



# State Women's Committee

## Overview of eligibility and responsibilities

The responsibilities of the Virginia Farm Bureau Women's Committee are to define and create programs that engage, motivate, and enhance greater participation within county Farm Bureaus. These programs fulfill the Women's program purpose of to promote agriculture and educate our communities on the importance of the agriculture industry.

## Committee structure

The voting delegates at the state annual convention elect the Virginia Farm Bureau State Women's Committee Chairman on every even number year. The Chair serves on the VFBB Board of Directors.

Through a nomination process, prospective candidates for the VFBB Women's Committee are submitted to the President and approved by the VFBB Board of Directors before the appointments are announced to County Farm Bureau leaders and County Women's Committees.

Each district Women's Chairman represents one of the nine Field Districts and are appointed by the President and approved by the VFBB Board of Directors. The appointment of office is on a calendar year basis.

\*Members can be eligible to serve up to five appointments.<sup>1</sup>

## Eligibility

Must be a member in good standing

Not a Farm Bureau employee or an employee of any VFB affiliated companies

## Duties and responsibilities of District Chairmen are:

- Serve as a coach to county Farm Bureau Women's Committee chairs
- Assist in planning and conducting workshops or statewide meetings to benefit county Farm Bureaus and their Women's Program
- Attend all meetings of the state committee
- Accept special assignments from VFBB Women's Chair in planning and conducting special programs of interest to Farm Bureau membership
- Support all efforts to expand Farm Bureau membership
- Promote participation in all recognition programs
- Encourage the appointment and organization of county Farm Bureau Women's committees in the district.
- Secure periodic reports from county Farm Bureau Women's Committee Chairmen on county activities planned or completed in the district as defined by the VFBB Women's Committee Chair
- Promote expanded participation of women in Farm Bureau legislative activities
- Keep county Farm Bureau leaders informed of women's programs and activities
- Coordinate and communicate women's activities and programs with District Field Service Director on at least a monthly basis
- Work with District Field Services Director to assist in determining future district leaders
- Assume designated responsibilities at workshops, meetings, and annual convention

## Committee Operation

- At least four meetings of the committee will be held each year. Other meetings may be held on a request basis when the business agenda of the committee justifies a called meeting
- Committee members who are absent for three meetings a year may not be considered for re-appointment

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<sup>1</sup> VFBB Board action 12/03/08.

# Virginia Farm Bureau Women State Committee Recommendation



A recommendation to the state Women's Committee can be made by anyone who is interested in suggesting qualified Women to serve as District Committee Chair. A recommendation does not guarantee appointment, but helps begin a process that benefits the VFBF President in appointment selection. Recommendations must be received by September 15<sup>th</sup>.

**The ideal candidate(s) to serve on the state Women's Committee is an active member of the county Farm Bureau and/or involved in agriculture (production, agribusiness, education or other) with potential to expand that involvement to engage existing and future Farm Bureau members.**

On this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I recommend \_\_\_\_\_ of \_\_\_\_\_ County to represent the \_\_\_\_\_ District on the state Women's Committee.

### Reason(s) for the recommendation:

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### Address and contact information for this recommendation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

My name: \_\_\_\_\_

phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Recommendations must be sent by September 15<sup>th</sup> to:

Virginia Farm Bureau Attn: W&YF Dept.  
P. O. Box 27552  
Richmond, VA 23261

*Form can be submitted electronically to: [angela.adkins@vafb.com](mailto:angela.adkins@vafb.com)*

An application will be mailed to the recommended individual for background and biographical information once this form is received by VFB. To receive additional information, please contact Angela Adkins at [angela.adkins@vafb.com](mailto:angela.adkins@vafb.com) or call 804-290-1031.