



Minnesota Dairy Initiative-SW Region

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Coordinator Job Description

Responsibilities of coordinator for initial farm diagnostic visit:

- Meeting preparation
 - Work with farm to identify, select and organize the farm diagnostic team
 - Be able to explain and train the farm family and diagnostic team in the team process
 - Contact team members
 - Reserve meeting location if off farm
 - Provide diagnostic information to be completed by the team prior to the first meeting
 - Prepare and make copies of diagnostic book or agenda
 - Prepare flip chart if used
- Meeting time
 - Guide team through agenda in a timely manner
 - Document team member input on flip chart or notes
 - Mediate discussion with farm family and team members around the strengths, concerns and suggestions prepared by team members
- Meeting follow-up
 - Develop and distribute written summary with a prioritized list of opportunities and action plans
 - Schedule follow-up on farm team meetings

Responsibilities of coordinator for each team meeting:

- Meeting preparation
 - Set meeting date and place if not set at previous meeting.
 - Send out meeting reminders.
 - Prepare meeting agenda based on last meeting and input from farm family and team members if needed. Leave spaces on agenda for items to be added.
 - Gather DHIA information
 - Gather any other information that the team may need to make informed decisions
 - Make copies of agenda and all other information for all farm and team members
- Meeting time
 - Distribute meeting agenda and DHIA information
 - Mediate discussion around agenda items. Keep discussion around agenda or pertinent items related to action plan of team.
 - Keep meeting in best time frame for use of team member's time. Most meetings are unproductive beyond 2 hours unless team members feel there is a specific reason to continue.
 - Mediate tension between team members and farm families

- Lead any farm walk through
- Meeting follow up
 - Prepare and distribute a written summary of topics discussed at meeting with an action plan for team created from this summary that team members agreed on.
 - Gather information that is requested by farm family and team members
 - Troubleshoot any concerns addressed at the team meeting
 - Research and respond to any requests made by farm family or team members between scheduled team meetings
 - Adjust goals and plans as appropriate for the situation
- Reschedule meetings as necessary

Responsibilities of coordinator for Peer Group meetings:

- Meeting preparation
 - Prepare meeting agenda based on input from the farm families (and outside facilitator if there is one)
 - Gather other valuable information that the group may need to make informed decisions
 - Organize farm tours as requested by the group
 - Make copies of all information for peer group members
- Meeting time
 - Distribute meeting agenda and other information
 - Mediate discussion around agenda items while discouraging unrelated discussion
 - Time management
- Meeting follow-up
 - Prepare and distribute a written summary of topics discussed at meeting
 - Gather other information that is requested by group members
 - Research and respond to any requests made by group members between scheduled meetings
 - Adjust goals and plans as appropriate for the situation
- Reschedule meetings as necessary

Responsibilities of coordinator for any Educational Events:

- Work in conjunction with Extension Educators, I-29 group and Dairy Industry on the following:
 - Identifying best places for educational programs
 - Dates and locations for each session
 - Determine topics for presentation
 - Help line up speakers and plan meals
 - At each session
 1. Help at registration table ensuring attendees sign in and provide contact information
 2. Distribute handouts from speakers (if provided)
 3. Pre-arrange to have moment to speak about program,
 4. Prepare and know short “stump” speech to promote program

Marketing:

- Create marketing strategies
- Prepare materials to be shared with potential farm families, team members and dairy industry leaders
- Make face-to-face contact with potential farms to work with
- Make follow-up calls to potential farm families and team members
- Have a presence at dairy related functions to promote the program to dairy producers and ag-professionals

Other meeting attendance

- MDI- SW Region Advisory meetings
 - Work with Board Chair on setting up date, time and place (unless a conference call).
 - Contact board members on possible dates
 - Send out meeting reminders
 - Work with Board Chair on agenda
 - Work with Merri & Carol on financial report
 - Take notes or arrange for partner coordinator to take notes
- MDI meetings
 - Attend quarterly MDI meetings to stay informed of the program and to present any issues

Reports managing coordinator is responsible for:

- Grant Application
 - Get date due from David Weinand
 - Work with partner coordinator on gathering information
 - Work with SW Region board chair on budget
- End of year report
 - Get date due from David Weinand
 - Work with partner coordinator on gathering information