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Canadian Meat Goat Association Committee Chair Requirements

EXECUTIVE COMMITTEE:

- This committee consists of the President, immediate Past President, Vice-President, Treasurer, Secretary and such other directors as the Board of Directors may determine in order that a minimum of five persons shall sit on this committee.
- The Executive Committee shall do such things and execute such matters as outlined in the Bylaws and carry out such instructions as the Board of Directors may direct from time to time.
- ***Time required:*** Varies according to projects currently being worked on and issues that need to be discussed.

ADVERTISING AND PROMOTION COMMITTEE:

- This committee shall plan and develop methods of promotion to advance the meat goat industry.
- The Chair of this committee is ideally someone with an active interest in promoting the meat goat industry, the Boer and Kiko goats breed as well as the interests of CMGA. This includes promoting and recruiting new advertisers for the CMGA website and the MGJ. This person would brainstorm new promotional items to help our members. (ex. posters, recipe cards)
- As well, the committee chair is responsible for initializing fundraising initiatives that would benefit CMGA. Mainly, the concept is: to help raise money so that the CMGA is better able to deliver finished projects to its members. An example of such a project would be the 'trip raffle' (2004) promotional campaign or the Producer Manuals.
- An ability to seek out funding opportunities and external resources to implement new promotional programs would be required. The individual should strive to bring forward programs and initiatives that generate a positive cash flow (and or positive net revenue) for the CMGA.
- Some examples of past projects:
 - promotional posters and brochures
 - recipe cards
 - trip raffle (pen raffle)
 - producer manual
 - table top display for events (redone)
 - buck auction

- Children & Youth booklets
- Future programs to be offered under the Ad & Promotion Committee:
 - According to our 2011 Strategic Planning session, one of our goals was to develop more fact sheets to add to our Producer Manuals.
- Note: Something that must be taken into consideration at all times is budget. Recently CMGA has not had the finances to contribute to the Ad & Promo committee. The person that takes on the committee will have the exciting challenge of finding grants or other ways to fund its projects.
- ***Time required:*** Dependent on the project, the time required for this position can be considerable or nothing at all.

PRODUCTION COMMITTEE:

- Note: in the bylaws, this committee is called the Breed Improvement Committee rather than the Production Committee and it is responsible for supervising performance and progeny tests and all programs for improvement of the breed.
- The Chair of this committee is ideally someone with an active interest in and knowledge of performance based/genetic improvement programs in either the goat industry or other livestock industries. An ability to seek out funding opportunities and external resources to implement new programs would be required.
- One of the priorities coming from the strategic planning session at the 2011 AGM/face to face meeting was the development of several programs that would fall under the Production Committee. With this in mind, the time commitment of the Chair of this Committee would be high at this time.
- Write and submit regular reports to the Meat Goat Journal.
- Current programs offered under the Production Committee:
 - Type Evaluation Program:
 - Review applications for program on a yearly basis
 - Assist with logistics re: travel for Evaluators, timing of evaluations, cost analysis to run program, establish fee structure (based on cost to deliver program).
 - Organize meetings as needed between Committee Chair and Type Evaluators to review/further develop the program
- Past Programs offered under the Production Committee:
 - Buck Test Centres
- Future programs to be offered under the Production Committee
 - Cost of Production
 - Cost per pound of gain
 - Genetic Evaluation
- Length of Term for this position: this has typically been a position held by someone who is willing to commit for a longer period of time due to complexity of some of the programs that are offered.
- ***Time required:*** Dependent on the project, the time required for this position can be considerable. All programs offered under this committee over the past 8 years have been new programs. In developing new programs, this committee chair can expect to spend a considerable amount of time in teleconferences, assisting with the writing of grant applications, developing and reviewing budgets for grant applications, email exchanges, compiling reports to the Board to inform them of the progress of the program, and writing articles for the MGJ to promote the programs.

MEMBERSHIP COMMITTEE:

- This committee shall design and direct all programs for enhancement of the number and activity of members.

- One of the specific goals in the Strategic Plan is to increase CMGA membership via various Strategic Objectives, including: registration of other meat goat breeds; genetic evaluation program; creation of additional fact sheets for producer manual; creation of tools for benchmarking. As a result, the membership committee chair could be involved with these projects.
- **Time required:** Varies according to projects currently being worked on.

SHOW COMMITTEE:

- Length of role: It is not required but works best if the individual takes on this responsibility as long as their current terms enable them to. It is important to follow problems and concerns from year to year to ensure proper actions are being taken or followed.
- This committee shall design and direct the policy and activities of the Association in the sponsorship of market goat shows and breeding livestock shows which enhance the breed in cooperation with provincial associations and fair boards. It shall develop and appoint or nominate judges as requested from time to time.
- Responsibilities include but are not limited to:
 - ensuring there are enough ribbons for the year for all the shows across Canada
 - addressing problems and/or concerns of individual show committees and dealing with any disputes or difficulties throughout the show season; dealing with complaints from members
 - working with the GM and rest of the board members in sanctioning CMGA shows
 - working with the GM reviewing applications for the East/West National Shows
 - communicating with judges as requested or required; organizing teleconferences with Canadian Judges to identify any problems or concerns
 - working with the GM to ensure that judges complete all appropriate paperwork to retain their licenses annually
 - ensuring that all documents are current for the Judges Licensing Forums
 - ensuring that U.S. judges are abiding by Canadian scorecard and Show Rules
 - ensuring correct paper work is completed before points are awarded to individual animals
 - dealing with problems/concerns with apprentice judges to ensure they get their license to judge Canadian goat shows
 - writing reports for CMGA board meetings and Annual General Meeting and updates for the Meat Goat Journal
 - updating and revising Scorecards, Show Rules, etc. as may be requested by the Canadian Judges from time to time
 - writing and submitting regular reports to the Meat Goat Journal
- **Time required:** Depending on number of shows, and different situations that occur from year to year.

CONSTITUTION COMMITTEE:

- This committee shall review the by-laws of the Association annually and make recommendations to the Board of Directors regarding amendments needed to ensure that the bylaws are consistent.
- Ensure the Call for Amendments is published in the Meat Goat Journal within the time frames specified in the CMGA bylaws.
- Ensure suggested bylaw amendments are received according to the deadline as prescribed by the current CMGA bylaws.
- Lead the bylaw review process, which shall include, but shall not be limited to, consultations with Agriculture Canada.
 - Provide the Board with a report containing the results of this review, as well as ensuring a copy of the report is also sent to each of the members proposing the changes.
 - Once reviewed and approved by the Board, in accordance with previously-established

policy and procedures, amendments shall be included in the notice calling the General Meeting, otherwise the meeting shall have no power to deal with same.

- Work with the Translation Committee to make sure both English and French versions are correct.
- Write and submit regular reports to the Meat Goat Journal.
- Participate in e-mail correspondence and teleconferences as required.
- The Chair of this committee is ideally someone with an eye for detail who has a good working knowledge of the Association and its procedures in relation to the bylaws. A solid knowledge of the current bylaws is required.
- ***Time required:*** is dependent on the year and the direction that the Association is taking, i.e. in the years that the Association changed its name from CBGA to CMGA, and the registry system was switched from in-house to CLRC, this position required a considerable amount of time. As we move towards the registration of other breeds of meat goats (i.e. Kikos), it should be anticipated that the Chair of this committee will need ample time to assist with the revision of our current bylaws to incorporate this.

HARDSHIP COMMITTEE:

- This committee shall have the mandate and power to review all claims made in hardship cases brought before the Board. A recommendation from this committee must be presented to the Board before a decision can be rendered in any hardship case.
- ***Time required:*** This committee is a requirement of our Bylaws. In recent years, there has been very few hardship cases brought forward, so time commitment has been very low.

AGM COMMITTEE: not in by-laws

- Tasks include all aspects of the AGM:
 - setting location, date and time
 - selecting and booking facility
 - booking all related AV equipment required for presentations
 - finding and booking caterer
 - purchasing all items needed (i.e. coffee cups, plates, utensils)
 - signing for liquor license if liquor is to be served
 - finding sponsors for the event
 - finding grants available to help with cost of the event
 - listing hotel availability for event with location and telephone numbers
 - finding silent auction items
 - sending invitation letters to the selected speakers
 - setting up facility (if required)
 - finding people to help with selling tickets, pouring wine and serving alcohol (if at the event)
 - promoting the event
 - working with the BOD in selecting topics and speakers
 - finding accommodations and hosting directors coming for AGM
 - organizing a location for the BOD meeting held before the AGM event.
- Work with General Manager:
 - to ensure list of speakers is confirmed
 - to get advertising materials distributed out to members and goat industry partners
 - book hotel rooms for speakers
 - work on grant application
 - ensure that the event runs smoothly for the association
- Write and submit a report for the Meat Goat Journal.

- ***Time required:*** Participation in teleconferences with GM and other committee members; substantial amount of time required in the months immediately prior to the AGM.

TRANSLATION COMMITTEE: not in by-laws

- Make sure the following documents or media are available in both English and French versions and coordinate their translation by Committee members or contract translator:
 - Meat Goat Journal content
 - Website content
 - CMGA Constitution and other official CMGA documents
 - Type Evaluation Booklet and Form
 - CMGA Breed standards
 - All documents pertaining to CMGA Certified Judging Program such as show rules, scorecards, Judges rules, Report of Awards, JLF participants package, JLF judges package, JLF exams
 - CMGA booth
- Make sure translation of all informative documents produced through CMGA Projects is showing in the budget of the project. The Committee Chair is responsible for finding contract translator for the different CMGA projects through quotes sent to potential resources.
- The Committee Chair is responsible for reviewing all translations made by Committee members or contract translators and making any necessary corrections.
- ***Time required:*** Varies according to projects currently being worked on.

YOUTH COMMITTEE: not in by-laws

- Coordinate the CMGA youth program by:
 - Producing/updating youth program package available for youth participants
 - Promoting youth program to members
 - Maintaining contact with youth participants during the program to help answer questions, provide guidance, and encouragement
 - Collecting and presenting final projects to BOD for judging at the AGM
 - Coming up with new programs or initiatives to engage youth in the goat industry and better the CMGA youth program
- ***Time required:*** Varies according to number of youth enrolled and projects currently being worked on.