn you down when you are face to face.
- **Find their "hot button"** Ask questions to determine what issues, needs, or interests are most important to them.
- **Focus your invitation on their hot button.** Talk about their interests and how getting involved can meet those interests.
- **ASK!** Remember to seal the deal!
- **Follow up** with them within a week.
- **When you are successful....Welcome new board members!**
  - Invite them to a first board meeting or Annual Meeting.
  - Provide orientation and a mentor from the board.
  - Put them to work in an area related to their "hot button."
- **Get new members a copy of the County Leaders Manual.**

# County/State Relationship

The IFBF Board is made up of a President, a Vice President, and 15 directors (3 from each of the 5 districts). Once policy is set, the board is responsible for directing the organization's work. The IFBF Board of Directors hires the executive director, who in turn hires staff to support Farm Bureau members and programs.

The Voting Delegates are the county's official representatives to the Idaho Farm Bureau. They vote on policy and elect directors, including the President and Vice President, to the IFBF State Board. The House of Delegates serves as the link between county Farm Bureaus and the Idaho Farm Bureau Federation.



Each of the 37 county Farm Bureaus has joined together to create the IFBF. The relationship is described in a document called the Memorandum of Agreement between IFBF and the county Farm Bureau.

Individual families join their county Farm Bureau. All Regular Farm Bureau members are eligible to vote on policy and elect their county directors at the county's annual meeting.

# Agreements

**The County Farm Bureau has a number of articles, contracts, and agreements. Complete copies of these documents are available in the county office or by contacting your Regional Manager.**

## **County Articles of Incorporation**

Establishes the organization, describes its powers and purposes, and establishes the board as the governing body.

## **County Bylaws**

This document defines board positions, officers, employees, and qualifications for removal from office. It also sets county dues and defines membership eligibility.

## **Memorandum of Agreement IFBF and the County Farm Bureau**

The county acknowledges the authority of the IFBF for state matters and the AFBF for national matters. The county collaborates with the IFBF on both state and national issues. Both parties agree to support policy declarations by the delegate body, promote membership, pay dues, maintain records, and provide members with the official IFBF publication (Producer/Quarterly).



# Year At a Glance

## January-

- Scholarship Program Open
- Legislative & Commodity Conference Registration Open
- AFBF YF&R/Fusion/Target Conference Registration Open
- AFBF Annual Convention

## February-

- State Board Meetings
- Legislative & Commodity Conference
- High School Discussion Meet & Speech Contest
- Idaho Legislative Session

## March-

- Ag Ambassadors Trip to Washington DC
- County Scholarship Selection
- IFBF-PAC/CEC Committee Work
- AFBF YF&R/Fusion/Target Conferences
- National Ag Week
- Idaho Legislative Session

## April-

- Scholarship -Due to IFBF Home Office April 1st
- IFBF-PAC/CEC Committee Work
- Spring District Discussion Meetings
- State Board Meetings
- Idaho Legislative Session

## May-

- YF&R Competition Apps Due May 1st
- Summer Leadership Conference Registration Open
- Policy Development Work
- IFBF-PAC/CEC Committee Work
- Spring District Discussion Meetings

## June-

- Policy Development Work
- IFBF-PAC/CEC Committee Work
- County Picnic/BBQ

## July-

- Policy Development Work
- Summer Leadership Conference
- State Board Meetings
- P&E Photo Contest Begins

## August-

- County Agent Engagement Nominations Due August 1st
- County Resolutions Due
- IFBF Committee Nominations
- District Resolutions Meetings

## September-

- County Resolutions Due
- District Resolutions Meetings
- IFBF Committee Nominations

## October-

- P&E Photo Contest Entries Due - Oct 1st
- Board of Director Nominations Due 60 days before House of Delegates
- IFBF Committee Nominations Due
- Review House of Delegates Book
- IFBF Annual Meeting Registration Open
- IFBF Fusion Conference Registration Open
- AFBF Annual Meeting Registration Open

## November-

- Ag Ambassador Apps Due November 1st
- IFBF Annual Meeting Registration Due
- IFBF Fusion Conference Registration Due
- AFBF Annual Meeting Registration Due
- House of Delegates Credentials Due
- State Board Meetings
- Set County Budget
- County Banquets
- County Taxes

## December-

- IFBF Fusion Conference
- IFBF Annual Meeting
- County Taxes



# IFBF Board of Directors



Marjorie French



Tom Daniel



Tom Mosman



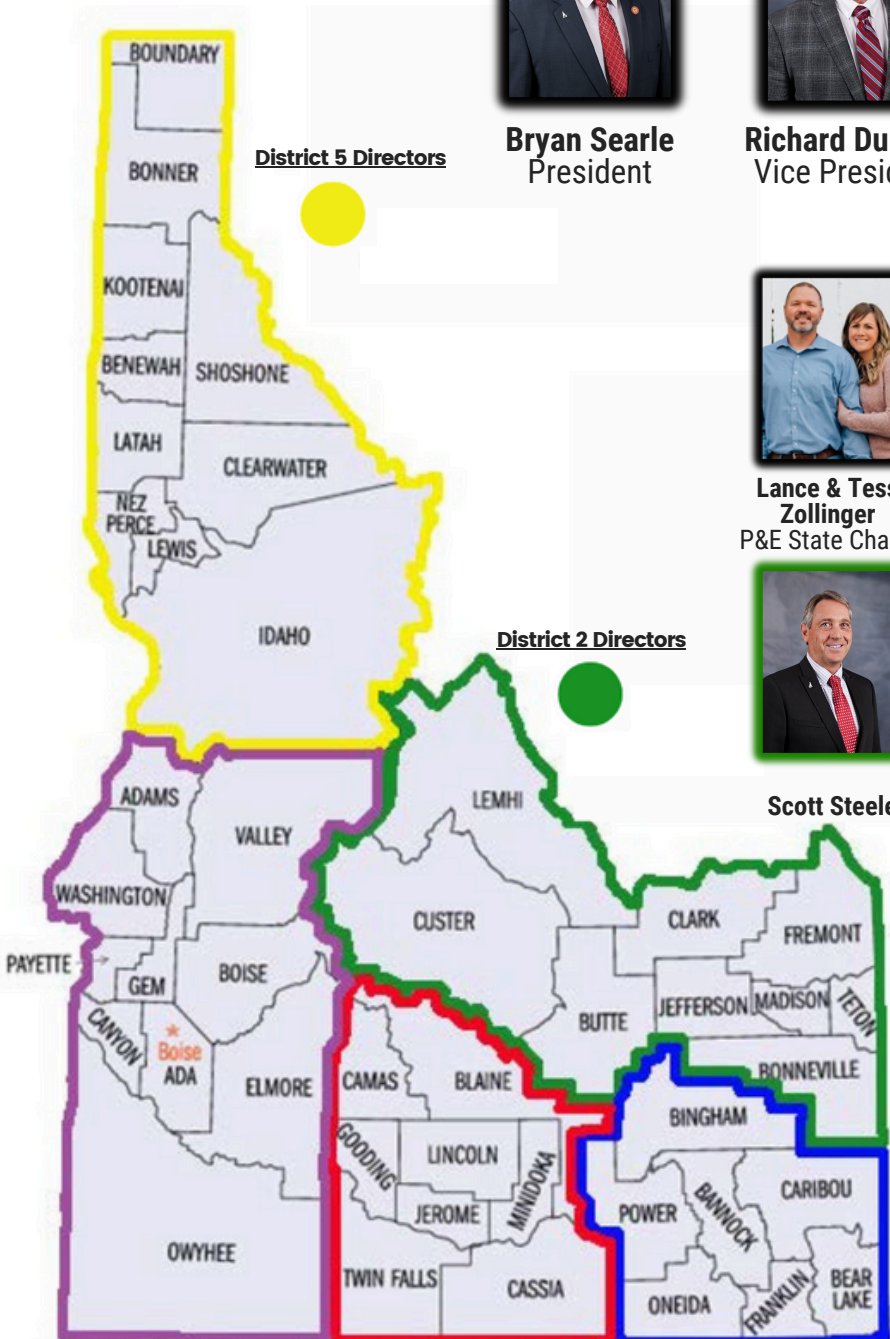
Cody Chandler



Matt Dorsey



Galen Lee



Bryan Searle  
President



Richard Durrant  
Vice President



Lance & Tess  
Zollinger  
P&E State Chairs



Mitchell Searle  
YF&R State Chair



Scott Steele



Doug Barrie



Travis McAfee



Jason Fellows



Rick Brune



Rick Pearson



Darren Taber



Kyle Wade



Austin Tubbs

# Farm Bureau Staff

## Regional Manager

**Your regional manager should always be your first contact for additional assistance.** Regional Managers are employees of the Idaho Farm Bureau Federation. They work with volunteer leaders in the counties to implement the organization's policies and programs.

### Regional Manager Responsibilities-

- Coordinate the implementation of county and state programs.
- Ensure all organizational protections (insurance, audits) are in place.
- Assist in identifying and recruiting potential Farm Bureau leaders.
- Conduct programs that enhance leadership development.
- Each regional manager is also tasked with being their district's YF&R and P&E coordinator.

County leaders should maintain open, frequent, and timely communication with their Regional Manager. They keep each other informed about major issues, opportunities, and projects. County leaders focus on initiating and implementing projects to meet their goals, while regional managers provide support and coordination.



## IFBF Staff

Your first contact for any assistance should always be your regional manager.

IFBF Staff are also available to support each county Farm Bureau in a variety of program areas. See the contact listing for staff on the next few pages.



# Member Relations Regional Managers



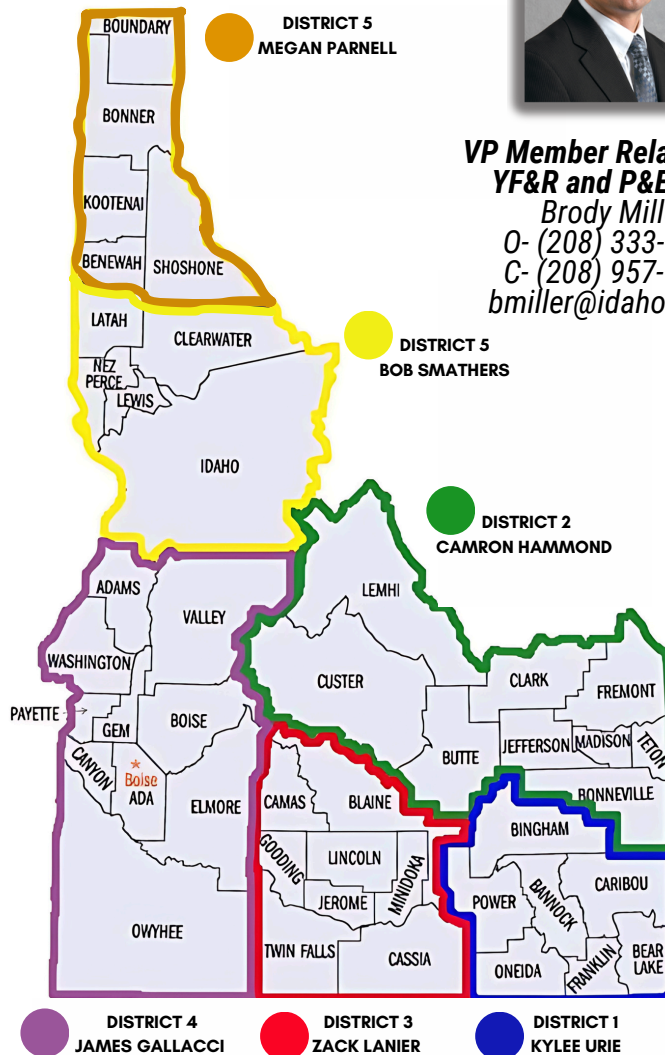
**District 5**  
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# IFBF Staff

## Administrative Services



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## Governmental Affairs



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## Operations



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Operations & Events  
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# Farm Bureau Definitions

**Achievement Award-** The Achievement Award is designed to recognize young farmers and ranchers who have excelled in their farming and ranching operations and honed their leadership abilities to superiority.

**Action Alerts-** A call to action sent out to members to write to legislators about issues that affect farmers and ranchers.

**AERF-** Agricultural & Environmental Research Foundation is a private, charitable fundraising foundation of the Idaho Farm Bureau Federation, organized primarily for the development and implementation of innovative new projects.

**AFBF-** American Farm Bureau Federation.

**Ag Ambassadors-** This program requires its participants to engage in a year-long training that develops relationship and communication skills to effectively tell their story to elected officials and staff. The capstone of the Ag Ambassador Leadership Program is spending time in Washington, DC, at various agencies, AFBF, and congressional offices.

**Annual Convention-** Farm Bureau business meeting where policy is voted on and officers are elected.

**Capitol Reflections-** Weekly report on legislative issues to keep updated on what is going on during the Idaho legislative session.

**CEC-** County Evaluation Committee. This committee interviews and evaluates candidates who are running for office. The committee then sends their recommendation to the Idaho Farm Bureau Federation PAC as to who they feel should be supported monetarily.

**Delegate-** A Regular Member whom the county has designated to vote on resolutions and elect state board members for the Idaho Farm Bureau Federation.

**Dirt Road Discussions Podcast-** An IFBF-hosted podcast about agriculture in Idaho and around the world.

**Discussion Meet-** The Discussion Meet is a contest promoted by the AFBF Young Farmers & Ranchers Committee. This competition is designed to simulate a committee meeting to discuss an agricultural issue.

**Excellence Award-** The Excellence in Agriculture Award spotlights young Farm Bureau members who are agricultural enthusiasts but have not earned a majority of their income from an owned production agriculture enterprise in the past three years.

**FBICI-** Farm Bureau Insurance Company of Idaho.

**FBL-** Is a holding company for Farm Bureau Life Company and Farm Bureau Property and Casualty Companies based in De Moines, Iowa.

**Federation-** The Idaho Farm Bureau Federation consists of 37 counties; a county is not a federation.



# Farm Bureau Definitions

**Flickr-** Program on [www.idahofb.org](http://www.idahofb.org) to allow you to see pictures from past Farm Bureau events.

**FUSION-** A conference that brings together Young Farmers and Ranchers along with Promotion and Engagement members.

**Gem State Producer-** Monthly Farm Bureau publication sent to all regular members.

**House of Delegates-** A business meeting where 2 regular members from each active county Farm Bureau sit as voting delegates to debate and vote on resolutions that were submitted by counties from throughout the state. Adopted resolutions are then printed in the IFBF Policy Book.

**Idaho Farm Bureau Federation PAC-** A political action committee that collects donations to help elect candidates that would be sympathetic to Idaho Farm Bureau's policies.

**IFBF-** Idaho Farm Bureau Federation.

**MAC Trailer-** Moving Agriculture to the Classroom trailer is used to teach where food comes from.

## **Membership type-**

- **Associate Member-** A member in good standing (is current on their dues) who **is not** actively involved in agriculture.
- **Regular Member-** A member in good standing (is current on their dues) who **is** actively involved in agriculture. Regular members can vote and serve on county boards.

**Member Benefits-** As a member of the Idaho Farm Bureau, you can get insurance and discounts on hotels, vehicles, medical items, recreational activities, etc.

**P&E-** The Promotion and Engagement program gives opportunities to share your experiences on and off the farm, bridging the gap between consumers and farmers.

**Policy-** A resolution that has been vetted at the county, district, state, and national levels. Policies help to steer the IFBF when working on legislation.

**Producer-** A publication that is sent out to regular members of the IFBF eight months out of the year.

**Resolution-** Starts with an idea that is brought before a county board and gets voted on with the possibility of becoming policy.

**Quarterly-** A publication that goes out to all Idaho Farm Bureau members four times a year.

**YF&R-** Young Farmers and Ranchers program is for Farm Bureau members between the ages of 18-35 that focuses on training, networking, and leadership opportunities.

**501(c)(5)-** This is an Internal Revenue Service tax exemption status that applies to nonprofit agricultural, horticultural, or labor organizations, which allows for lobbying. The Idaho Farm Bureau Federation is a 501(c)(5).

# County Farm Bureau Profile

**This inventory of your County Farm Bureau provides helpful background as you get started on the board. Contact your County President and Regional Manager to get the information, and for any other questions you may have.**

## **Board:**

- Who can serve on the board?
- Who are the officers on the county board?
- Number of positions/directors on the county board?
- Number of seats filled?
- How are board positions determined?
- Describe board diversity (age, gender, commodities, location, etc.)
- Succession plan: President & VP tentatively identified for the next \_\_\_\_\_ terms?
- Who recruits new board members, and how?
- What orientation and training is provided for new board members?
- What leadership training is provided for the County Farm Bureau Board?

## **Board Meetings:**

- Average length \_\_\_\_\_ Meetings per year \_\_\_\_\_
- Technology used to communicate with/among board members and for board meetings (email, texts, conference calls, Zoom, etc.)
- Active committees (work is done outside board meetings)
- Number of non-board members involved in committees and activities \_\_\_\_\_



# County Farm Bureau Profile

## Membership:

- Number of new members per year:
- Number of Farmer/Agri-business members:
- Number of Non-Farmer members:
- Membership engagement (policy surveys, board/committee recruitment, picnics, ag tours, annual meetings, etc.)

## Insurance Agents:

- District Manager
- Number of agents \_\_\_\_\_ Number of offices in the county \_\_\_\_\_
- Names & level of engagement:

## Budget:

- Annual budget \$ \_\_\_\_\_
- Primary income sources:
- Primary expenditures:
- Own or rent a building?
- Does the budget reflect the county's priorities & goals?
- How are board members reimbursed, and for what?

## Priorities & Program Goals:

- How are these determined?
- Tend to be same year to year? Or open to new ideas and changes?
- What programs does the county do best?

# County Farm Bureau Profile

## **Policy Development:**

- Describe the process for developing county resolutions (how to get input, from who, who drafts, etc.)

## **Policy Implementation:**

- List activities organized by the county Farm Bureau to communicate with county, state, and national officials:
- Which board members participate in direct contact with elected officials:

## **Public Relations:**

- List activities that connect farms (or information about farming) with non-farmers:
- List activities that market the county Farm Bureau to others involved in agriculture:
- List activities that market the county Farm Bureau to the community:
- Which Promotion and Engagement activities is the county involved in?

## **Reflection:**

- What was most interesting?
- What are you concerned about?
- What changes might you like to see happen?

# **County Farm Bureau Profile**

## **Board Contacts**

**President-**

**Vice President-**

**Secretary-**

**YF&R Chair-**

**P&E Chair-**

**Board Member-**

**Board Member-**

**Board Member-**

**Board Member-**

**Board Member-**

# Stay Connected

## County Resource Page



You can find many resources at [www.idahofb.org](http://www.idahofb.org). The County Resource Page has links to applications, nomination forms, voting delegate forms, postcards, FB branded SWAG, event registration, and more! Check it out!!

Stay up to date on Idaho Farm Bureau activities and ag issues. Share or repost the information on your own social networks to help advocate for agriculture.



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