

**South Carolina Meat Goat Project
Advisory Committee - Officer Duties**

President:

- Attend all meetings
- Lead all meetings
- Call for Treasurer's Report and Minutes
- Create meeting agendas and notify members of meetings
- Locate and secure project wethers / producers
- Transport scales to events or make arrangements
- Secure a buyer for the Final Show
- Manage Email
- Update Judges List
- Receive applications
- Organize clinics
- Attend all shows or make other arrangements

Vice-President:

- Attend all meetings
- Locate and secure project wethers / producers
- Receive and organize t-shirt order
- Collect "thank yous" at kickoff and final show
- Assist with clinics
- Attend all shows or make other arrangements

Treasurer:

- Order all materials
- Provide itemized reports at each meeting
- Obtain an additional signature on the duplicate check if the amount exceeds \$500
- Assist with clinics
- Final show / banquet award premiums in envelopes
- Balance checkbook and manage financial affairs

Secretary:

- Final Show Ad book
- Final Show entry form
- Record meeting minutes and distribute to members
- Manage computer and printer
- Retain point records
- Attend all shows or make other arrangements
- Record weights and break classes at shows
- Assist with clinics
- Public Relations: Website and Facebook