

AC449.13 ANNUAL MEETING CROPS JUDGING CONTEST COMMITTEEA. Status: Special CommitteeB. Composition and Tenure:

The committee consists of a minimum of five members including the chair. The committee will be made up of two members representing each Society serving two year terms and at least one undergraduate student member serving a one-year term.

The Chair shall serve a two-year term. The Chair will alternate between the two Societies, starting with ASA in 2017, then CSSA in 2019. The rotation schedule will then continue on the same pattern in future years. The chair-elect will be determined based on this schedule and appointed by the respective President. Staff, as appropriate, may serve in an ex-officio capacity as appointed by the Chief Executive Officer.

The chair may appoint additional judges for the contest in a given year, who are not considered official members of the Committee but assist during the contest.

As the contest is held at the ASA, CSSA Annual Meeting, attendance at the meeting, to assist with the contest is required. The contest is typically held on Monday afternoon of the meeting.

C. Functions:

1. To revise and prepare the annual call for entries, in cooperation with the Student committee member, and to work with the Headquarters Office in the preparation and distribution of the call for entries.
2. To receive, at the appropriate time, all names for entry into the contest.
3. To work with the headquarters staff in making arrangements for the aspects of the contest to be conducted at the Annual Meetings.
4. To coordinate the evaluation and judging of all entries in the contest and score according to the rules in effect for that year.
5. To report results of the contest to the chair of ACS449 and to the Chair of the National Student Advisory Committee ACS031.
6. To consider and take action on any special charges sent to the Committee by the Boards of Directors.
7. To make suggestions and/or recommendations to the Chair of the National Student Advisory Committee regarding the contest. These may be sent directly or through the Chair of the National Student Awards Committee.
8. To prepare and submit an annual report to the Societies.

D. Presidential Responsibilities:

1. The President of each Society appoints new members to the committee in years when an appointment term completes (for their Society).
2. Cooperate with the Committee in its activities, as appropriate or in response to need.
3. Receive and take action directly, or by referring to the Executive Committees and/or Board of Directors, as appropriate, all suggestions and/or recommendations for action from the Committee.

E. Checklist of Duties of Committee Chair:

1. Contact the previous Chair and request:
 - a. Summary records from previous years.
 - b. Working records from last year.
2. Contact the Student Committee Member(s). This person can aid by:
 - a. Having his/her name on the packet of materials sent to each Undergraduate Club.
 - b. Corresponding with clubs when questions arise.
 - c. Arranging for announcement of winners.
3. Send notice of the contest to *CSA News* and/or student promotions early in the year so it can appear before the end of the school year. The notice may be repeated in the fall before the deadline date.
4. In cooperation with staff, determine deadline date for receipt of entries. This should coincide with the Annual Meeting abstract deadlines.
5. Develop instructional materials with staff and email to undergraduate clubs. This should include:
 - a. A memo announcing the contest (deadline, prize monies, etc.).
 - b. Contest rules.
6. By the prescribed deadline, submit the session to Headquarters via the Annual Meetings website including the need for a judges' room, tables, and setup for the contest.
7. Acknowledge receipt of entries.
8. Notify the Chair of the National Student Advisory Committee (ACS031) and the Chair of the National Student Awards Committee (A449) of the top three winners immediately after the entries are judged.
9. Prepare a report from the Committee at the conclusion of judging. Include a list of the entries.

F. Description of Contest:

The intent of the contest is to develop the ability of students to apply their agronomic knowledge in a mock-up of practical field-based situations.

G. Revising Guidelines or Procedures:

The contest committee may recommend changes or revisions relative to criteria, scoring, etc. All recommendations must be approved by the National Student Advisory Committee (ACS031) before said recommendations may be implemented.