

10 Tips for Building Your Ag Day Committee

A key ingredient to successful volunteer-driven events is finding the right volunteers! Without effective and motivated volunteers, it can be difficult to accomplish your goal. Recruiting volunteers may seem like a daunting task, but it is a critical component of accomplishing your goals. Here are ten tried and true tips to build a committee for your National Ag Day programming.

Your committee is the heart of hosting a successful event. Here is some advice on how to build and keep your Ag Day committee on track.

1. Find a Diverse Group of Participants

"Variety is the spice of life," the old adage goes, so make sure your committee is comprised of individuals from different backgrounds and different skill areas. Contact different associations and organizations with interests in agriculture and ask for their participation. Below are some potential committee members you may enlist:

- Farmers and ranchers
- Business and trade associations
- Service, fraternal, and youth groups
- Religious and educational groups
- Health, safety, and environmental groups
- Government
- Media
- Women's organizations
- Merchants

2. Start Early

Don't wait until the last minute to form your committee. Begin at least two to three months in advance so members can get to know each other and have time to prepare. See our timeline suggestions on page 18.

3. Identify Responsibilities Early

It's helpful for every member of your committee to know their specific role. If you have time, jot down the key responsibilities and expectations of each member to avoid confusion or duplication of efforts. Talk one-on-one with each member about what you expect from them.

4. Begin Meetings with a Fresh Perspective

Keep committee members enthused about Ag Day celebrations by starting each meeting with a memorable thought or quote that underscores the overall mission of the effort.

5. Keep Meetings on Track

Meetings that are too long or go off subject can be draining to committee members. To prevent this, prepare an agenda in advance with a start and stop time and make a commitment to keep to it.

6. Plan Ahead

Provide a list of meeting dates and times in advance so members can plan their schedules accordingly. Meeting participation will be greater, and you won't have to track down everyone with a new meeting time.

7. Recap Action Items

It's easy to get lost in the details, so it's helpful to be proactive in remembering what needs to be done. Keep a record of "action items" for each committee member and regularly check back in on their status.

8. Celebrate Successes

When members of your committee make progress, be sure to recognize it at meetings and in person. Positive accolades are an inspiration to the entire committee.

9. Go Easy

Leading a volunteer committee can be challenging at times. Approach your leadership with a sense of humor and understanding.

10. Get Commitments Right Away

If you'd like to host an event next year, talk with committee members immediately following your event when enthusiasm is highest to seek their commitment. If you need to raise funds to hold an event or require other donated resources, a diverse committee from several organizations may be able to help in your endeavor.