

CONSIDERATIONS FOR PRIORITIZING THE FBM INSTRUCTOR JOB DESCRIPTION
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The FBM Instructor must work closely with the farmers in order to accomplish the following items:

1. Develop, monitor, and update long and short term farm and family goals
2. Develop an effective records system and Educate the farm family in proper recordkeeping techniques
3. Assist and Educate the farmer in the preparation of cash flows and farm plans
4. Closeout the farm records and provide the farm family with a farm business analysis
5. Educate the farm family in process of interpreting the farm business analysis information
6. Assist and Educate the farmer in the preparation of tax and depreciation information
7. Provide assistance and education in the areas of government program interpretation and loan applications
8. Provide timely information, in an advisory capacity, for farm production concerns and related issues

## FOR YOUR CONSIDERATION - FBM TIME MANAGEMENT EVALUATION

ASSUMPTIONS: Contract Length for Instructor is 220 days  
 Minimum enrollment needed is 42 cooperators  
 Average working day is 9 hours  
 Office time includes time at home and in office for  
 paperwork/communications

<u>ASPECTS OF THE JOB</u>	<u>HOURS USED</u>	<u>X</u>	<u>OCCURANCES</u>	<u>TOTAL HOURS</u>
				1980
Office related	8 / wk		44	352
Workshops/Mettings	8		18	144
State/Nat'l Conv.	8		8	64
Classes/Prep time	6		12	72
Sick / Personal	8		3	24
			<i>Sub Total</i>	<u>656</u>
			<i>Hours Available for Farm Visits</i>	1324
			<i>Divided by the number of Farmers</i>	<u>% 42</u>
			<i>Hours Available per Farmer</i>	31.5
			<i>One hour travel time allowed per visit (average)</i>	<u>- 8</u>
			<i>Contact Hours Available per Farmer</i>	23.5
			<i>Divided by a figure of 8 farm visits per year</i>	<u>% 8</u>
			<i>Approximate hours per farm visit</i>	<u>3</u>

- QUESTIONS: - DOES THIS TELL US ANYTHING ABOUT THE JOB AS WE SEE IT TODAY ?
- WHAT DO WE HAVE TIME FOR IN ORDER TO HAVE A QUALITY PROGRAM, YET ALLOW FOR PERSONAL TIME?
  - WHAT ARE THE PRIORITIES?

## A SUMMARY OF IDEAS DISCUSSED AT THE MARCH 3RD FBM INSTRUCTOR MEETING.

At the Area meeting on March 3rd, instructors in attendance discussed the FBM instructor job description, goals for the profession, and future workshop ideas. Below is a summary of what was presented:

### WHAT THE FARMER EXPECTS FROM THE INSTRUCTOR - AS SEEN BY THE INSTRUCTOR

1. To be available when the farmer is in need of the instructor's time
2. To be a Financial Advisor/Planner - Cash Flows and Feasibility work
3. To be a good Listener and a good Communicator
4. To provide an objective view of the operation on production inputs
5. To assist with Government program evaluation
6. To provide information in the areas of: Business Organization, Tax Planning, Accounting, and Leasing.
7. To provide a range of classes from which they can decide which is pertinent to them.
8. To provide exposure to computers and software
9. To provide timely management information
10. To have access to information which influences all phases of the farm operation, and to provide it on a timely basis.

### FBM INSTRUCTOR JOB DESCRIPTION - AS SEEN BY THE INSTRUCTORS

1. Provide management education
2. Assist with accounting process for management and tax purposes
3. Maintain adequate enrollment in the program, by providing a wide variety of educational opportunities
4. Implement an effective recruitment program
5. Educate farmers on efficient business organization
6. Aid in the decision making process by providing timely management information
7. Incorporate goal setting methods into the farmer's planning process
8. Maintain working knowledge of financial analysis, government programs, and technologies through inservice education
9. Cooperate with area Ag Agencies and professionals
10. Provide Community service to area farmers on a limited basis

### REALISTIC FBM INSTRUCTOR JOB DESCRIPTION - PRIORITIZED

1. Establish a plan for personal and family goals, maintaining flexibility
2. Maintain adequate program enrollment
3. Familiarize yourself with the farm business and family processes
4. Strive to incorporate the goal setting process in the farm plan
5. Assist the farm family in developing business management and organizational skills
6. Maintain inservice education on a continuing basis
7. To assist and educate the farm family in business analysis
8. Operate as an Ag Professional providing technical and practical technology application to the farmer
9. Evaluate each farm business to determine strengths and weaknesses
10. Develop a farm visitation schedule which meets the needs of the farmer. (The number of visits needed by a farmer no longer reduces over several years of enrollment, and often increases.)
11. Develop and implement a Plan of Action for the program

## GOALS FOR THE PROFESSION - IN THE NEXT FIVE YEARS

1. Recordkeeping - Evaluate the Analysis, considering understandability and in-house capabilities
2. Evaluate the ADM level and cost for programs in Northern Minn.
3. Develop and send a Farmer survey for wants VS needs - also for bankers, implement dealers, and FmHA supervisors
4. Improve methods of establishing program visibility statewide
5. Develop the knowledge necessary to reduce the workload during the December to March season; and spread it out through the year
6. Insure that tuition is in line with farmer incomes - subsidies are needed
7. Provide for a method of crediting assistance given to other agencies, to the number of ADM's generated by the program
8. Work together to maintain a strong state organization
9. Insure that proper evaluation is done prior to future program expansions or addition of new programs - consider expanded cooperation between existing programs
10. Maintain the Area Ag Coordinator configuration
11. Coordinate boundaries between neighboring programs
12. Insure that the FBM program is considered as an integral part of the total Ag community in the future

## FUTURE WORKSHOP IDEAS - OUR AREA MEETINGS

1. First Publisher and First Choice workshops
2. Tax management and Depreciation
3. Demonstration of different accounting systems
4. Government program updates annually
5. Livestock and Crop production updating workshops
6. Include interaction with instructors in other areas
7. Updates with micro-computer applications
8. Continue monthly area meetings
9. Futurism in Ag.
10. Financial Management - Custom labor, 1099 reporting, etc.