

SECTION: AG SERVICE BOARD POLICY**SUBJECT: ASB COMMITTEE DUTIES**

Original Resolution No.: 97-04-05

Revision Resolution No.: 04-03-26

1. Agricultural Service Board Chairman

The responsibilities of the Agricultural Service Board Chairman are as follows:

- a. Provide leadership.
- b. Ensure that all matters brought to the Board are discussed, and a decision is made.
- c. Ensure that all items on the agenda are adequately addressed with decisions being made where appropriate. If more information is required to make an accurate decision, assign an individual to collect the required information, and provide him with a specific date on which he is to report.
- d. Ensure that the meetings run smoothly (maintain order).
- e. Be aware of agricultural matters in the County.
- f. Liaison with local, provincial, and federal government agencies at annual conferences.
- g. Be in periodic contact with the Agricultural Fieldman regarding program status and job related responsibilities.
- h. Ensure that each member has an opportunity to express their opinion.
- i. Evaluate in conjunction with the Board and according to policy, the Agricultural Fieldman on a regular basis.
- j. Evaluate, in conjunction with the Board, the effectiveness of the programs relative to Board policies.
- k. Delegate and assign areas of responsibility to various Board members.
- l. Be a member of the Agricultural Service Board Budget Committee
- m. Ensure that policy set by the Board is properly implemented.

Reviewed: February 24, 2004

2. Agricultural Service Board Vice-Chairman

- a. Assume the duties of the Chairman in his absence.
- b. Be a member of the Budget Committee.

3. Agricultural Service Board Member

- a. Assess programs assigned in conjunction with the Agricultural Fieldman, and present a report to the Board. The reports should evaluate both the value of the program and the approach to be taken.
- b. Assume responsibility for specific programs assigned to them by the Chairman.
- c. Determine and make recommendations to the Board for programs and projects that will satisfy the agricultural community.
- d. Actively represent rate-payers.
- e. Help develop policy to meet the needs of the agricultural community.
- f. Make decisions on all issues brought to the Board.
- g. Be aware of the types of problems and concerns that can occur in the production of Agricultural commodities.
- h. Participate in prioritizing programs.
- i. Recommend establishment of demonstration of new techniques that will assist the agricultural community with economic welfare and sustainable agriculture.
- j. Keep current on developments in agriculture.
- k. Maintain communication with Local, Provincial and Federal government agencies.
- l. Bring matters of concern or program need to Chairman.
- m. Communicate with ratepayers in regard to agricultural program needs.
- n. Relay concerns to the appropriate resource person, whether it be the Agricultural Fieldman or the Alberta Agriculture Specialist.
- o. Communicate to farmers the role of the Agricultural Service Board and individual members.

- p. Promote Agricultural Service Board programs issues as required and their value.
- q. Investigate expectations of ratepayers, communicate information available.
- r. Provide input for extension (4-H, Alberta Agriculture, Food and Rural Development) program requirements.
- s. In conjunction with the Agricultural Service Board Chairman, approve a final budget draft.

4. Budget Committee

- a. Is to consist of the Agricultural Service Board Chairman, the Agricultural Service Board Vice-Chairman, one other member of the Agricultural Service Board, the Agricultural Fieldman, and the Administrator.
- b. Sets and establishes a budget draft to be presented to the Agricultural Service Board for comment and/or revision at the regular January meeting or earlier.
- c. To be aware of all budgetary items affecting Alberta Agriculture.
- d. Be in contact with the Administrator with regard to program expenditures.
- e. Provide monthly reports to the Board on program progress and expenditures.

5. Administrator

- a. To meet on a regular monthly basis with the Agricultural Fieldman to discuss Agricultural Service Board matters.
- b. Participate with the Agricultural Service Board in evaluation of Agricultural Fieldman annually in regard to accessibility, rapport with ratepayers and other clients and record keeping process.
- c. Attend Agricultural Service Board meetings as required.

6. Agricultural Service Board Secretary

- a. Take minutes at all Agriculture Committee meetings as required.
- b. Work in conjunction with the Agricultural Service Board Chairman and Agricultural Fieldman.