

PORTFOLIOS OF THE COUNCIL OF THE PINZGAUER AND PINZ²YL CATTLE BREEDERS SOCIETY OF SOUTH AFRICA

Document: PGPZ-08

Issue: 3

Date: 1 October 2016



Pinzgauer and PinZ²yl Cattle Breeders Society of South Africa

118 Henry Street

Box 1060

Bloemfontein

9300

Tel: (051) 4100955 or (051) 4100900

Fax: (051) 4484220 or 0866670294

Email: sonja@studbook.co.za

Website: www.sacattle.co.za

This document has been approved on 01 October 2016, at a Council Meeting of the Pinzgauer and PinZ²yl Cattle Breeders Society of South Africa.

TABLE OF CONTENT

1. DEFINITIONS	3
2. ABBREVIATIONS	3
3. APPLICABLE DOCUMENTS	3
3.1. Constitution of the Pinzgauer and PinZ ² yl Cattle Breeders Society; doc: PGPZ-01	3
3.2. Pinzgauer and PinZ ² yl Herd Book and Breed Standards; document: PGPZ-02	3
3.3. Pinzgauer and PinZ ² yl Inspection of Breeding Animals; document: PGPZ-03.....	3
3.4. Pinzgauer and PinZ ² yl Guidelines and Rules for Auctions and Private Sales; doc: PGPZ-04 ...	3
3.5. Pinzgauer and PinZ ² yl Shows and Judging of Breeding Animals; document: PGPZ-05	3
3.6. Pinzgauer and PinZ ² yl Guidelines for Mentorship Programs; document: PGPZ-06	3
3.7. Schedule of Fees; document: PGPZ-07	3
3.8. Portfolios of the Council; document: PGPZ-08	3
3.9. Duties of the Secretary; document: PGPZ-09	3
3.10. Membership Application Form; document: PGPZ-10	3
3.11. Appointment of Proxy Form; document: PGPZ-11	3
3.12. Council Member Nomination Form; document: PGPZ-12	3
3.13. Inspection Check List; document: PGPZ-13	3
4. PURPOSE	3
5. PORTFOLIOS OF THE COUNCIL	3
5.1. President	4
5.2. Legal matters	4
5.3. Marketing the Breeds	4
5.4. Media Marketing	4
5.5. Financial matters	5
5.6. Inspections and Training	5
5.7. Membership and Mentorship Program.	5
5.8. Logistics.....	6

1. DEFINITIONS

Definitions used in this document shall be in accordance with Clause 3.1.

In the document, unless the contrary intention appears clearly from the context, words referring to persons in the masculine gender shall include females, and words in the singular shall include the plural, and words in the plural shall include the singular.

2. ABBREVIATIONS

Abbreviations used in this document shall be in accordance with Clause 3.1.

3. APPLICABLE DOCUMENTS

3.1. Constitution of the Pinzgauer and PinZ²yl Cattle Breeders Society; doc: PGPZ-01

3.2. Pinzgauer and PinZ²yl Herd Book and Breed Standards; document: PGPZ-02

3.3. Pinzgauer and PinZ²yl Inspection of Breeding Animals; document: PGPZ-03

3.4. Pinzgauer and PinZ²yl Guidelines and Rules for Auctions and Private Sales; doc: PGPZ-04

3.5. Pinzgauer and PinZ²yl Shows and Judging of Breeding Animals; document: PGPZ-05

3.6. Pinzgauer and PinZ²yl Guidelines for Mentorship Programs; document: PGPZ-06

3.7. Schedule of Fees; document: PGPZ-07

3.8. Portfolios of the Council; document: PGPZ-08

3.9. Duties of the Secretary; document: PGPZ-09

3.10. Membership Application Form; document: PGPZ-10

3.11. Appointment of Proxy Form; document: PGPZ-11

3.12. Council Member Nomination Form; document: PGPZ-12

3.13. Inspection Check List; document: PGPZ-13

4. PURPOSE

This document defines all the tasks and responsibilities allocated to the Council of the Pinzgauer and PinZ²yl Cattle Breeders Society of South Africa. These tasks are defined on a conceptual/functional basis and not on a detailed task level.

5. PORTFOLIOS OF THE COUNCIL

The Council shall at all times act in the best interest of the Society, support the fulfilment of the Vision, Mission and Client Value Proposition and shall always endeavour to maintain sound relations with the stakeholders.

PORTFOLIOS OF COUNCIL 2016

1. President – Paul Bester
 - Leadership of Council.
 - Nominating Inspectors, Judges and Stewards for various events.
 - Secretary.
 - SA Studbook.
 - Agricultural Research Council.
 - Department of Agriculture and Forestry.
 - Registrar of Animal Improvement.
 - Research and development of breeds.
 - Relationship with the IPCBA.
 - Relationship with independent International Pinzgauer Breed Societies.
 - Team building
 - Webpage
 - Public Relations Officer
 - Press releases
 - Media coverage
 - Promote the Pinzgauer and PinZ²yl Breeds locally and internationally.
2. Legal and financial matters - Igmar Bester
 - Enforcement and configuration management of the Constitution and the applicable documents.
 - Handle all legal matters on behalf of the Society.
 - Insurance matters.
 - Disciplinary actions.
 - Provide budget support to other council members.
 - Set up and manage the overall budget for the Society.
 - Manage the Fees Schedule.
 - Manage income:
 - Membership fees
 - Per capita fees
 - 1% levy on auctions and private sales
 - Sponsorships
 - Penalty payments
 - Inspection fees
 - Manage the expenditure.
 - Monthly and annual financial statements.
 - Support with private sales.
3. Membership, Media and Sponsorships - John van den Bos
 - Set up an annual plan and budget.
 - Obtain sponsors and sponsorships, manage relationships with them.
 - Be a watchdog and an advisor for all advertisements and editorial matters relating to the breeds.
 - Recruitment of new members – both Breeds.
 - Managing the processing of new members in co-operation with the Secretary.
 - Assisting and motivating current members in signing up new members.
 - Promote and encourage communication between breeders and council.
 - Link up with Governments, N.G.O'S and Universities.
 - Promotion material, pamphlets, flyers etc.

4 Inspections and Marketing – Johan Toerien

- Training and recruitment of Inspectors.
- Training and recruitment of Judges.
- Training and recruitment of Ring Stewards.
- Set up an annual plan and budget.
- Manage Inspections in co-operation with the Secretary.
- Ensure that the herd books and breed standards are maintained.
- Responsible for the processing of inspection documents.

5 Marketing and Shows - Eugene Cilliers

- Set up an annual plan and budget.
- Shows
 - Organizing shows
 - Marketing of shows
 - Stud banners for shows
- Organize Static exhibitions.

6 Education and Training – Dr. Fini Seobi

- Educate members for stud farming.
- Educate members for knowing the Constitution, Rules and regulations and Breeding Standards.
- Training members on how to apply animal husbandry.
- Training members on how to apply the Constitution.

7 Mentorship Development Programs - Paul Sello

- Marketing of the Mentorship program.
- Encourage and assist new hosting programs.
- Setting up an annual Mentorship program.
- Setting up school Mentorship programs.

8 Events and Logistics - Mitch van den Bos

- Set up an annual plan and budget.
- Organize Farmers days.
- Organize Auctions.
- Meetings: venues and housekeeping.
- Organizing social events.
- Meat development.
- Milk production.

9 Public Relations Officer – Sonja Potgieter

- Social media.
- Newsletters.
- Marketing banners.
- Branded items.
- Brand development.
- Events calendar.
- Member surveys.
- Birthday list.