

## District Board and District Director Roles and Responsibilities Appendix E



District Boards operate under the umbrella of the Ontario Association of Agricultural Societies (OAAS) and as such, District Boards and their activities are covered by the OAAS insurance policies including Director and Officer Liability and Liability insurance for meetings, Judging Schools and events. Districts are also eligible for funding towards Agricultural Societies visits. In exchange, the District's Board members must meet certain requirements:

- All members of District Boards (Directors, Secretary, Treasurer, Secretary/Treasurer, District Judging Representative) must submit a recent '**Vulnerable Sector Check**' and a signed '**Code of Conduct**'. The District should retain a copy and send a copy to the OAAS Manager within 60 days of the member being elected or hired to the position to continue in the position. The '**Vulnerable Sectors Check**' must be submitted at least every three years. The '**Code of Conduct**' is submitted annually.
- All members of District Boards (Directors, Secretary, Treasurer, Secretary/Treasurer, District Judging Representative) must be a current member in good standing of an Agricultural Society in their District which is a current member of the Ontario Association Agricultural Societies. This applies even if they are receiving an honorarium.
- Districts should endeavour whenever possible, to have representation from different areas of their District.

### The Roles and Responsibilities of the District Director(s) are:

1. Submit the Director Board names and contact information (mailing address, email address, phone number) to the OAAS Manager within 30 days of any changes to the information (election, hiring, change in contact information).
2. Notify OAAS Manager of all District Judging Schools, meetings and events by submitting the '**OAAS District Event Registration Form**' found on the OAAS website a minimum of 30 days prior to the event.
3. Submit updated Judges' Lists to the OAAS Manager within 30 days of the Judging School or whenever the District is notified of a change in a Judge's contact information or status.
4. Submit one '**District Director Travel Claim Fairs Expense Form F14.6**' by October 31 to the OAAS Manager. If the form is not submitted by that date, the OAAS will not pay travel expenses.
5. Submit '**District Report**' to be included in the '**OAAS Annual Report**' by December 1<sup>st</sup> to OAAS Manager.

6. District must keep their guidelines and policies up to date and send copies to the OAAS Office.
7. Submit current or draft copies of the following documents to the OAAS Manager within 30 days of the District AGM.
  - a. District AGM minutes
  - b. District Policies and Procedures
  - c. Financial Statements (Income and Expenses and Balance Sheet)– could be included in the AGM minutes
8. Submit the list of Agricultural Society Fair dates which will be included in a handout for Service Members at Convention to the OAAS Manager by January 1<sup>st</sup>.
9. Organize and attend all District Board and Annual Meetings.
10. Familiarize yourself with the District you represent – number of fairs, dates, locations etc.
11. Keep a current list of key people in each Agricultural Society (President, Secretary, Agricultural Society Manager, etc.).
12. Work with the District Board to ensure that your District Policy Documents are up to date and that Societies in your District have their own constitution and bylaws and that both are understood and used.
13. Assist the Agricultural Societies in your District to properly word any resolutions or proposals submitted on their behalf. Submitters should refer to the Resolution Factsheet. Submissions are to be forwarded to OAAS Manager 60 days prior to convention.
14. Encourage the treasurers and/or secretaries of the Agricultural Societies to forward the annual OAAS Membership fees and fair summary information etc. promptly to the OAAS Manager to avoid the late charge.
15. Directors should endeavor to ensure that all Agricultural Societies in your District receive visits on a regular basis by rotating visits among all Agricultural Societies in the District i.e. if an Agricultural Society doesn't get a visit one year, it should get a visit the next year, if possible. District Directors to work in collaboration with the Agricultural Societies to determine if they would be attending a meeting or another agricultural event (one visit per year).
  - Good public relations are important and necessary. You are speaking, as a representative of the OAAS in your District, so be careful of what you say. Be helpful and offer encouragement, not discouragement.

16. Ensure the Agricultural Societies in your District understand the function and benefits of the OAAS and the Provincial Director.
17. With the assistance of the District Judging Contact assist Agricultural Societies with the selection of qualified judges, as requested.
18. With the assistance of the District Judging Contact ensure judges' training workshops are organized as needed in your District.
19. Communicate with District Agricultural Societies throughout the year, to collect information, assist with planning workshops and training sessions, as well as promote the benefits of attending District Meetings.
20. In cooperation with the Provincial Director, assist Agricultural Societies with any issues, upon their request.

### **District and Provincial Competitions**

1. Ensure that the date of the District Fall Meeting and District Contact Name have been provided to OAAS Manager by March 15<sup>th</sup> so the information can be included on the Competition cards provided to the Agricultural Societies after the OAAS Spring Meeting.
2. Remind Agricultural Societies to provide the '**Competition Cards**' to winning entries that will be proceeding to District Competitions. These cards will now have contact and District Competition information recorded on the back.
3. Promote District Competitions and ensure that OAAS Fair Competition winners are entered at the District Meeting. District Directors must be contacting the Fair Winners prior to the District Fall Meeting to ensure that the winners know when and where the District Competition is being held.
4. Ensure the '**OAAS Competition Record Sheets**' are completed by each District and submitted to the Convention Administrator.
5. Work with the Provincial Director to ensure that District Competition Entries are transported to and from the Provincial Competition at Convention, if the winning entrant or an Agricultural Society representative is not attending Convention to ensure entries arrive on time.

If you wish more information or have any questions regarding the District Responsibilities and District Roles and Responsibilities, please contact your Provincial Director or the OAAS Manager.