



*Women's Leadership
Committee*

**HANDBOOK
2022 - 2023**

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This handbook was compiled by Mrs. Hines Hoyt,
Secretary-Treasurer, LFBF Women's Committee

Under the direction of the LFBF Women's Committee Officers, 1971

REVISED EDITION 2022

by

Michele Simoneaux, Chair
Cindy Doise, First Vice-Chair
Roslyn Simon, Second Vice-Chair
Carla Rivet, Third Vice-Chair
Jackie Brown, Secretary-Treasurer

Dear Farm Bureau Women,

Louisiana Farm Bureau celebrated 100 years of serving the farmers and ranchers across the state at the annual convention in New Orleans. I was grateful to be a part of this celebration and I know that Louisiana Farm Bureau continues to strive to meet the needs of each parish and provide many opportunities to Farm Bureau women. I encourage each of you to get involved with your Women's Leadership Committee and help increase the enthusiasm and interest across Louisiana. The Women's Leadership Committees of our state continue to be a vital part of our success.

Our mission is to develop leadership for women, promote agriculture, and develop public understanding of the value of agriculture.

The WLC strives to encourage all farmwomen to become an advocate for agriculture and expand their participation, beginning at the local level to all areas of Farm Bureau. We are committed to the high ideals and standards of the organization, including accountability, credibility, patriotism, free enterprise, family, faith, and of course, farming!

Sincerely,



Michele Simoneaux
State Women's Chair

Dear Farm Bureau Women:

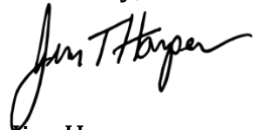
We are indeed proud of the women in our organization for their many contributions to the growth and success of one of the best organized, most influential farm organizations in the world. The Louisiana Farm Bureau has an outstanding record of achievement. Women's Committees of our state have been vital to these achievements.

Your group has become one of the most dynamic forces in our organization. You are to be commended for the outstanding job your Women's Committees over the state are doing in the area of leadership development, agriculture education, political influence, and youth activities. We continue to gain the respect and cooperation of our legislators and citizens.

The future of Farm Bureau lies in the hands of its membership and you, as women, are an important part of that membership. Through Farm Bureau you have an opportunity and challenge to share in building a great American future. With an organized Women's Committee in every Louisiana parish, Farm Bureau will be an even stronger force in shaping our American way of life.

My sincerest wishes for the most successful year in the history of your Women's Committees.

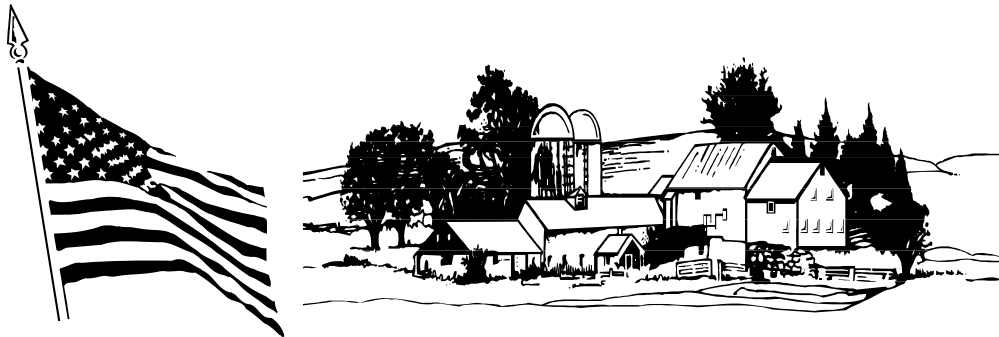
Sincerely,

A handwritten signature in black ink, appearing to read "Jim Harper". The signature is written in a cursive, flowing style.

Jim Harper
President

We Believe...

- in the American private, competitive enterprise system.
- that the Constitution is the basic law of the land. Long-established interpretations should be changed only through constitutional amendment.
- in a government of law, rather than of men, and in a Congress that limits discretionary powers of the Executive Branch and regulatory agencies.
- that property rights are among human rights essential to the preservation of freedom.
- that government should provide only minimum aid and control.
- that each person should be rewarded according to productive contributions to society.
- that government should stimulate, not discourage, individual initiative.
- that the search for progress should be encouraged through opportunity, rather than hindered by illusions of security.
- that monopoly-whether by government, industry, labor or agriculture- is dangerous.
- that government should operate impartially in the interests of all.
- that propagandizing by government is dangerous to self-government.
- that voluntary cooperation is a part of the American system – and is the “Farm Bureau way.”



All these sustained by our religious faith

Based on Farm Bureau Policies

The Organization's Structure

What is Farm Bureau?

Purpose of Farm Bureau

Farm Bureau is a free, independent, nongovernmental, voluntary organization of farm and ranch families united for the purpose of analyzing their problems and formulating action to achieve educational improvement, economic opportunity, and social advancement, thereby promoting the national well-being. Farm Bureau is local, statewide, national, and international in its scope and influence and is nonpartisan, nonsectarian, and nonsecret in character.

Organizational Structure

1. **The parish Farm Bureau is the basic unit.** A member joins his parish Farm Bureau and automatically his membership provides affiliation with the state and American Farm Bureaus. Community units may or may not be incorporated. If they acquire or hold ownership of property, they should be incorporated.
2. **Parish Farm Bureaus should be incorporated under state laws** in order to define and legally protect officers in the discharge of their responsibilities. Their bylaws define objectives of the organization, location, and terms and responsibilities of officers and committees. Articles and bylaws should be filed with the proper parish officials.
3. **State Farm Bureaus are federations or associations of parish Farm Bureaus**, duly incorporated by the state, thus defining objectives, purposes, duties, and responsibilities of those connected with the organization. Strength and efficiency result when parishes have some uniformity in phases of their program such as organization, educational, social, legislative, and services.
4. **The American Farm Bureau is a federation of state Farm Bureaus** and is incorporated for the same reason as stated above regarding states and parishes.

"The purpose of this organization shall be to correlate and strengthen the state Farm Bureau and similar state organizations of the several states in the national federation; to promote, protect, and represent the business, economic, social, and education interests of the farmers of the nation; and to develop agriculture."
(Article II of the AFBF Bylaws)

5. **We, as Farm Bureau members, believe:**
 - That America's unparalleled progress is based on freedom and dignity of the individual, sustained by basic moral and religious concepts.
 - That economic progress, cultural advancement and ethical and religious principles flourish best where men are free, responsible individuals.
 - That individual freedom and opportunity must be sacrificed in a quest for guaranteed "security."
 - In government by legislative and constitutional law, impartially administered, without special privilege.

- In the representative form of government - a republic - as provided in our Constitution; in limitations upon government power; in maintenance of equal opportunity; in the right of each individual to freedom of worship; in separation of church and state; and in freedom of speech, press, and peaceful assembly.
- That individuals have a moral responsibility to help preserve freedom for future generations by participating in public affairs and by helping to elect candidates who share their fundamental beliefs and principles.
- That people have the right and the responsibility to speak for themselves individually or through organizations of their choice without preservation of individual freedom.
- In the right of every person to choose his own occupation; to be rewarded according to his contribution to society; and to save, invest, spend, and convey earnings to heirs. Each person has the responsibility to meet financial obligations incurred.
- That the search for human rights is a noble cause, but the definition of these rights varies widely among nations. We urge the United States to cease involvement in the human rights policies of other nations.

History of LFBF Women's Committee

The Louisiana Farm Bureau Board of Directors approved the organization of a State Women's Committee in the late 1940's at the LFBF annual meeting.

The Women's Committee Charter and Bylaws were incorporated into the LFBF organization at this time, and it is stated that **all activities of this committee are performed under and with the complete assent and approval of the LFBF Board of Directors.**

Since the beginning, ten women have served as chair of the LFBF Women's Committee:

1951-1956	Mrs. Gladney Hoffpauir	Acadia Parish
1956-1959	Mrs. Audrey Currier	Tangipahoa Parish
1960-1970	Mrs. Helen Mobley	Pointe Coupee Parish
1971-1983	Mrs. Melba McIntosh	West Carroll Parish
1983-1990	Mrs. Linda Zaunbrecher	Vermilion Parish
1990-1994	Mrs. Betty Jo Brian	East Baton Rouge Parish
1994-1999	Mrs. Mindy Hetzel	Jeff Davis Parish
1999-2012	Mrs. Denise Hymel	East St. James Parish
2012-2020	Mrs. Denise Cannatella	St. Landry Parish
2020-present	Mrs. Michele Simoneaux	Assumption Parish

During the first few years, there were not enough interested women to be district directors. They were few and far between, but the Women's Committee continued to grow and presently has a full slate of executive officers, district directors and alternate district directors in all eleven districts, plus an active Women's Committee in 52 parishes.

The youth contests at the LFBF convention were the first projects undertaken by the Women's Committee. Later - and as more women became involved - other projects were inaugurated into the Women's programs.

Farm Bureau Women's Leadership Committee

Mission Statement

Our mission is to develop leadership for women, promote agriculture and develop public understanding of the value and need of agriculture.

Purpose

The purpose of the Farm Bureau Women's Leadership Committee is to increase participation and expand the activities of women in our organization--parish, state and national.

Role of Women's Committee

The Women's Leadership Committee is organizationally structured as "an arm of the Board" to utilize "leadership" in Farm Bureau, emphasizing those activities particularly suited to the talents and interests of women.

All projects and programs of the women must have the approval of their respective Farm Bureau boards, whether parish, state or national. Women's Leadership Committees are governed by the policies as established by the Articles of Incorporation and Bylaws.

Functions of the Women's Leadership Committee

Farm Bureau is a family organization where men and women work together to develop and implement the policies as set forth by the members; therefore, the functions of the Women's Committee are:

- To stimulate the interest and enthusiasm of Farm Bureau women in the organization and its programs so they will want to assist with developing and carrying out the policies.
- To plan projects and activities that will provide opportunities for women to participate and become involved in the entire Farm Bureau program.
- To provide information and education whereby Farm Bureau women can attain the knowledge to help solve the problems of farmers and ranchers through their organizations.
- To surface and develop the "leadership" potential for Farm Bureau, especially trying to involve younger farmwomen.
- To provide one of the channels of communication to the respective boards of directors from the membership, thereby giving the "women's point of view."
- To help promote membership, commodity promotion, knowledge of the organization, and legislative activities.

Women's Leadership Committee Responsibility

The Women's Leadership Committee is responsible to the State Board of Directors.

Projects assigned to the Women's Leadership Committee include:

- Youth Convention Contests
- Memorial Service
- Women's Activities
- "Foods a'la Louisiane" Cookbook
- Women's Award of Excellence
- Women's Leadership Conference Programming
- Fundraising for the Louisiana Farm Bureau Foundation, American Farm Bureau Foundation for Agriculture, and Louisiana Foundation for Ag in the Classroom
- Ronald McDonald House Donations
- Veteran's Home Project
- LA Ag Expo
- Our Food Link Activities

Calendar of Events for LFBF Women's Leadership Activities

AFBF Convention	January
Ronald McDonald House	March/April
LFBF Women's Leadership Conferences	Spring/Fall
Pre-Convention Meeting with Convention Chairs	April/May
Deadline for ALL Convention Entries: <i>(Queen, Talent, Talk Meet, and Women's Award of Excellence)</i>	May 1
LFBF Convention	June/July
Post-Convention Meeting	August/September
Veteran's Home Project	November/December

Suggestions for Organizing a Women's Committee

Step 1. Parish Women's Chair either Board-appointed or elected at parish Farm Bureau annual meeting. (She should have the same qualifications as the Parish President.)

A. Responsibilities of Women's Chair

1. Work with Parish Board and personnel (Parish Secretary, President, etc.) in selection of local committee women.
2. According to Louisiana Farm Bureau Cooperative Agreement, the Parish Chair should attend regular board meetings.
3. Work with Parish Secretary, etc., in planning and carrying out program of Farm Bureau during the year.

Step 2. Selection of Committee Members

- A. Select local women as suggested above in Step 1, A-1.
- B. Send letters asking ladies to serve on committee. Enclose return card or envelope for acceptance.
- C. Set date for first meeting and notify prospective members.

Step 3. First Meeting

- A. Have inspirational speaker to explain need and responsibilities of committee.
- B. Discuss of types and frequency of meetings.

Step 4. Standing Committees

Decide which standing committees you need and secure chairs for these subcommittees. Ask to have a woman appointed to those committees which are already functioning as a part of the overall parish Farm Bureau program; such as: Legislative, Commodity Promotion, Publicity, Local Affairs, Safety, and Contests

Step 5. Work Out Calendar of Events (suggestions in handbook)

- A. Select particular projects to develop.
- B. Place women in charge of projects of their choice.
- C. Enlist other women in parish who agree to help on certain projects such as crime prevention and rural health.
- D. Ask members to invite at least one other woman to come to each meeting.
- E. Encourage local groups to discuss current topics over coffee, etc.

ALL PROGRAMS MUST MEET APPROVAL OF PARISH BOARD OF DIRECTORS.

Available Sources of Information

- Bylaws
- LFBF Women's Committee Handbook
- Policy Books (State and National)
- Brochures (Federation, Insurance, Youth Contests, Safety and CPR)
- Videos and LFBF News
- LFBF Women's Executive Committee available to speak at parish meetings
- LFBF Area Field Services Directors
- Women's Committee Coordinator

Committee Programs

2022-2023 LFBF Women's Programs

The following are the recommended Women's Programs. There are five areas of activities.

Education / AG Promotion

Projects can include:

- Displays
- Cookbook promotions
- Newspaper articles
- Radio and television appearances
- Radio and television commercials
- Ronald McDonald House
- Veteran's Home Project
- Farm/Ag tours

Leadership Development

Provide training:

- How to conduct meetings
- Spokesperson training
- Letter writing to Congress and newspapers
- Attendance at:
 - Women's Spring/Fall Meetings
 - Women's Voting Delegates to Convention

Policy Implementation

- State Capitol lobbying
- Planned visits to Congressional home office
- Conduct district informational meetings
- Conduct campaign workshops
- Promote involvement in FBAct
- Place thank you ads in newspapers
- Work with state government relation staff to develop a working program that includes Farm Bureau women in key legislative issues (examples: health care, environmental issues)
- Promote AgriPac contributions

Public Relations

- Contact other organizations to develop working strategy on key issues (Ag-related, Lions, Rotary, church, community groups)
- Develop working relationships with all available media
- Work with state Public Relations staff to develop a state program that includes Farm Bureau women in key issues

Ongoing Programs

- Member Services – Inform members of the many member benefits programs
- Safety Programs
- Queen’s Contest
- Talent Contest
- Talk Meet Contest
- Promote and support our Foundations:
 - Louisiana Ag in the Classroom Foundation
 - Louisiana Farm Bureau Foundation (scholarship)
 - American Farm Bureau Foundation for Agriculture

Committee Award Program

LFBF Women's Committee Award of Excellence

Purpose

The purpose of the LFBF Women's Committee Award of Excellence is to recognize an organized parish Farm Bureau Women's Committee, which has worked to fulfill the goals and program of work instituted by the LFBF Women's Committee.

Judging

Judging will be based solely on information documenting parish Women's Committee activities throughout the year such as letters, notices, newspaper articles, and photographs of parish Women's activities and follow up with results achieved. Focus should be placed on the quality of your documentation, not quantity. Activities can be cross-referenced in order to reduce duplication.

Awards

Parishes participating in the Awards Program will be recognized according to merit. A plaque will be presented to the overall winner.

Judging for Award of Excellence

III) Women's Leadership Activities

- 1) Did your Women's Leadership Committee have a contestant/delegate in any of the following activities in 2022 at Convention?

Queen's Contest

Yes No

Talk Meet

Yes No

Women's Voting Delegate

Yes No

(10 points each for a total of 30)

- 2) Did your committee participate in the Veteran's Home Project (i.e. Veteran's Home donation)?

Monetary Donation

Yes No

(15 points)

- 3) Did your parish participate in the 2022 Women's Leadership Conference?

Yes No

If yes, list attendees:

(15 points)

- 4) Did your committee participate in the promotion of agriculture through the following WLC-sanctioned activities (i.e. AgExpo, Ronald McDonald House, other "Our Food Link" activities, etc.)?

Yes No

If yes, which program(s), date(s), activities, number of volunteers involved, and number of people reached:

(15 points)

- 5) Did your committee hold at least four meetings during the 2022-2023 year and report to your parish Board of Directors?

Yes No

If yes, please list the dates of the meetings and attach any available documentation (meeting notices, agendas, minutes, etc.):

(10 points)

6) Did your parish Women's Committee promote the Louisiana Farm Bureau Women's Leadership Cook Book Sales during 2022-2023?

___ Yes ___ No

If yes, explain when/ where/ how the promotion was made:

(15 points)

*** If your parish is participating in the Women's Leadership Committee Award of Excellence, a total of 75 of the 100 possible points in the WLC portion is required. Please include photos, documentation, etc. immediately following this section. ***

SAMPLE

LFBF Convention

Duties of Farm Bureau Women's Committee

Farm Bureau Women's Committee is responsible for a large part of the activities held during the LFBF Annual Convention. All of these activities provide an opportunity for the women attending convention to become more familiar with Farm Bureau projects and afford a wonderful opportunity for acquaintances and founding new and better ideas for continued growth and unity.

The State Women's Committee is responsible for the following events held in conjunction with the LFBF Annual Convention:

Youth Contests

Talk Meet

Any member of a Farm Bureau family between the ages of 15 and 19 by the first day of convention is eligible to represent the Parish. The talk must relate to the current year's subject.

Amateur Talent Contest

Any unmarried member of a Farm Bureau family ages 6 through 19 by the first day of convention is eligible to represent the Parish Farm Bureau. There are two categories: Junior (ages 6-13) and Senior (ages 14-19). No professional act is eligible.

Queen's Contest

Any single female member of a Farm Bureau family between the ages of 16 and 19 by the first day of convention is eligible to represent the Parish.

DEADLINE FOR ALL YOUTH CONTESTS IS MAY 1

For Youth Contests brochures and more detailed information, contact your parish Farm Bureau Office or **Megan Gravois** at Louisiana Farm Bureau Federation, PO Box 95004, Baton Rouge, LA 70895-9004, (225) 922-6213, or E-mail: megang@lfbf.org.

Other Events

Silent Auction

Women's Brunch

Memorial Service

The Memorial Service is another event sponsored by the Women's Committee each year. The Service recognizes those deceased members who have passed within the year prior to convention. These individuals have held an elected office in local or state Farm Bureau organizations. For more detailed information see the "Memorial Service Guidelines" section of this handbook.

Memorial Service Guidelines

- All district directors should attend Memorial Service on Sunday morning and be there 45 minutes ahead of scheduled time.
- Programs are to be given out at door by at least two district directors. (Only one door open.)
- The LFBF Women's Committee or district directors may usher LFBF board members and wives to front rows and bring family members of those to be memorialized to the designated areas marked by signs, making sure that end seats are filled in both center aisle seats (about six rows down).
- During the reading of the memorial script, two district directors will be selected to assist family members at the front to light memorial candle and present rose.

Women's Business Session, Caucus & Election Procedure

1. A list of respective district delegates will be at the Credentials Committee meeting. Please report any parish(es) wanting to be certified at this time.
2. At the beginning of the Business Session, verify the name(s) and number of delegates present at your district table.
3. During roll call, the State Women's Leadership Committee Secretary will ask how many voting delegates from each district are present.
4. After roll call, you should instruct your delegates that they are to caucus. (The word CAUCUS means: a closed meeting of a group of persons belonging to the same political faction usually to select candidates or decide on policy.)
5. At that time, they are to select one person to serve as District Director and a nominating committee member. The District Director may or may not be the same as the nominating committee member. It is up to the discretion of the district.
6. The nominating committee members from all districts will be excused. This committee is responsible for selecting a Nominating Committee Chair, as well as for submitting a slate of officers for election. These positions are: Chair, First Vice-Chair, Second Vice-Chair, Third Vice-Chair, and Secretary-Treasurer.

Attachment A

Selection of Members for LFBF Women's Committee

- I. Eleven district directors, eleven alternate district directors, and the Executive Committee will be elected during the annual meeting of the Louisiana Farm Bureau Federation state convention, subject to approval of the LFBF Board of Directors.
- II. Must meet the following requirements for eligibility:
 - a. Farm Bureau member or a member of a Farm Bureau family.
 - b. Must be willing to give time for state committee meetings.
- III. The Louisiana Farm Bureau Women's Committee members will each have one vote.
- IV. Members must be ACTIVELY engaged in farming and must receive a substantial portion of their income from farming.

Terms of Membership on State Advisory Committee

- I. Each District Director shall hold office for a term of two years.
- II. District Directors and Alternate District Directors from Districts I, III, V, VII, IX, and XI shall be elected at annual meetings in odd-numbered years. Elections for Districts II, IV, VI, VIII, and X shall be held at annual meetings in even-numbered years.
- III. Only parishes with an organized Women's Committee will be allowed to vote in district caucus for their respective District Director.

Attachment B

Officers

- I. The officers for the State Women's Committee will be the chair, first vice-chair, second vice-chair, third vice-chair and secretary-treasurer.
- II. These officers shall hold office for a one-year term.
- III. An officer can succeed herself.
- IV. The State Women's Committee executive officers must be full-time farmers.
- V. Officers will be elected at the annual meeting held during the LFBF state convention, subject to approval of the LFBF Board of Directors.
- VI. Each organized parish represented will have predetermined number of vote(s) for the election of executive officers. (based on parish membership)
- VII. Only parishes with an organized Women's Committee will be allowed to vote in the election of executive officers.

Attachment C

Duties of District Directors

- I. Preside at district/statewide meetings when held.
- II. Be able to assist a parish upon request of parish president.
- III. Serve as voting delegate for business session between conventions.
- IV. Attend multi-state/national meetings when requested.
- V. Attend and assist with state legislative activity.
- VI. Assist Women's Executive Committee when requested.

Duties of Alternate District Directors

- I. Attend district/statewide meetings when District Director is unable to attend.
- II. Assist Women's Executive Committee when requested.

How Farm Bureau Officers are Chosen

LOUISIANA FARM BUREAU FEDERATION Board of Directors – 18 Members

Each of the following positions are elected at the LFBF Annual Convention each year by voting delegates:

- **President**
- **First Vice-President**
- **Second Vice-President**
- **Third Vice-President**
- **Secretary- Treasurer**
- **11 District Directors**
Voting delegates of district in caucus choose nominee who is elected by voting delegates at convention.
- **Women’s Committee Chair**
Nominated by the Women’s Committee and elected by voting delegates at the LFBF Annual Convention each year.
- **Young Farmers & Ranchers Committee Chair**
Nominated by the YF&R Committee and elected by voting delegates at the LFBF Annual Convention each year.

Elected by Parish Women’s Voting Delegates, The Women’s Committee is composed of a chair plus the following 26 members:

- First Vice-Chair
- Second Vice-Chair
- Third Vice-Chair
- Secretary-Treasurer
- 11 District Directors
- 11 District Director Alternates

State Office Contacts

For questions or more information on the Women's Committee activities contact:

Megan Gravois

Assistant Director of Field Services

Louisiana Farm Bureau Federation

P.O. Box 95004

Baton Rouge, LA 70895-9004

Phone: (225) 922-6213

Fax: (225) 922-6229

E-mail: megang@lfbf.org

Niki Clarke

Field Services Program Assistant

Louisiana Farm Bureau Federation

P.O. Box 95004

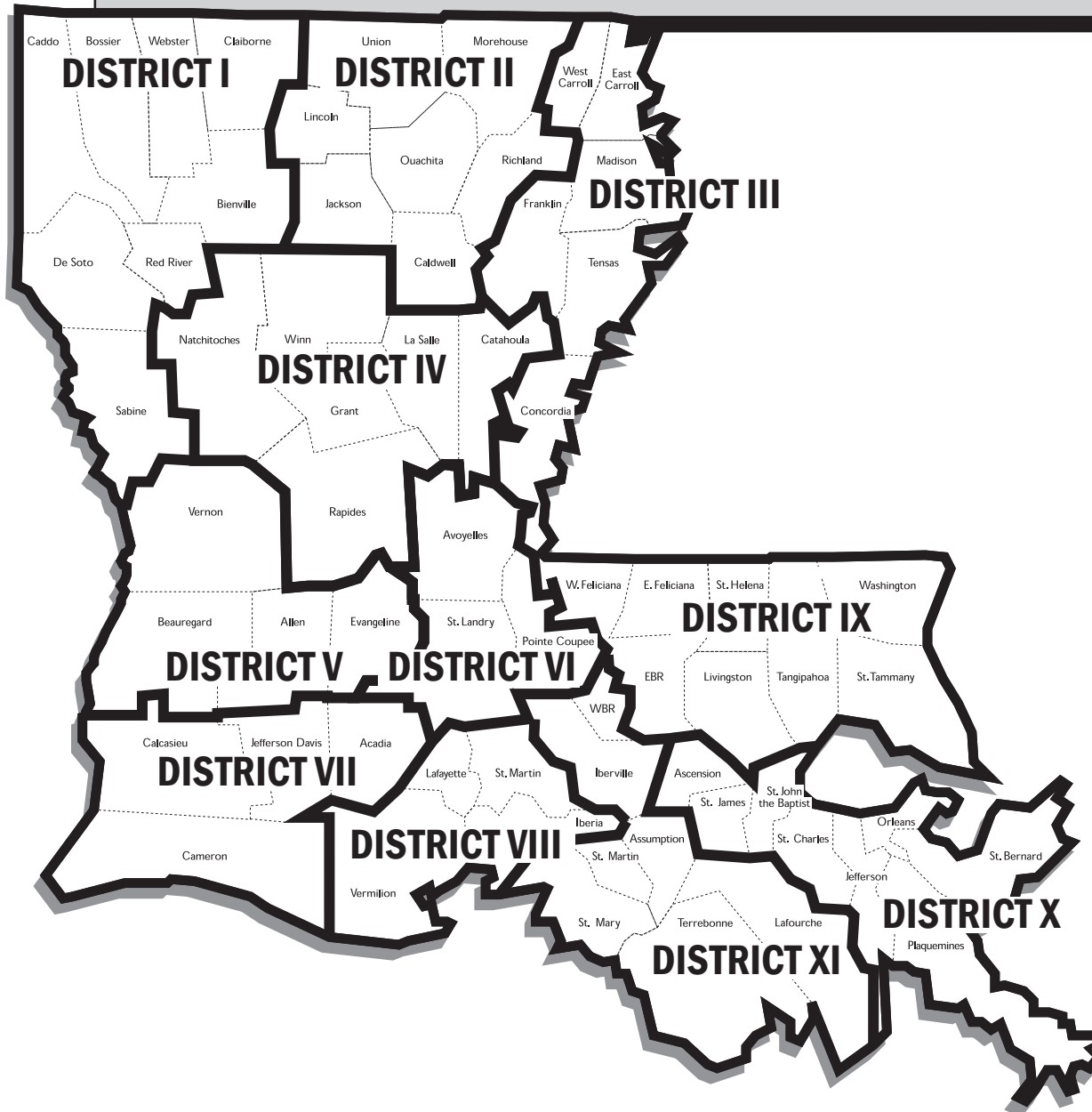
Baton Rouge, LA 70895-9004

Phone: (225) 922-6314

Fax: (225) 922-6229

E-mail: nikic@lfbf.org

LOUISIANA FARM BUREAU FEDERATION BOARD OF DIRECTORS



President

Jim Harper

First Vice-President

Marty Wooldridge

Second Vice-President

Scott Wiggers

Third Vice-President

Richard Fontenot

Secretary/Treasurer

Michael Melancon

District I

Loyd Dodson

District II

Butch Oaks

District III

William Stutts

District IV

Ryan Yerby

District V

Scotty Fontenot

District VI

Joey Olivier

District VII

Kent Brown

District VIII

Allen McLain

District IX

Bob Kelly

District X

Matthew Gravois

District XI

Jason LeBlanc

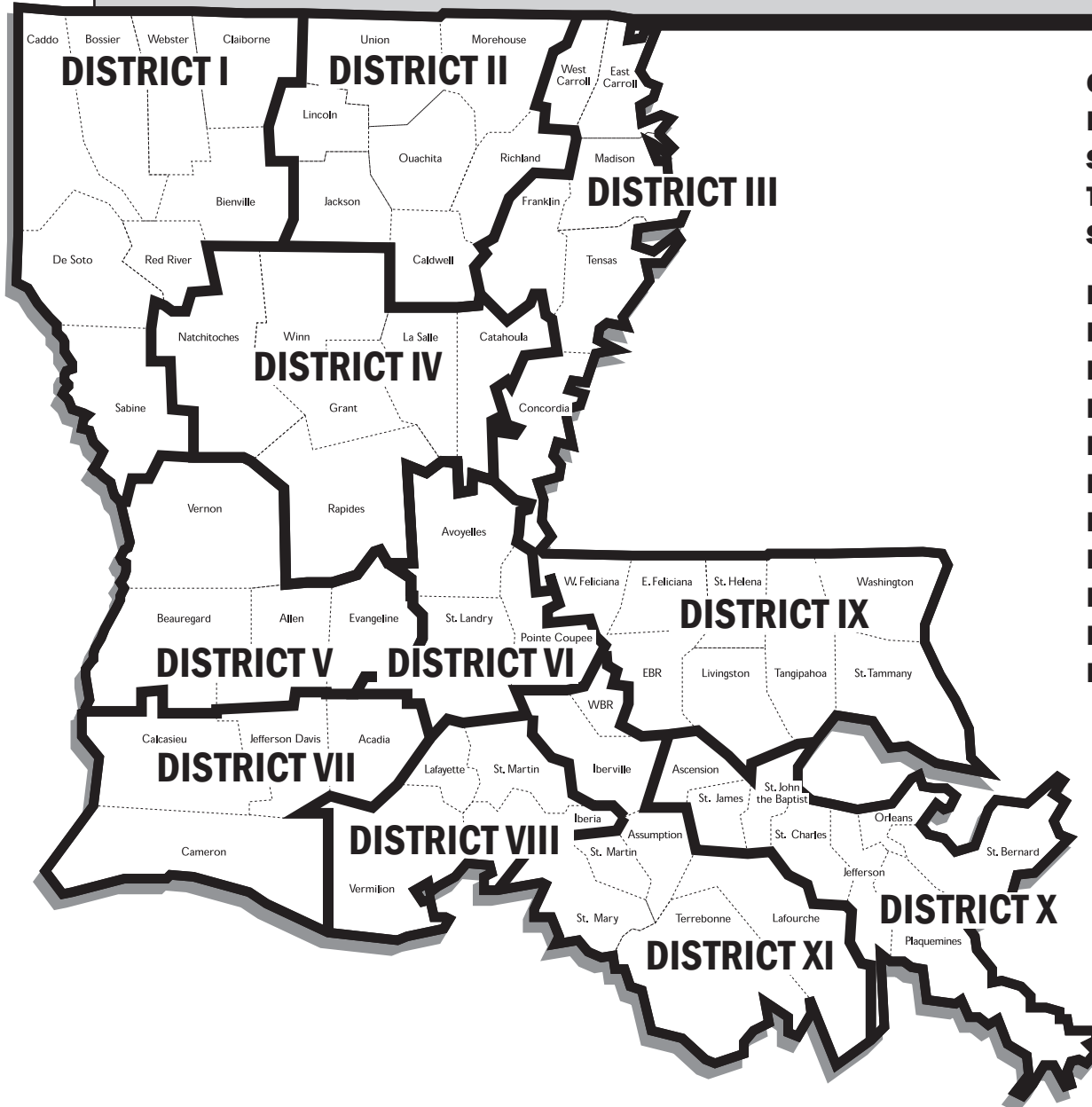
State Women's Committee Chairman

Michele Simoneaux

State YF&R Committee Chairman

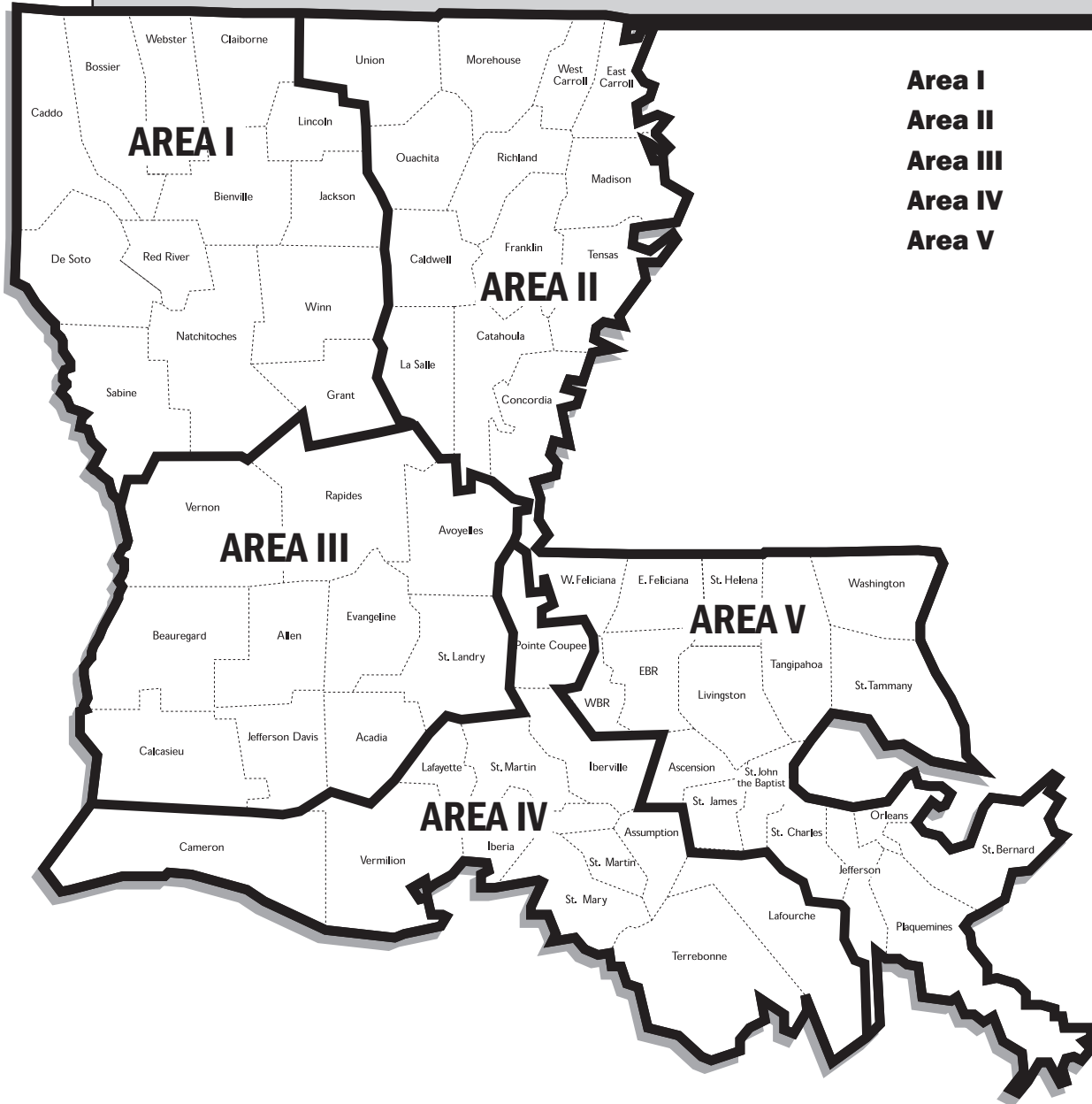
Robert Duncan

LOUISIANA FARM BUREAU FEDERATION WOMEN'S LEADERSHIP COMMITTEE



- | | |
|----------------------------|--------------------|
| Chair | Michele Simoneaux |
| First Vice-Chair | Cindy Doise |
| Second Vice-Chair | Roslyn Simon |
| Third Vice-Chair | Carla Rivet |
| Secretary/Treasurer | Jackie Brown |
| District I | Crystal Wooldridge |
| District II | Tammi Moore |
| District III | Carey Tomlinson |
| District IV | Danielle Yerby |
| District V | Rhonda Fontenot |
| District VI | Evelyn Bertrand |
| District VII | Charlotte Berken |
| District VIII | Erin McLain |
| District IX | Joy Womack |
| District X | Cindy Perret |
| District XI | Margaret Babin |

LOUISIANA FARM BUREAU FEDERATION AREA FIELD SERVICE DIRECTORS



Area I	Chris Long	318.210.4254
Area II	Vinson Whatley	318.715.8225
Area III	Raquel Landry	337.515.0747
Area IV	Mandie Zaunbrecher	337.452.9196
Area V	Scott Bickham	225.938.3628