

THE DAIRY GOAT SOCIETY OF AUSTRALIA LIMITED

GUIDE TO DUTIES OF APPOINTEES FOR FEDERAL COUNCIL POSITIONS

MOST RECENTLY AMENDED 2023

FEDERAL PRESIDENT:

Perform the usual duties of a President and, in particular:

- Be chairman of all meetings of the Council.
- Organise telelink conferences of the Council between Vice Presidents and other interested parties if necessary.
- Following the Physical Meeting each year, with the Federal Secretary, draw up a calendar of meetings, both postal and physical, for the following year.
- Visit specific States if conditions arise needing his/her presence or for public relations visits at the discretion of Federal Council.
- Sign certificates for entry to the Australian Judges Panel after they have been approved and forwarded to the relevant Branch for presentation or present at Federal Council Meeting.
- Sign and present certificates at Federal Council awarded for Australian Champion and High Performance Does and Bucks.
- Check agendas prior to circulation.
- Report to Federal Council.

HONORARY TREASURER:

Perform the usual duties of an Honorary Treasurer and, in particular:

- Present to the Federal Council meeting each year an Annual Report outlining the financial status of the Society. Report to Federal Council on the financial state of the Dairy Goat Society.
- Oversee the keeping of the account ledgers at Federal level.
- Advise the Federal Council in regard to investment and distribution of surplus monies.
- Advise Federal Council when there is a need to review Membership fees, Registrations & Transfers and other charges.
- Sign cheques and other necessary paperwork.

FEDERAL SECRETARY:

The Federal Secretary must exercise all usual secretarial functions and generally attend to the secretarial work of the Society and, in particular, must:

- Receive all monies due to the Society and pay these to the Society's banking account.
- Keep proper accounts of receipts and outgoings.
- Keep full and accurate records of meetings of the Council.
- Receive applications for registrations, transfers, and other documents dealing with registered animals.
- Receive all applications for membership and supply particulars of these to the Branch Secretaries.
- Keep and maintain
 - (i) a proper register containing the names of all of the members of the Society and their addresses;
 - (ii) a register of affiliated bodies.
 - (iii) a record of all registered prefixes.
 - (iv) a register of all registered animals.
 - (v) a record of all changes of ownership of animals.
 - (vi) the Herd Book and arrange for its printing, publication and distribution at the direction of the Council.
- With the Federal President draw up a calendar of meetings, both postal and physical, for the following year and issue a calendar to each Branch Secretary showing date of closing for nominations for Federal Positions.
- Ensure that the Postal Ballot Papers, nomination forms, etc., are sent to Branch Secretaries at least one month prior to closing dates.
- After confirmation of the minutes of the Annual Council meeting each year the Secretary shall incorporate all alterations, additions and amendments passed by Council during the preceding twelve months into the Constitution and Regulations and shall arrange for the printing of these and distribute to all members.
- Ensure that a list of members of the Panel of Judges is published annually in the Herd Book.
- Prior to the Annual General Meeting of the Council organise a Statement of Income and Expenditure for the previous financial year together with a Balance Sheet showing the Liabilities and Assets of the Society at the close of that period duly signed by the auditors and signed by the President, Honorary Treasurer or Secretary as correct and submit same to such meeting.
- Keep proper minutes of the proceedings of all meetings of the Council.
- Forward copies of all Postal Ballots and results to Editor of the AGW for publication.
- Report to Annual General Meeting on the year's activities.

AUSTRALIAN GOAT WORLD EDITOR:

The Editor shall be responsible for the production and distribution of the Australian Goat World. Responsibility for production will include:

- Selecting submitted contributions for publication.
- Soliciting contributions from experts.
- Extracting articles and papers from other publications within Australia and overseas, and organising permission to reprint where there is not a standing reprint agreement.
- Vetting copy for possible libels and inaccuracies, conferring with state correspondents and committees where necessary.
- Editing copy, pictures and art work to pages and designing the pages where appropriate.
- Organising typesetting and picture reproduction.
- Reading proofs prior to publication.
- To publish, in full, the results of Royal and Annual Branch Show and the main awards for other shows as forwarded by the Branch AGW Correspondent. To return all original photographs to the AGW Correspondent of the Branch from which they were forwarded.
- Contentious articles and letters to be discussed with the Federal President and the AGW Consultant prior to publication.
- All unpublished articles, photos, etc to be forwarded to any incoming Editor.
- To ensure that any articles edited for other than spelling/punctuation/grammar be sent to the author for approval before publication.
- Ensure that all changes to the Constitution and Regulations are promptly printed in the AGW.
- Ensure that the centre pages of the AGW are reserved for the use by the Feature State.
- To ensure that the photo for the front cover has State Committee approval.

Responsibilities for distribution means:

- Ensuring copies are mailed to all people named on the mailing list supplied by the Federal Secretariat.
- Supplying extra copies to the Federal Secretariat.
- Supplying extra copies to each issue's feature state and
- Sending copies to other news media and to other organisations, where deemed appropriate, to lift the Society's profile.
- Statement of assets and income are published in April issue of the AGW.

General Responsibilities:

- To submit a report to the Annual General Meeting on the year's activities.

These duties and others are to be carried out at the direction of the Federal Council and the editor will liaise with Federal and State Officers as necessary between Federal Council Meetings.

AUSTRALIAN GOAT WORLD CONSULTANT:

- To advise the Editor as requested.
- To assist the Editor as requested, for example with proof reading, research and liaison with other office-bearers and the general membership.

FEDERAL MILK AWARDS OFFICER:

Receive claims endorsed by the appropriate Branch on the prescribed form with supporting evidence for scrutiny and confirmation.

When State Branch endorsed applications for Production Awards have been received and scrutinised by the Federal Milk Awards Officer he/she shall confirm the approval of an Award as follows:

- Advise the relevant Branch of the award approved and of the total points gained.
- Issue the appropriate certificate.
- Advise the Australian Goat World Editor of the following details of an award for publication in the earliest convenient edition of the Australian Goat World: Name of goat, name of owner, breed, registration number, date of kidding, kilograms of milk produced, butterfat percentage, milk butterfat, time, Star and Q Star points and the award gained.
- Advise the Federal Secretary for publication in the Herd Book then being compiled of the following details of the award: Name of goat, registration number, breed, age at commencement of lactation and the award gained.
- Periodically provide an electronic copy of Milk Awards for distribution.
- Supply top 10 for milk kg each year for herd book. Publish in AGW top ten ever every five years.
- To submit a report to the Annual General Meeting on the year's activities.
- **Supply top 10 for milk kg each year for the herd book. Publish in AGW top 10 every five years.**

FEDERAL PUBLICITY OFFICER:

- To consolidate and connect publicity between all the States & Territories.
- To encourage the sharing of Publicity ideas between States.
- Supply reports of meetings to the Australian Goat World.
- Annually report to the Federal Council on yearly activities.
- To promote and raise awareness in the standards of breeding, health and welfare and the keeping of all breeds of dairy goats.
- To encourage the holding of exhibitions to promote dairy goats of all breeds.
- To foster, promote and protect the interests of exhibitors of dairy goats at exhibitions.
- To promote in any other way the interests of breeders of all breeds of dairy goats.

EXPORT LIAISON OFFICER:

- To liaise between members and interested exporters.
- To encourage members to breed and register dairy goats and promote them on the international market.
- To encourage exporters to look at and purchase dairy goats.
- Keep a list of members with stock available for export.
- To encourage exporters to purchase registered stock.

- Advise exporters of breeds of dairy goats available, from which state and which breeds and number.
- Have available a list of breeders and the dairy goat breeds kept in each state.
- To promote and encourage the exportation of all breeds of dairy goats in and out of Australia.
- To be a contact person for Breeders wishing to export dairy goats.
- To submit a report to the Annual General Meeting on the year's activities.

AUSTRALIAN PANEL OF JUDGES ADJUDICATOR:

- Verify all applications for Australian Judges Panel entry.
- Forward Certificates to Federal President prior to Annual Council meeting.
- To submit a report to the Annual General Meeting on the year's activities.
- Responsible for issuing the Judges Licence of Currency card as per Regulation 89 10 (e)

NATIONAL CO-ORDINATOR OF JUDGES TRAINING

- Approve judge's training programs by ensuring they meet the National standard as determined by Federal regulations.
- Provide guidelines and materials as needed to ensure that each Judges' training program is consistent with regulations.

NATIONAL LIAISON OFFICER FOR JUNIORS

- To liaise with Junior Members of the Dairy Goat Society of Australia Ltd.
- To promote an interest and raise awareness of the standards of breeding, health and welfare of all breeds of dairy goats.
- To encourage Junior Members to share ideas between States and if considered appropriate to initiate the promotion of these.
- To submit a report to the Annual General Meeting of the year's activities.

COMMERCIAL DAIRY LIAISON OFFICER

- Point of contact for commercial dairies.
- Liaise and communicate with potential managers.
- Show support for our industry.
- Represent us as a peak body for dairy goats.
- Create/maintain a national database of dairies/factories.
- Be active in the industry.

DAIRY GOAT SOCIETY OF AUSTRALIA LTD

CODE OF ETHICS

This Code of Ethics establishes a standard of conduct to be followed by all members of the D.G.S.A. Ltd. in the normal course of owning, breeding, milk testing, exhibiting for show and selling of dairy goats. Breeders must be aware of their responsibilities and aim at all times to conscientiously maintain the highest possible standards for production and type of dairy goats.

As a Member of the D.G.S.A. Ltd. I hereby agree that:

- Breed to maintain the highest possible standards in relation to Type and Production.
- While in public places I will conduct myself in such a manner as not to discredit the D.G.S.A Ltd and Dairy Goats.
- I will help to educate the public about Dairy Goats in all areas that I am qualified.

- I will not knowingly breed from or sell any animal that has major defects or hereditary diseases.
- I will only sell animals in good, healthy condition and to the best of my knowledge are free of communicable disease.
- I will not sell stock without true representation to the purchaser.
- I will ensure that registrations and transfers of stock are completed promptly as per the regulations set out in the Herd Book and that any purchaser is encouraged to obtain a copy of the Australian Industry Welfare Standards and Guidelines for Goats.