

# POLICIES AND PROCEDURES

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# AWARDS

## ***RULES APPLICABLE TO ALL AWARDS:***

1. NEAFCS members will not be permitted to pay dues for past years in order to extend the years of membership.
2. States/territories with 1-50 members are eligible to submit one entry in each award category, states/territories with membership of 51-100 are eligible to submit two entries in each category and states/territories with membership of 101+ are eligible to submit three entries in each category (with the exception of Distinguished Service, Continued Excellence and Extension Educator awards which have special rules).
3. In the case of team awards, the team leader must be a NEAFCS member and have had a principle role in the production and development of the program. Members will receive the type of recognition designated for that award and non-members will receive certificates.
4. Recipients of any award or fellowship may not receive the same award in two consecutive years.
5. Any member wishing the return of their nationally submitted award packet will need to pay a \$20.00 award return fee.

## ***DISTINGUISHED SERVICE AWARD:***

Recipients must have a minimum of 10 years membership in NEAFCS and have attended at least two Annual Sessions.

## ***DISTINGUISHED SERVICE AND CONTINUED EXCELLENCE AWARDS:***

Recipients of the Continued Excellence Award must have a minimum of 12 years membership in NEAFCS, attended three Annual Sessions and have been a DSA recipient. The number of awards allowed a state/territory is based on the state/territory active members as of second Friday in January.

No. Active Members	No. Awardees
1-50	1
51-100	2
101-150	3
151-200	4
201 and up	5

## ***EXTENSION EDUCATOR AWARD***

Recipient must have received the DSA and Continued Excellence Awards and attended four Annual Sessions.

## **NEAFCS GREENWOOD AND NEAFCS GRACE FRYSSINGER FELLOWSHIPS:**

Recipients must have a minimum of five years Extension employment.

### **NEW PROFESSIONAL AWARD:**

The New Professional award winner **must attend** Annual Session the year the award is received.

## **FINDER'S FEE AWARDS SPONSOR PROGRAM**

Any paid NEAFCS active, affiliate or life member may submit the name of a potential award sponsor. Individuals will receive a finder's fee of a \$50 scholarship to annual session for each company or individual they refer that becomes an award sponsor. The intent of the finder's fee is to provide contact with companies or individuals that already know individual members who would be possible award sponsors for new or existing award categories.

### **FINDER'S FEE GUIDELINES**

1. Members must submit, in writing, the full company (or individual's) name, address, phone number, and name of a company representative, if available. Also, the type of award for which they think this is a potential sponsor. No phone call referrals will be accepted. Information should be sent to Vice President for Awards and Recognition.
2. NEAFCS reserves the right to establish communication with the companies and to negotiate award category, guidelines, monetary amount, etc.
3. Members may make an initial personal contact with potential sponsors, but must submit in writing, their intent to make a contact, along with the company name, address, phone number and person to be contacted.
4. Referrals are accepted according to the postmark date. If the same company and/or individual is referred separately by two or more members, the member with the earliest postmark will be entitled to the fee.
5. Finder's fee will be an annual session scholarship in the amount of \$50, awarded the first year the award is sponsored.
6. Members will not be entitled to a finder's fee, if the potential sponsor who was submitted does not follow through with the financial sponsorship of an NEAFCS award.

# **BOARD MEETINGS**

## ***GENERAL RULES***

7. Only members of the Executive Board (officers and regional directors) can make motions and vote. The Affiliate Liaison/s may not vote.
8. If an elected officer cannot attend a meeting of the Board due to illness, family death or other crisis, the Board Member may vote by proxy.

## ***E-MAIL VOTING PROCEDURE***

1. E-mail voting will be limited to time sensitive items. Pertinent information related to the motion (e.g. contracts, bills, etc.) will be distributed to all Board Members for their review.
2. Motion is made and seconded (sender obtains second before submitting motion to list serv, includes the name of the person who seconded the motion with the original motion). Date and time zone should be included in the motion.
3. Motion is sent to Board Members for discussion by the president.
4. Board members notify President of receipt of message/motion.
5. Discussion of motion will be conducted using the list serve e.g. sent to all members.
6. After seven business days, the President will summarize the discussion and call for the vote.
7. Board members will have three business days to vote.
8. President will send a message concerning the outcome of the voting.
9. Motion and outcome will be affirmed at the Executive Board Meeting and recorded in the minutes.

## ***WINTER BOARD AND MID-YEAR BOARD MEETINGS***

1. Winter board meeting is usually held in December or January. The mid-year board meeting will be via Web conferencing in May.
2. The President determines dates and locations of the Winter Board Meeting. It is recommended that the winter board meeting be held at the national headquarters office. (May 2008)
3. Executive Board members, Historian, Host Liaisons, and JOE Representative shall prepare a progress report of activities since the last meeting for each of the Board Meetings.

### ***PRE-ANNUAL SESSION BOARD MEETING***

1. The Executive Board shall meet prior to the opening of the Annual Session.
2. Officer candidates shall be invited as observers to the second day of the meeting of the executive board. (See Fiscal Issues/Expenses).
3. The Executive Board members shall give annual reports and present recommendations for the next year.

### ***POST ANNUAL SESSION BOARD MEETING***

In addition to the continuing and new members of the Executive Board, those attending shall include the Immediate Past President. Outgoing officers shall not be expected to attend the meeting unless notified in advance by the presiding officer.

# COMMITTEES

## COMMITTEE MEMBERSHIP

1. The committee structure of NEAFCS includes Standing Committees, Special Committees and Ad Hoc Committees.
2. All Committees and Subcommittees are encouraged to have a balanced and diverse representation of members. (Balance of members, number, and complexity of tasks.)
3. Vice Presidents are encouraged to make recommendations for appointment of non-board representatives from the pool of members on their appropriate committee.
4. NEAFCS President is an ex-officio member of all committees except the nominating committee. (*Amended Winter Board 2003*)
5. NEAFCS Committees and Vice Presidents who need additional members to support the plan of work activities during the year may recruit those members and have them posted to Committees and Subcommittee lists at that time the individuals are recruited for the remainder of the year. (*Adopted March 2005 Board meeting*)

## GENERAL GUIDELINES/REQUIREMENTS

1. Articles for NEAFCS official publications are to be generated/solicited by a Subcommittee in each Vice President's committee. Vice President for Member Resources and Subcommittee will have overall coordination and oversight responsibility for articles from all committees and work with the National Office to publish *The Journal of NEAFCS*.
2. The Secretary will have overall coordination and oversight responsibility for articles from all committees and work with the National Office to publish the *Communiqué* and the *eNEAFCS* electronic newsletter.
3. Each Subcommittee should have a Chair and Chair-Elect to provide opportunities for leadership roles. Unless specified, the committee will select the Committee Chair and Chair-Elect.
4. Costs for committee work shall be paid within budget guidelines. (*Adopted Winter board 2001*)
5. Vice Presidents should be future oriented and creative in coordinating the work of their committee and not be restricted by the tasks listed.
6. Members may serve on any committee for multiple terms. Due to the limited number of committees, multiple Subcommittees within each committee will allow opportunities for a member to be involved in many different ways within a committee and a leadership ladder to the position of Vice President.
7. Committee members are not required to attend Annual Session but have the opportunity to be linked to their committee meeting via conference calls or other modes of communication.
8. Electronic communications should be used for committee/subcommittee work as much as possible.

9. Each State/Territory Affiliate must have one Awards Chair or identify one person to receive all information regarding awards. Otherwise, awards information will be sent to the State/Territory President.
10. Executive board should act on and submit approved public affairs resolutions to appropriate legislators.
11. Subcommittee membership becomes effective with the program of work committee meetings at Annual Session. Subcommittee applications will be taken until December 31.
12. Committees and vice presidents who need additional members to support the plan of work activities during the year may recruit those members and have them posted to committee and Subcommittee lists at Standing Committees (*Revised Winter board 2001*).

## **STANDING COMMITTEES** (*REVISED JULY 2011*)

**Bylaws Committee:** shall be composed of one representative from each region, Immediate Past President, Board Secretary and a member at large. Non-officer members shall serve a two-year staggered term. The Bylaws Committee shall be responsible for:

- ❖ reviewing the bylaws;
- ❖ developing proposed revisions for consideration by the membership. A parliamentarian will review final proposed bylaws before presenting to the membership.

**Finance Committee:** shall be composed of the Treasurer, Vice President for Awards and Recognition, Vice President for Professional Development, President-elect, Immediate Past President and one representative from each region. The Finance Committee shall be responsible for:

- ❖ preparing the budget for fiscal year January 1 through December 31,
- ❖ presenting the budget to the membership at Annual Session,
- ❖ making recommendations to the board on financial matters of the organization. Non-officer members shall serve a two year staggered term.

**Credentials Committee:** shall be chaired by a second year Regional Director (*Adopted March 2005 Board Meeting*) and include the four Regional Directors and a member from each region who is not serving as a voting delegate. The Credentials Committee shall be responsible for:

- ❖ Securing and preparing a list of delegates and alternates
- ❖ Verifying and checking voting delegates during the Annual Session and Awards business meetings



**Site Review Committee:** shall be chaired by the Immediate Past President and include two representatives from the Professional Development committee, Vice President for Professional Development, a Former Affiliate Liaison (Site Coordinator), the National Office Staff (ex-officio) and the Executive Director (ex-officio). The committee's tasks include:

- ❖ Review bids to determine the site of future Annual Session according to rotation schedule by regions: Central, Southern, Eastern & Western.
- ❖ Select future site and present recommendations to the Executive Board for approval.

**Public Affairs Committee:** shall be chaired by the Vice President for Public Affairs and structured into Subcommittees to achieve the goals of the strategic plan and focus on priorities of the Executive Board and the diverse membership, with special emphasis on current public policy and legislative issues. The total committee will have a recommended range of 30-60 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Education
- ❖ Global Affairs
- ❖ Building Support/Forging Coalitions
- ❖ External Marketing

**Member Resources Committee:** shall be chaired by the Vice President for Member Resources and structured into subcommittees to achieve the goals of the strategic plan and focus on priorities of the Executive Board and the diverse membership, with special emphasis on services and activities that encourage action participation of all members. The total committee will have a recommended range of 40-50 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Membership & Mentoring
- ❖ Diversity Issues
- ❖ Marketing and Communications
- ❖ The Journal Editorial
- ❖ Life Members

**Awards and Recognition Committee:** shall be chaired by the Vice President for Awards and Recognition and structured into Subcommittees to achieve goals of the strategic plan and focus on priorities of the Executive Board and the membership, with special emphasis on recognition and accomplishments of members. The total committee will have a recommended range of 30-50 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Award Sponsorship and Support
- ❖ Awards Exhibit
- ❖ Ceremony
- ❖ Training

**Professional Development Committee:** shall be chaired by the Vice President for Professional Development and structured into Subcommittees to achieve goals of the strategic plan and focus on the priorities of the Executive Board and membership, with special emphasis on coordinating diverse educational opportunities. The total committee will have a recommended range of 70-80 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Arrangements
- ❖ Exhibits
- ❖ Program Development
- ❖ Registration

**Investment Committee:** will monitor and direct investments of monies in both the awards fund and the operating fund in order to meet the goals and objectives of each fund as outlined by the organization. It oversees all NEAFCS investments. Committee Composition:

- ❖ Current Treasurer, serves as committee chair
- ❖ Immediate past Treasurer
- ❖ Three at-large members who meet one of the following criteria;
  - Licensed in financial planning and/or related field.
  - Master's degree or above in a financial field; CFP or AFC
  - Previously served as an Affiliate President or Treasurer
- ❖ Three year terms, staggered (Treasurer would serve 2 years as Treasurer, 1 year as immediate past Treasurer.)
- ❖ Appointed by President with term running January 1- December 31

**Responsibilities:**

- ❖ To monitor and direct investments of monies in both the awards fund and the investment fund in order to meet the goals and objectives of each fund as outlined by the NEAFCS organization.
- ❖ To move monies ONLY with written consent of no fewer than three (3) Investment Committee Members plus written notification to the President.
- ❖ To report, in writing, to the NEAFCS Board and membership at the Business Meeting during Annual Session.
- ❖ To communicate yearly by quarterly conference calls, faxes, electronic mail and US postal service.

## **Endowment Committee:**

The NEAFCS Endowment was approved on the 2001-2004 NEAFCS Strategic Plan. The goal of \$300,000 by 2009 was set in 2004. The kick-off for the Endowment was in 2004 in Nashville.

### Levels of donors

- ❖ Turquoise – Up to \$499
- ❖ Amethyst - \$500-999
- ❖ Opal - \$1000-4999
- ❖ Sapphire - \$5000 - \$9999
- ❖ Diamond – Over \$10,000

Donors can support the NEAFCS Endowment in 5 key areas: 1) general, 2) awards and recognition, 3) leadership training and professional development, 4) diversity education, 5) marketing and public issues education. Only the interest from the NEAFCS Endowment will be used for targeted projects in five designated areas. Donations in the Diamond category may designate specific projects within NEAFCS awards or program upon the approval of the NEAFCS Board.

Gifts of cash or marketable securities from an individual, a family foundation or life insurance, are donation options.

The Endowment Committee keeps track of the total donations. Donations and pledges are sent to the national office and tracked by them and the Treasurer. The chair of the Endowment Committee receives a copy by email of all donations and pledges and sends out thank you letters. The national office sends out annual reminders of Endowment pledges.

Once per year the Endowment Committee sends their list of donations and donors to the Treasurer to check and make sure it matches the funds that she/he has records of receiving.

After the Endowment goal is reached, annual proposals for the Endowment interest can be submitted by NEAFCS committees, Affiliates or two or more individuals. Proposals must focus on innovative ideas in the designated areas - leadership/professional development, awards & recognition, public issues, and diversity. The Endowment committee reviews proposals.

The NEAFCS Educational Awards Fund will accept gifts to a permanently restricted Endowment Fund. Gifts will be accepted in the form of cash, life insurance and equities and may be designated in the following program areas: awards and recognition, diversity education, leadership and professional development, marketing and public issues education, and other areas consistent with NEAFCS's vision and mission approved by the Executive Board.

As a permanently restricted fund, the NEAFCS Endowment will use only the income generated from the fund to support activities and programs consistent with NEAFCS mission and designated by the donor. Donations to the Endowment do not preclude annual donations that are unrestricted or designated for the use in the year donated.

Endowment funds will be deposited in the NEAFCS Educations Awards Fund which is a 501c3 fund. Endowment donations and expenditures will be shown and reported as separate line items within the Fund. Targeted funds will be accounted separately. Donations are tax deductible to

the extent of the law. Notification of all donations and pledges will be sent to the Endowment Committee within 2 weeks for follow-up.

The Endowment Committee has 6-9 members including active and life members and the past president. The terms will be 3 years and members can serve 2 terms. The committee will begin with staggered 1, 2 and 3 year terms to start the rotation. The Endowment Committee will include the Immediate Past President and Treasurer. The committee will oversee the solicitation of funds for the endowment. The Endowment Committee will work with the NEAFCS Investment Committee to develop the Endowment Investment goals. The NEAFCS Investment Committee oversees all NEAFCS investments.

### **Procedures**

- ❖ The National office will send copies of Endowment pledge forms to the Endowment Committee within 2 weeks of receipt.
- ❖ The National office will use normal procedures to deposit restricted donations and communicate restricted donations to the Treasurer.
- ❖ The Endowment Committee will acknowledge each donation with a thank you letter and IRS needed wording by at least Jan. 15 for the preceding year.
- ❖ The Committee will follow-up with annual pledges, possible donors and work with the National office and treasurer on Endowment summary reports.

**Annual Session Planning Committee:** purpose is to generate the overall plan for the Annual Session. The planning committee consists of the Vice President for Professional Development, National President, National Office Staff, Affiliate Liaison(s) and up to three (3) additional people invited at the President's discretion (may include President-Elect, Affiliate President, Regional Director, Staff). Duties and responsibilities are

- ❖ Review the NEAFCS Administrative Manual and Annual Session Handbook
- ❖ Plan the schedule for the Annual Session
- ❖ Select speakers
- ❖ Prepare budget and determine registration fee subject to the approval of the NEAFCS board

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- ❖ Review the NEAFCS Administrative Manual and Annual Session Handbook
- ❖ Plan the schedule for the Annual Session
- ❖ Select speakers
- ❖ Prepare budget and determine registration fee subject to the approval of the NEAFCS board

## **SPECIAL COMMITTEES** (REVISED MAY 2008)

**National Nominating Committee:** shall be composed of two members elected from each of the four regions at the Regional Business Meetings and the Immediate Past President as the chair. The Chair serves as a non-voting member except in the case of a tie. The National Nominating Committee shall be responsible for:

- ❖ selecting a slate of officers for National Officers and Regional Directors
- ❖ presenting the slate to the voting delegates. *(Adopted Post-Board 2000)*

**National Office Performance Appraisal Committee:** shall be composed of the Vice President for Member Resources as Chair, an Affiliate President or Treasurer from each region and the Immediate Past President appointed by the President. The Executive Director will be invited to participate as appropriate. The National Office committee shall be responsible for annual:

- ❖ reviewing and monitoring services to ensure that they are effective, efficient, and economical;
- ❖ making recommendations to the board.

**JCEP/PILD Planning Committee:** representatives shall be the VP for Public Affairs and President Elect. Terms on this committee begin and end with PILD. NEAFCS shall pay the expenses for the two official PILD planning committee members to attend the PILD Conference. *(Amended Winter Board 2006)*

## **AD HOC COMMITTEES**

The President shall appoint an Ad Hoc Committee as the need arises to carry out a specific task.

# DEADLINE DATES

An item postmarked by the specified date will be accepted as having met the deadline.

Deadlines for respective actions are as follows:

## **OCTOBER 15 (AFTER ANNUAL SESSION)**

- ❖ Submit all bills to President within 30 days after Annual Session

## **NOVEMBER 1**

- ❖ Bid to host Annual Session due to National Office

## **DECEMBER 1**

- ❖ All expense vouchers for the fiscal year must be submitted to President
- ❖ All Affiliate dues are due to the National Office by December 10<sup>th</sup>. (*Adopted, Annual Business Meeting, 2010*)

## **DECEMBER 31**

- ❖ Committee/Subcommittee applications due to National Office.

## **JANUARY**

- ❖ Showcase of Excellence or Concurrent Session applications due to the national Vice President for Professional Development by January 15. (*Adopted, August, 2010*)
- ❖ Membership dues must be paid by the second Friday in January to qualify for awards and nominations. (*Adopted, August, 2010*)
- ❖ Applications for all awards are due to national Vice President of Awards and Recognition by January 15. (*Adopted, August, 2010*)

## **APRIL 1**

- ❖ Applications (credentials) for officers and regional directors due to National Nominating Committee Chair (Immediate Past President). (*Adopted, post-board, 1999*)

## **MAY 1**

- ❖ Resolutions and Bylaw proposals due to Bylaws Committee Chair
- ❖ Facilitate the selection of the recipient of Friend of NEAFCS Award

## ***AUGUST 1***

- ❖ Final membership count for number of state/territory affiliate voting delegates

# NOTES



# **DUTIES AND QUALIFICATIONS OF OFFICERS**

## **PRESIDENT**

### ***TERM OF OFFICE***

One year immediately following the year of serving as President-Elect

### ***QUALIFICATIONS***

Have met the qualifications of President-Elect.

### ***DUTIES OF THE PRESIDENT***

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association officers and Regional Directors in coordinating their efforts in carrying out the organization's objectives and programs.
3. Preside at Executive Board and Association business meetings.
4. Appoint committees as provided in the Bylaws and Policies and Procedures.
5. Serve as an ex-officio member of all committees except nominating.
6. Approve all expense vouchers and submit to the Treasurer and national office for payment.
7. Strengthen public relations and maintain cooperative relations with other organizations.
8. Appoint a Historian for the Association.
9. Exercise all powers and duties pertaining to the Office of President.
10. Serve on JCEP (Joint Council of Extension Professionals).
11. Submit requisition for purchases to current past president for approval before spending association funds. Submit expenses in a timely basis.

### ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Perform responsibilities not delegated or assigned to another officer.
2. Will preside over at least two web based meetings with affiliate presidents each year.  
*(Adopted, Winter Board, 2010)*
3. Be thoroughly familiar with the following:

- a. Bylaws, standing rules, rules of order, mission statement
  - b. Administrative Manual
  - c. Minutes for the last five years
  - d. President's files
  - e. Nominating Committee duties
  - f. Guidelines for JCEP Leadership Conference
  - g. Board Policies And Procedures
4. Reply to invitations for NEAFCS representation at meetings of other organizations. Refer to Board Policies And Procedures. If it is impossible for the President to attend, arrangements may be made for representation by an Executive Board member or committee chair. If the request for NEAFCS representation is from organizations other than those specified in Board Policies and Procedures and does not include the opportunity to make a formal presentation, the invitation should be declined. The NEAFCS budget needs to be carefully considered before consenting to attend meetings. A written report of the participation at the meeting should be sent to the President immediately following the meeting.
  5. Review the Association's insurance needs and secure appropriate coverage.
  6. Proofread and approve all materials before publication including *The Journal Editorial*, *Communiqué*, Awards Publications, Annual Session Brochure, etc.
  7. Work closely with the Vice President for Professional Development, Affiliate Liaison, and National Office Staff on plans for the Annual Session.
  8. Correspond with the Executive Board as necessary to keep board members informed on Association business.
  9. Keep signature card for investment accounts current.
  10. Send a copy of all letters to President-Elect.
  11. Prepare budget request and submit to Treasurer.
  12. Review duties annually and revise for Administrative Manual.
  13. Consult legal counsel as needed.
  14. The President, as a part of the JCEP Traveling Team, will attend the national meetings of the other Extension organizations and AAFCS. (*Revised, Winter Board 2010*)
  15. Coordinate with National Office mailing of publications to Presidents of other Extension associations.
  16. The President is the only official NEAFCS representative designated to sign contracts (hotel contracts, Annual Session contracts, etc.)
  17. Coordinate with Executive Director or National Office Staff plans for the NEAFCS office during Annual Sessions.
  18. Secure a parliamentarian for the Annual Session. Contact the National Association of Parliamentarians, Kansas City, MO or seek assistance of Affiliate Liaison.
  19. Upon the notification of the death of a national Past President, a memorial contribution of \$100 from the operating fund will be coordinated to the Past Presidents' category of the Awards Fund. (*Adopted pre-board 2000*)

## **Following Annual Session**

1. Prepare message for publications according to schedule.
2. Make committee appointments as needed.

## **October**

1. Make plans for the Annual Session Planning Committee Meeting. Work with National Office Staff, Vice President for Professional Development and Affiliate Liaison for meeting plans.
2. Make arrangements for Winter Board Meeting.

## **November**

1. Prepare President's message for the publication according to the printing schedule.

## **December**

1. Review minutes of Executive Board meeting - complete unfinished tasks.
2. Plan and prepare for Winter Board Meeting. Attend and preside at Winter Board Meeting.

## **January or February**

1. Attend the Joint Council of Extension Professionals (JCEP) meeting. The Past President and the President-Elect also attend. Prepare report for meeting.
2. Make arrangements for Mid-Year Board Meeting, held via web-conferencing. Set date and time and announce to Board Members.
3. Attend the National Leadership Conference.
4. Prepare President's message according to the publication schedule.
5. Work with Regional Director to solicit host affiliate bids for Annual Session according to rotation schedule.

## **March**

1. Prepare President's message for the publication according to the printing schedule.
2. Encourage nominations for ECOP Budget Committee (years needed).

## **April**

Develop agenda for Mid-Year Board meeting. Two weeks prior to the meeting send a copy of the agenda to all Executive Board members and other invited participants. Prepare a report of the President's activities since Winter Board.

## **May**

1. Preside at Mid-Year Board meeting.
2. Confer with the Secretary And Executive Director to determine board actions to be sent to Affiliate Presidents and published in Enews.
3. Complete any unfinished work from Board meeting.

4. Send copies of Board meetings proceedings books to Historian.

## June

1. Attend AAFCS to network with potential exhibitors.
2. Remind Executive Board members to submit an annual report to the President-Elect for the report to membership/annual report.
3. Attend Joint Council of Extension Professionals. Prepare report for meeting.

## July

1. Approve Annual Session program prior to printing.
2. Issue invitations to the Annual Session. Refer to the board policies and procedures. Send invited guest's copy of Annual Session registration materials.
3. Work with National Office Staff to finalize Executive Board reservations for Annual Session.
4. Select persons to preside/deliver invocations at Annual Session. Send to the Vice President for Professional Development.

## August

1. Prepare President's message for publications according to the printing schedule.
2. Contact Board Members, NEAFCS Representatives, and guests indicating date, time, and location of Board meetings held during the Annual Session. Explain the NEAFCS travel reimbursement policies.
3. Invite officer candidates to the pre-Annual Session second day Board meeting. **Candidates attend at their own expense.**
4. Send registration a list of guests invited to the Annual Session.
5. Confer with Vice President for Professional Development to determine hospitality companies and exhibitors to receive recognition from the Association. Refer to board policies and procedures. Request the Vice President for Professional Development to provide the national office with information to have plaques engraved.
6. Write Annual Report and see that Annual Report (to membership) is written and distributed.
7. Coordinate inventory of stationery, folders, and other printed supplies with Executive Director.

## September

1. Review minutes of the Mid-Year Board meeting. See that all assignments have been completed, Committees appointed for Annual Session, and unfinished tasks are finished prior to Annual Session.
2. Develop and send the agenda for all meetings held during the Annual Session to Executive Board and NEAFCS representatives.
3. Prepare the President's message to be given during the Annual Session.
4. Make nominations for ECOP committee on Personnel and Organization Development (2004).

## Annual Session

1. Preside at Pre-Annual Session Board meeting.
2. Preside At Opening Session, Member Caucus, and Annual Business Meetings.
3. Assume all responsibilities pertaining to the Office of President.
4. Reserve a guest section at Annual Session in lieu of individual recognition (optional- depends upon the Program Committee).
5. Meet with the National Office Staff to review Annual Session bills, if available, before leaving the hotel.
6. Meet with incoming President to review duties of the office. Send President's files to new President.

Each set of materials should include the following for the National Business Meeting:

Annual Business Meeting Agenda	President
Annual Meeting Rules	President
Financial Statement	Treasurer
Proposed Operating and Proposed Awards Fund Budgets	Treasurer
Resolutions	Bylaws Committee Chair
Officer Candidate Profiles	Chair of Nominating Committee
Bylaw Changes	Bylaws Committee Chair
Annual Report	President-Elect
Minutes of the previous year Annual and Awards Business Meetings	Secretary
Other items as needed	

# NOTES

# **DUTIES AND QUALIFICATIONS OF PRESIDENT-ELECT**

## ***TERM OF OFFICE***

The President-Elect shall be elected annually to serve for one year as President-Elect and shall serve the following year as President or until a successor has been elected (as stated in bylaws).

## ***QUALIFICATIONS***

1. Must have served on the Association's Executive Board.
2. Attended three or more Annual Sessions.
3. Experience in organizational leadership and management.

## ***DUTIES OF THE PRESIDENT-ELECT***

1. Be responsible for implementing the Strategic Plan.
2. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
3. Serve on JCEP (Joint Council of Extension Professionals)
4. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Read the NEAFCS Bylaws, Standing Rules, Rules Of Order, Board Policies and Procedures, and the Strategic Plan.
2. Serve as the coordinator of the Association's action plans. Responsible for compiling and printing action plans of all Vice Presidents and distributing it to the Executive Board. Send an electronic version of Plan of Work to NEAFCS National Office.
3. Keep the Administrative Manual and Policies and Procedures current and notify the appropriate person(s) of changes. Send electronic version of current Administrative Manual to NEAFCS National Office.
4. Serve as a member of the Annual Session Program Planning Committee if requested.
5. Assume all duties assigned by the President.
6. Attend to correspondence promptly.
7. Send copies of all correspondence to President. File a copy of all correspondence.

8. Contact official NEAFCS vendor to order President's plaque to present at the Annual Session.
9. Select a gift from the Board for the NEAFCS President.
10. Submit budget requests to the Finance Committee Chair by the designated deadline.
11. Submit article for the Annual Report by the designated deadline.
12. Coordinate and produce the Annual Report/Communiqué.

### **Following Annual Session**

1. Present the action plan to the Executive Board for acceptance at winter board meeting.
2. Edit the final draft of Action Plans and send to all Executive Board members.
3. Send copies of the Action Plans to Vice Presidents for each Subcommittee chair. Encourage them to correspond with the Subcommittee Chairs, National Committee Members and State/Territory Affiliate Presidents concerning implementation of the plan.
4. Write and submit an article for publication describing the Action Plan.

### **December/January**

1. Attend the Joint Council of Extension Professionals meeting.
2. Attend Winter Board Meeting.

### **February**

Attend JCEP National Leadership Conference.

### **April**

1. Prepare a progress report for Mid-Year Meeting.
2. Attend the Public Issues Leadership Development Conference.

### **Mid-Year Board Meeting**

1. Attend the Executive Board meeting and serve on committees including Action Plan, Annual Session Planning, Finance, Strategic Plan Monitoring, National Office Evaluation and other committees as appropriate.
2. Coordinate with the President and Vice Presidents to plan for committee/subcommittee meetings/workshops held during the Annual Session.

### **June**

Attend the Joint Council of Extension Professionals meeting.

### **July or August**

Work with the Vice Presidents and initiate the planning process for next year's Action Plan.



## **August**

1. Notify Board Members and Officer Candidates of the schedule for Post Board meeting.
2. Remind Vice Presidents as well as other Board members to send budget request to the treasurer by the specified date. Consult with Subcommittee Chairs to insure that programs/projects for the following year will be adequately budgeted.
3. Prepare first President's perspective with a picture for publication according to the publication schedule.
4. Check with National Office to order name badges for new board members.
5. Prepare budget request and send to Treasurer.
6. Submit an Annual Report to the President for report to Members/Annual Report.

## **Annual Session**

1. Chair a meeting of the Vice Presidents and candidates for Vice Presidents to discuss the Action Plan to be presented to the Executive Board at Winter Board Meeting.
2. Remind Vice Presidents to review their duties and responsibilities with newly elected Vice Presidents.
3. Prepare to chair Post Annual Session Board meeting.

# NOTES

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR PUBLIC AFFAIRS**

## ***TERM OF OFFICE***

Elected in uneven years; the term of office is two years.

## ***QUALIFICATIONS PREFERRED***

1. Attended three or more Annual Sessions
2. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on the National Public Affairs Committee at least two years.
4. Attended a National or State Public Issues or Public Policy Conference. *(Adopted, Winter Board 2001)*
5. Experience in legislative/public affairs. *(Adopted, Winter Board 2001)*

## ***DUTIES OF THE VICE-PRESIDENT FOR PUBLIC AFFAIRS***

1. Perform all the duties of the office of President in the event of absence, disability, or at the request of the President and President-Elect.
2. Chair and serve as the liaison between the Public Affairs Committee and the Executive Board.
3. Coordinate the committee to develop and implement an action plan, which addresses issues, related to external communications, coalition building, public affairs education, and funding opportunities, as defined by the Executive Board.
4. Communicate with national committee members within 30 days of receiving committee list from national office. *(Revised Pre-Board 2000)*
5. With assistance of Coalitions Subcommittee Chair coordinate publicity materials, outreach efforts and follow-up with Non-Officer Representatives.
6. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Coordinate subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
2. Secure, review and submit public affairs articles for NEAFCS official publications.
3. Send one (1) copy of an accurate list of committee members to the historian.
4. Encourage the membership to conduct research projects and report significant findings to key decisions makers.
5. Communicate with State/Territory Affiliate VP/Chair or President at least quarterly with copies sent to Regional Directors.
6. Serve on the Public Issues/Leadership Development Planning Committee.
7. Send copies of all correspondence to the President and President-Elect.
8. File a copy of all correspondence.
9. Submit budget request to the Finance Committee Chair by designated deadline.
10. Submit article for the Annual Report by the designated deadline.
11. Work with Public Affairs Committee to develop annual impact statements.
12. Send electronic version of public affairs program materials to NEAFCS webmaster.

## ***PUBLIC AFFAIRS COMMITTEE***

The Public Affairs Committee shall be structured into subcommittees to achieve the goals of the Strategic Plan and focus on priorities of the Executive Board and the (diverse) membership. Subcommittees may include (but are not limited to):

- ❖ Education
- ❖ Global Affairs
- ❖ Building Support/Forging Coalitions
- ❖ External Marketing

## **Subcommittee responsibilities may include but are not limited to:**

### **Education**

1. Coordinate with JCEP and promote the Public Issues Conference
2. Serve on the Public Issues Leadership Conference Planning Committee.
3. Encourage participation in the Public Issues Conference through communications technology, i.e., teleconference, video and taped sessions
4. Encourage State/Territory Affiliates to seek grants for members to attend the Public Issues Leadership Conference.
5. Promote the National Public Issues Workshop sponsored by the Farm Foundation

6. Work with the Vice President for Awards and Recognition to seek financial support for a Public Affairs Award
7. Identify and recommend speakers who address Public Affairs Issues and process for participation at Annual Session

### **Coalitions**

1. Network with other organizations addressing public affairs issues
2. Develop and maintain coalitions with other organizations
3. Offer public affairs workshops at Annual Session
4. Assist with liaison work of Non-Board Representatives
5. Communicate with other Extension associations regarding public affairs

### **Building Support/Forging Coalitions**

1. Maintain and explore electronic network for communication of legislative affairs
2. Develop a process for identifying key issues and prepare impact statements
3. Develop a legislative agenda to promote Extension programming
4. Prioritize and communicate legislative issues in a timely manner to members via internet, fax and mail
5. Educate members to share impacts with decision makers

### **External Marketing**

1. Develop strategies for publicizing issues and impacts
2. Communicate issues through fact sheets, newsletters and the NEAFCS official publication
3. Communicate impact information yearly to Extension Directors, legislators and media
4. Communicate mission and goal statements. Speak with one voice to decision makers at local, state and national levels
5. Support the NEAFCS marketing program based on the goals and objectives
6. Secure, review and submit articles for NEAFCS official publications

# NOTES

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR MEMBER RESOURCES**

## ***TERM OF OFFICE***

Elected in even years; the term of office is two years.

## ***QUALIFICATIONS PREFERRED***

1. Attended three or more Annual Sessions.
2. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on the National Member Resources committee at least two years.

## ***DUTIES OF THE VICE-PRESIDENT FOR MEMBER RESOURCES***

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board and state affiliates. *(Revised Winter Board 2003)*
2. Coordinate the Committee to develop and implement an action plan, which addresses issues related to membership, mentoring, leadership, life members, diversity and marketing/communications. *(Revised Winter Board 2003)*
3. Provide leadership for the Committee and coordinate with the National Office development of *The Journal of NEAFCS*. *(Revised Winter Board 2003)*
4. Communicate with National Committee members within 30 days of receiving committee list from National Office. *(Revised Pre-Board 2000)*
5. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE:***

1. Coordinate Subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
2. Secure, review and submit member resource articles for NEAFCS official publications.
3. Assist in securing articles for NEAFCS publications. *(Revised Winter Board 2003)*
4. Encourage membership to submit research and scholarly work to NEAFCS publications. *(Revised Winter Board 2003)*

5. Communicate with state/territory affiliate VP/chair or President at least quarterly with copies to Regional Directors.
6. Promote life membership and involvement of life members in the Association.
7. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
8. Submit budget request to the Finance Committee Chair by the designated deadline.
9. Submit article for the Annual Report by the designated deadline.
10. Send electronic version of publication and member resources information to Executive Director.
11. Coordinate National office evaluations completed by Affiliate Presidents and Treasurers and Executive Board Members.
12. Provide leadership to the National Office Committee. (*Revised Winter Board 2003*)

## ***MEMBER RESOURCES COMMITTEE***

The Member Resources committee shall be structured into subcommittees to achieve the goals of the Strategic Plan and focus on priorities of the Executive Board. Subcommittees may include (but are not limited to): (*Adopted Pre-Board 2000*)

- ❖ Membership & Mentoring
- ❖ Diversity issues
- ❖ Marketing and Communications
- ❖ *The Journal* editorial
- ❖ Life Members

### **Subcommittee responsibilities may include but are not limited to:**

#### **Membership and Mentoring**

1. Provide support to affiliates in the recruitment of potential members
2. Develop a mentoring program for minority members and new members
3. Provide support for professional career development
4. Provide an updated list of external reviewers for members seeking tenure

#### **Diversity Issues**

1. Encourage active participation and interaction of all members
2. Facilitate interaction of members with special interests (i.e. minority, urban, intergenerational, and international)
3. Communicate concerns and issues of minority members (i.e., race, gender, culture)
4. Develop leadership and encourage active participation of minority members
5. Promote cultural diversity through concurrent sessions and publications



6. Remove barriers that prohibit the active participation of all members.

### **Marketing and Communications**

1. Support the NEAFCS marketing plan to promote the mission and goals of the association
2. Coordinate the sale of NEAFCS items that enhance the professional image
3. Secure, review and submit articles for NEAFCS official publications

### **The Journal Editorial**

1. Review articles submitted for NEAFCS peer-reviewed *The Journal of NEAFCS* publication
2. Coordinate the annual publication of *The Journal of NEAFCS* with the National Office  
(Adopted Winter Board 2003)

### **Life Members**

1. Provide support to affiliates in the recruitment of potential members
2. Provide support to affiliates in encouraging members to apply for life membership
3. Encourage active participation of life members.
4. Provide leadership in planning and implementing the First Timers and Life Members Event  
(Adopted Post-Board 2004)

# NOTES

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR AWARDS AND RECOGNITION**

## ***TERM OF OFFICE***

Elected in uneven years; the term of office is two years.

## ***QUALIFICATIONS PREFERRED***

1. Served on National Awards and Recognition Committee for at least two years.
2. Served as Regional Director or served as State/Territory Affiliate Awards chair/contact.
3. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
4. Experience in awards application process, judging and recognition
5. Attended three or more Annual Sessions.

(Applicant must meet three of five preferred qualifications. *Adopted Pre-board Oct. 2001*)

## ***DUTIES OF THE VICE-PRESIDENT FOR AWARDS AND RECOGNITION***

1. Chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board.
2. Coordinate the Committee to develop and implement an action plan, which addresses issues, related to awards.
3. Communicate with National Committee Members within 30 days of receiving committee list from National Office. (*Revised Pre-Board Meeting 2000*)
4. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Coordinate subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
2. Contact, secure and recognize award sponsors.

3. Provide leadership to develop and update Awards Manual and post on website.
4. Encourage the membership to apply for award opportunities
5. Notify award winners, monitor progress and encourage completion of award requirements.
6. Prepare list of Award Winners to be used at the Awards Banquet and posted on website.
7. Plan and conduct awards ceremony(ies) with assistance of appropriate Subcommittee.
8. Plan and conduct awards workshop with assistance of appropriate Subcommittee.
5. Monitor Educational Awards Fund.
6. Develop and implement plans for Educational Awards Fund enhancement.
7. Secure, review and submit awards and recognition articles for NEAFCS official publications.
8. Communicate with State/Territory Affiliate Vice President/Chair, or President at least quarterly with copies to Regional Directors.
9. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
10. Submit budget request to the Finance Committee Chair by the designated deadline.
11. Submit article for the Annual Report by the designated deadline.

## ***AWARDS AND RECOGNITION COMMITTEE***

The Awards and Recognition Committee shall be structured into subcommittees to achieve goals of the Strategic Plan and focus on priorities of the Executive Board (recognition of accomplishments) and of the membership. Subcommittees may include (but are not limited to):

- ❖ Sponsorship and Support
- ❖ Awards Display and History
- ❖ Ceremony
- ❖ Training

### **Subcommittee responsibilities may include but are not limited to:**

#### **Sponsorship and Support**

1. Investigate and contact potential sponsors
2. Maintain communication with current sponsors and encourage continued sponsorship
3. Assist with appreciation and special recognition of sponsors
4. Evaluate member participation in current awards and recommend changes
5. Evaluate current awards for relevance
6. Identify and recommend changes in awards to reflect needs of membership
7. Review and revise application forms and guidelines
8. Review and revise judging forms to correspond with application forms and guidelines

### **Awards Display and History**

1. Plan exhibit for national award winning applications
2. Responsible for set-up and take down of awards exhibit
3. Request awards winners to assist with awards exhibit
4. Obtain information from awards winners for exhibit

### **Ceremony**

1. Plan and conduct regional and national awards ceremonies
2. Facilitate awards ceremony (and rehearsal, if applicable)

### **Training**

1. Prepare and distribute news release for award winners
2. Assist with awards workshop at Annual Session
3. Secure, review and submit articles for NEAFCS official publications

# NOTES

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT**

## ***TERM OF OFFICE***

Elected in even years; the term of office is two years

## ***QUALIFICATIONS PREFERRED***

1. Attended three or more Annual Sessions.
2. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on National Professional Development Committee at least two years.
4. Experienced in conference coordination and management.

## ***DUTIES OF THE VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT***

1. Chair and serve as the liaison between the Professional Development Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan, which addresses issues, related to professional development.
3. Work with National Office to coordinate and manage the NEAFCS Annual Session.
4. Work with National Office and Professional Development Committee to coordinate and plan professional development webinars.
5. Coordinate Subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
6. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Invite companies to provide hospitality for the Annual Session. Enclose an Association business card with the correspondence.
2. Recognize exhibitors and sponsors who have supported NEAFCS for one year, five, ten, fifteen, with a certificate and those participating for 20 years and every 5 years thereafter will be presented a plaque.
3. Provide leadership for building coalitions with other professional organizations and secure appropriate professional development credits for sponsored activities.

4. Provide leadership to develop the Annual Session program book.
5. Provide leadership to plan and develop professional development webinars for membership.
6. Secure, review and submit professional development articles for NEAFCS official publications.
7. Send two (2) copies of Annual Session program and an accurate list of committee members to the historian.
8. Encourage the membership to conduct research projects and report significant findings to the membership at Annual Session and other professional development opportunities.
9. Communicate with state/territory affiliate Vice President/chair or President at least quarterly with copies to Regional Directors.
10. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
11. Submit budget request to the Finance Committee Chair by the designated deadline.
12. Submit an article for the Annual Report by the designated deadline.
13. Maintain and update Annual Session Handbook.
14. Send electronic version of Annual Session information to the Executive Director.

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

The Professional Development Committee shall be structured into subcommittees to achieve goals of the Strategic Plan and focus on the priorities of the Executive Board and membership. Subcommittees may include (but are not limited to):

- ❖ Program Development
- ❖ Registration
- ❖ Arrangements
- ❖ Exhibits

### **Subcommittee responsibilities may include but at not limited to:**

#### **Program Development**

1. Develop a three to five year plan for issues to be addressed at Annual Session.
2. Work with Host Affiliate/Region to determine themes and goals that address emerging issues for Annual Session.
3. Suggest speakers who address goals and objectives of Host Affiliate/Region, as well as issues that affect total membership.
4. Encourage diversity in general and concurrent sessions.
5. Explore the feasibility of presentations through electronic technology/distance learning.
6. Plan and develop professional development webinars and a review process for webinars.
7. Assist with selection of educational topics and presenters for Annual Sessions (i.e., concurrent sessions, showcase of excellence).



8. Develop and coordinate an external review process of concurrent and showcase applications.
9. Develop evaluation criteria for Annual Session program.
10. Arrange certification credits from professional associations (e.g. AAFCS, American Dietetic Association, Certified Family Life Educators, Certified Financial Planners etc.).

### **Registration**

1. Work with National Office Staff on registration for Annual Session.
2. Understand categories of registration and what materials are needed for each.

### **Arrangements**

1. Assist speakers, presenters, officers, sponsors and guests as needed.
2. Recruit and train members to facilitate Annual Session activities (i.e. concurrent sessions, exhibits, speakers).
3. Coordinate with Member Resources committee to identify and provide for special needs of membership.

### **Exhibits**

1. Work with National Office to prepare exhibits brochure.
2. Recruit current and new exhibitors and sponsors through member referrals and other methods.
3. Establish a registration procedure for exhibitors and sponsors.
4. Assist exhibitors and sponsors in the exhibit area as needed, including set up and take down.
5. Assist with recognition of exhibitors and sponsors.
6. Conduct an evaluation of exhibitors and sponsors.
7. Follow up with thank you with exhibitors following Annual Session.

# NOTES

# **DUTIES AND QUALIFICATIONS OF SECRETARY**

## ***TERM OF OFFICE***

Elected in even years; the term of office is two years.

## ***QUALIFICATIONS***

1. Attended three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Shall have knowledge of electronic communications.

## ***DUTIES OF THE SECRETARY***

1. Keep complete, accurate records of all meetings of the Executive Board and the Association.
2. Chair and serve as the liaison between the Electronic Communications Committee and the Executive Board.
3. Edit and coordinate electronic newsletters with Executive Director and printed *Communiqué* with National Office. (*Adopted Winter Board 2003*)
4. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Record minutes of all Board and Association meetings and send electronic copies of the minutes to the Board, the National Office. Responsible for typing, reviewing, and approving, and e-mailing minutes for all Board Meetings.
2. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence. Send electronic version of approved minutes to NEAFCS webmaster.
3. Bring copies of the minutes of prior meetings to all Board Meetings for reference.
4. Prepare a progress report. Present the Secretary's report at the Board Meeting.
5. Develop a list of Board actions/meetings highlights, in conjunction with the President, to be printed in the *Communiqué*. Send a copy to each Regional Director. Regional Directors will send the report to State/Territory Affiliate Presidents.
6. Submit budget request to the Finance Committee Chair by the designated deadline.
7. Keep list of running motions for all Board meetings. Send electronic copies to Board and to the Executive Director to add to the website 4 times per year (before and after Annual Session, Winter Board and Mid-Year Board). (*Revised Winter Board 2010*)

8. Each year in the official minutes of the Association Business meeting list the members of the executive board for the coming year. Should include name and office held.

# NOTES

# **DUTIES AND QUALIFICATIONS OF TREASURER**

## ***TERM OF OFFICE***

Elected in uneven years; the term of office is two years

## ***QUALIFICATIONS***

1. Attended at least three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served as Treasurer of a professional organization or has appropriate educational background or training.
4. Must meet one of the following criteria (adopted May 2010)
  - a. Licensed in financial planning and/or related field.
  - b. Master's degree or above in a financial field; CFP or AFC

## ***DUTIES OF THE TREASURER***

1. Oversees the finances of the Association.
2. Serve as chair of the Finance Committee and Investment Committee.
3. Submit requisition for purchases to president for approval before spending association funds. Submit expenses in a timely basis.
4. Approve requisition for purchases with President before spending association funds. Submit back to the Management Company to pay bills on a weekly basis.
5. Oversee the preparation of financial statements for Monthly Executive Board Meetings.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Notify officers and committee chairs that vouchers for internal operating expenses must be submitted by December 1 of each calendar year.
2. Maintain the Association's investment accounts according to the association's financial policies.
3. Compare expense vouchers to monthly banking statements to verify approved expenses.
4. Maintain adequate communication with State/Territory Treasurers regarding the processing of membership dues and active membership data.
5. Present financial and investment committee reports during Annual Session.
6. Conduct training for State/Territory Treasurers.

7. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
8. Submit budget requests to the Finance Committee Chair by the designated deadline.
9. Submit article for Annual Report by the designated deadline.

## **January**

Assume leadership of the Investment and Finance Committee and arrange for conference calls for both committees.

## **April**

Prepare a treasurer's (officer's) report for the mid-year board meeting.

## **May**

Participate in mid-year board meeting.

## **June**

Send letter and form to Executive Board Members requesting budget-planning information.

## **July/August**

Prepare for Pre-Annual Session Board meeting with and Finance Committee Meeting on a conference call to prepare budget.

## **Prior to Annual Session**

1. Prepare financial report and bring copies for Finance Committee, Board Meeting and Business Meeting. Include:
  - a. Itemized statement of cash receipts and disbursements. Coordinate with Management Company
2. Prepare article for the Annual Report.

## **Annual Session**

1. Present financial reports at the Annual Business Meeting.
2. Bring extra copies of the expense vouchers to the Annual Session.
3. Meet with the President (outgoing), National Office Staff, and affiliate liaison to review Annual Session expenses prior to leaving the site.
4. Meet with the new Treasurer, explain duties and make arrangements for the transfer of financial records. The books are transferred following the Annual Session. The books are closed December 31 and audited each year.

## **Change of Treasurer**

1. Transfer all books and records to the new Treasurer after Annual Session.
2. Meet with the new Treasurer at Annual Session to review duties and train the Treasurer.

## **November**

Write article for eNews about the dues paying process for Affiliates.

## **December**

1. Attend winter board meeting.
2. Bring annual finance report to winter board meeting.
3. Remind Affiliates about the dues and answer questions as needed for Affiliate Treasurers.



# NOTES

# **DUTIES AND QUALIFICATIONS OF REGIONAL DIRECTOR**

## ***TERM OF OFFICE***

Regional directors for the Central and Southern regions shall be elected in uneven years; Regional Directors for the Eastern and Western regions shall be elected in even years by the Voting Delegates in their respective regions. The term of office is two years.

## ***QUALIFICATIONS***

1. Attended three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on a National Committee or similar service in another professional association.

## ***DUTIES OF THE REGIONAL DIRECTOR***

Serve as the liaison between the Executive Board and the State/Territory Affiliate Presidents and members within their region.

1. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Serve as a member of the NEAFCS Executive Board, complete appropriate reports and other responsibilities as determined by the Executive Board.
2. Facilitate the process of information flow between State/Territory Affiliates and the National Association by conducting regular and timely communications/correspondence regarding deadlines and other relevant information.
3. Convey responses, concerns, requests/questions, etc. and recommendations from State/Territory Affiliates to the NEAFCS Executive Board.
4. Promote/encourage leadership and member involvement in NEAFCS.
5. Work with the Executive Board to establish/determine agendas for JCEP Leadership Conference and Regional Business Meetings conducted at Annual Session.
6. Conduct the Regional Business meeting as scheduled during Annual Session. Compile and distribute Business Meeting Materials. See "Guidelines for Regional Business Meetings Held during Annual Session" section for details.
7. Send one (1) copy of minutes of Regional Meetings to the Historian.
8. Provide Executive Board members and National Office with current State/Territory Affiliate Officer rosters as changes are made. Send hard copies, email, etc.

9. Send copies of all correspondence including email to the President and President-Elect. File a copy of all correspondence.
10. Submit budget requests to the Treasurer by the designated deadline.
11. Submit budget requests to the Finance Committee Chair by the designated deadline.
12. Submit article for the NEAFCS Annual Report by the designated deadline.

### **December/January/February**

1. Attend Winter Board meeting. Provide regional report to the Board and the National Office at least two weeks prior to the meeting.
2. Work with President to solicit host affiliate bids for Annual Session according to rotation schedule.
3. Remind State/Territory Affiliate Presidents of February 15<sup>th</sup> deadline for awards applications and officer nominations.

### **March/April**

1. Remind State/Territory Affiliate Presidents of April 1st deadline for the Candidate for National Office Applications.
2. Prepare a report for the Mid-Year Board meeting and send to the Board and the National Office at least two weeks prior to the meeting.

### **May/June**

Participate Mid-Year Board Meeting.

### **July/August**

1. Request list of Voting Delegates from State/Territory Affiliate Presidents. Send a copy to the National Office. Send responsibilities/duties, including times to be present, to Voting Delegates. For more information see section, "Voting Delegate Responsibilities".
2. Request applications for National Nominating Committees (*Adopted pre-board 2000*) and prepare a ballot for the Regional Business Meeting.
3. Develop agenda for the Regional Business Meeting at Annual Session. Provide to National Office for duplication.
4. The second year of the term of the Regional Director, prepare the Regional Director Ballot and bring to the Regional Business Meeting at the Annual Session.
5. Prepare credentials report by States/Territory Affiliates indicating number of voting delegates granted each state. Refer to bylaws. (The President appoints one of the senior Regional Directors to serve as the chair of the credential's committee.)
6. Request agenda items from the Executive Board for the Regional Business Meeting at Annual Session

## **Annual Session**

1. Attend the Annual Session and participate in the Executive Board meetings and Annual Business meeting.
2. For Regional Business meetings, provide to the National Office the information needed to prepare and copy the agendas. Recruit volunteers to serve as Parliamentarian, Recorder, Reviewers of Minutes, Tellers, and preside at the Regional Business meeting. See section "Guidelines for Regional Business Meetings held during Annual Session" for more information. (*Up-dated Pre-board 2000*)
3. Work with the National Office as the Business Meeting Materials are compiled to ensure timeliness and completeness of materials. See section "Business Meeting Materials" for more information.
4. Work with Credential's Committee that verifies and checks the Voting Delegates for the Annual Business meeting. (The President appoints one of the senior Regional Directors to serve as the chair of the credential's committee.)

## **October**

1. After election and/or completion of Annual Session, make initial contact with State/Territory Affiliate Presidents and Presidents-elect.
2. Solicit Officer's forms from State/Territory Affiliate Presidents. Compile a summary report and provide electronically to the board and national office.

## **November**

1. Assist President and President-elect with the JCEP National Leadership Conference agenda with planning and implementation as necessary.
2. Remind State/Territory Affiliate Presidents that National Committee applications are due to the National Office postmarked by December 10.
3. Remind Treasurers to submit dues and membership updates postmarked by December 10.

## **December**

1. Remind State/Territory Presidents that applications for NEAFCS officers and Regional Directors are due postmarked by April 1. Refer to the bylaws and/or policies and procedures for additional information.
2. Prepare a report for the Winter Board meeting.

# NOTES

# **DUTIES AND QUALIFICATIONS OF IMMEDIATE PAST PRESIDENT**

## ***TERM OF OFFICE***

One year immediately following serving as President.

## ***QUALIFICATIONS***

Served as President-Elect and President of NEAFCS.

## ***DUTIES OF THE IMMEDIATE PAST PRESIDENT***

1. Serve as Parliamentarian at Executive Board meetings
2. Swear in National Officers during Annual Session
3. Chair the Site Review Committee
4. Serve on Bylaws Committee
5. Serve on the Finance Committee
6. Serve on the Endowment Committee
7. Serve as Chair of the National Nominating Committee
8. Serve on the National Office Performance Committee
9. Serve on JCEP (the Joint Council of Extension Professionals)
10. Serve as mediator or third party advisor in cases of questions about association expenses and vouchers.
11. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.
12. Approve expense vouchers of the current president.

## ***Following Annual Session***

1. Send thank you letters to all Program Participants, Executive Board Members, and Companies providing hospitality, Exhibitors and others to whom appreciation should be expressed on behalf of the Association.
2. Write thank you letters to administrators and/or deans for their support given to board members. (*Adopted, Midyear Board, 1999*)

# NOTES

# **DUTIES AND QUALIFICATIONS OF HISTORIAN**

## ***TERM OF OFFICE***

Appointed in uneven years; term of office is four years

## ***QUALIFICATIONS***

Knowledge of NEAFCS mission and History, Bylaws, Policies, Committee Structure, Program of Work, Duties of Officers, Operating Procedures, Business and Annual Session meetings.

## ***DUTIES OF HISTORIAN***

1. Maintain history files, as necessary for ready reference.
2. Maintain communication with Archives at Cornell and place additional items in archive as needed.
3. Utilize the web-based NEAFCS site when possible and work with National Office to keep the Historical Archives on the web updated.
4. File materials by year.
5. Remind president to write a summary of the year. Summary due after the annual session. An outline provided by the historian.
6. Prepare a column for NEAFCS publications as requested.
7. Answer requests for historical information. If request is questionable (out of house), contact NEAFCS president protocol on the issue.
8. Prepare a written report as requested by the president.
9. Estimate annual projected cost of expenses as requested by the president.
10. Attend NEAFCS Annual Session and board meetings as requested by the president.

## ***INFORMATION NEEDED BY HISTORIAN***

1. Current list of past presidents. List is filed in a notebook. Coordinate with chairman of the past presidents group prior to annual session.
2. Current list of recipients of Past Presidents' Award.



3. Photos of presidents.
4. Group photo of past presidents at Annual Session.
5. Minutes of past presidents meeting at Annual Session.
6. Annual historian reports
7. Microfilm and CD-ROM from prior years (1933-1988) (at Cornell)
8. Photos of Annual Session including national officers.
9. Board meetings, award meeting and Annual Session minutes on a CD provided at the end of the year by the secretary.
10. Running list of motions provided at the end of the year by the secretary.
11. Regional meeting minutes provided by the regional directors.
12. Regional leadership workshop minutes provided by the regional directors.
13. Annual Session, awards, and exhibits booklets.
14. Leaflets or brochures printed by NEAFCS.
15. Annual Report to Membership.
16. Printed history.
17. Summary provided by the president at the end of each year.

***COORDINATE WITH NATIONAL OFFICE TO ARCHIVE  
INFORMATION ON WEBSITE:***

1. Photos of Past Presidents
2. Photos of Executive Boards
3. Annual Reports
4. Award Books
5. Annual President's Reports
6. Photos of Past Presidents at Annual Session
7. Board Minutes/Running List of Motions

# **DUTIES OF STATE/TERRITORY AFFILIATE PRESIDENT**

## **GENERAL DUTIES**

1. Attend the JCEP Leadership Conference. Submit a copy of your State/Territory Affiliate Report as directed by your Regional Director.
2. Keep membership informed of actions of the NEAFCS Board and the Association.
3. Read the Bylaws, Standing Rules, Rules Of Order, Policies, and the NEAFCS Mission Statement.
4. Handle correspondence promptly. (No penalty mail use.)
5. Remind State/Territory Affiliate Committee Chairs/Vice Presidents to submit materials to NEAFCS Vice Presidents promptly. (Observe deadlines.)
6. Encourage members and State/Territory Affiliate Chair/Vice Presidents to send news items to the Vice President for Member Resources for inclusion in the National publications.
7. Encourage State/Territory Affiliate and/or members to contribute to the NEAFCS Educational Awards Fund.
8. Mail or e-mail one (1) copy of the State/Territory Affiliate officers' roster form to the Regional Director and the National Office as soon as they are elected/change. Notify the Regional Director and National Office of officer changes if there are any during the year.
9. Remind State/Territory Affiliate Treasurer to submit dues and membership list to National Office by December 15.
10. Keep an accurate list of names and addresses of life members from your state (or assign duty to the State/Territory Vice President for Member Resources/Membership Chair). Also verify and submit life member applications and fee when submitting active member dues/lists. Forms are printed in the Administrative Manual. Send completed life member forms and any changes regarding life members to the National office. (*Adopted, Midyear board, 1999*)
11. Update the name of the State/Territory Leader/Director/Administrator, etc who receives a complimentary e-subscription of the NEAFCS publications (two per state/territory). Send information to the National office by April 1.
12. Perform other responsibilities as determined by State/Territory Affiliates.

## January

Remind and encourage members to apply for Annual Session Showcase of Excellence and Concurrent Sessions, which are due January 15..

## February

1. Remind affiliates that award applications are sent to the Vice President of Awards and Recognition and must be postmarked by February 15.
2. Encourage members to run for National offices. Send applications for NEAFCS office and Regional Directors to qualified individuals. Qualifications are in the Winter Issue of NEAFCS official publications and the Administrative Manual. Officer applications are due to National Nominating Committee chair by April 1. (*Adopted, post-board, 2000*)

### National officers/directors are elected at the Annual Session

Even Years:	Odd Years
President-Elect	President-Elect
Vice President for Member Resources	Vice President for Awards and Recognition
Vice President for Professional Development	Treasurer
Secretary	Vice President Public Affairs
Eastern Region Director	Central Region Director
Western Region Director	Southern Region Director

Letter of support and recommendation from the following individuals must accompany the application.

- ❖ State/territory Director/Administrator of Extension (required)
- ❖ State/territory Program Leader or immediate supervisor (one required)
- ❖ NEAFCS board member or state/territory affiliate President (optional)

## March

1. Send State/Territory Extension administration a list of members serving on National Committees when National Committee appointments are confirmed.

## April

Send State/Territory Administrator's names/addresses for complimentary NEAFCS publications to National office by April 1.

## May

Send name of State/Territory Affiliate President to be listed in the Annual Session Program Book to the Vice President for Professional Development.

## **June**

1. Be prepared to nominate a member from your State/Territory Affiliate to serve on the National Nominating Committee. Each Region is represented on the committee. Election will be conducted at the Regional Business Meeting held during Annual Session.
2. Encourage members to attend the Annual Session.

## **July**

Remind State/Territory Affiliate Treasurer to get additional dues to National Office by August 1. The number of members as of August 1 determines the number of Voting Delegates.

## **August**

Send names of Voting Delegates to the Regional Director. Be sure to include the name of the State/Territory Affiliate President if he/she will be a Voting Delegate.

## **Annual Session**

Attend the Regional Business meeting held during the Annual Session. Other Annual Session events include.

- ❖ Opening Session
- ❖ Member Caucus
- ❖ Affiliate Officer Meeting
- ❖ Annual Business Meeting

## **November/December**

1. Return evaluation of the National Office. Due December 1 to Vice President of Member Resources.
2. Encourage members to apply for National Committee membership. All committee applications are due to the National Office postmarked by December 31
3. Encourage members to apply for Annual Session Showcase of Excellence and Concurrent Sessions.

# NOTES

# **GUIDELINES FOR REGIONAL BUSINESS MEETINGS HELD DURING ANNUAL SESSION**

## **Regional Business meetings will be held at the Annual Session.**

1. The Regional Director is the presiding officer and will develop the agenda in collaboration with the other Regional Directors and the National Board .
2. The Regional Director will appoint a Recorder, Parliamentarian, and Reviewers of Minutes, Tellers, and any other helpers (Thought for the Day, etc.) as needed. (*Adopted pre-board 2000*)
3. Voting Delegates should have arranged seating at the front of the room. National Board members do not have Voting Privileges at Regional Business Meetings. (*Adopted Midyear Board, 1999*)
4. State/Territory Affiliate Presidents, not serving as Voting Delegates, should attend. The meeting is open to all members of the region.
5. Regional Business will be conducted as follows:
  - a. Each year elect two members and an alternate from the region to serve on the national nominating committee. (*Adopted post-board 2000*)
  - b. Any tie votes that occur during Regional Business Meetings will be handled as follows: Voting Delegates will caucus and revote. This procedure will be repeated until there is a majority vote. (*Adopted mid-year board, 1999*)
  - c. Report election results at Post Annual Session Board meeting. (*Adopted pre-board 2000*)
6. Regional Directors may arrange for the following:
  - a. Recognition of first-timers and life members
  - b. Recognition of State Extension staff present
  - c. Presentations from NEAFCS officers, NEAFCS committee members, NIFA staff, etc.
  - d. Recognition of Regional Awards Winners by presentation of certificates
  - e. Discussion of association issues
  - f. Reports of special projects
  - g. Other

For additional information, refer to the duties of the Regional Director.
7. After the regional business meeting minutes are reviewed and are in final draft form, they are sent to the Executive Director to be placed on the web site in draft form until approval at the next Regional Meeting at Annual Session.

## ***BUSINESS MEETING MATERIALS***

Each set of materials should include the following for the Regional Business Meeting:

Agenda	Regional Director
Credentials Report NEAFCS	Regional Director
Blank Application for the National Nominating Committee	Regional Director
Regional Officer Ballot	Regional Director
Awards Booklet	Regional Director
Credentials of nominees for national nominating committees	Regional Director
Regional workshop meeting minutes	Regional Director
Voting Delegate responsibilities	Regional Director

# NEAFCS LOGO



The logotype for the National Extension Association of Family and Consumer Sciences is comprised of three elements.

1. the letter “n” in lowercase
2. the initials NEAFCS in uppercase
3. a series of three icons which simultaneously represent
  - a. family—figures representative of families of all forms
  - b. three keyholes – the paths to another plane or level
  - c. three principles symbolic of the association:
    - i. being the voice for professionals in extension family & consumer sciences program development
    - ii. providing an information network and continuing education for extension professionals
    - iii. Recognizing extension professionals through awards and recognition.
4. Use of the NEAFCS logo by other organizations is prohibited without permission granted by the NEAFCS Board. If permission is granted, the logo must be used as is and intact. (*Adopted Teleconference, July 26, 2006*)



# **GUIDELINES FOR STATE/TERRITORY AFFILIATE USE OF NATIONAL LOGO**

1. The NEAFCS texted logo must be used as is and intact. This include the large N, the letters NEAFCS underneath, and where appropriate the words National Extension Association of Family and Consumer Sciences spelled out underneath. The size of the logo may be larger or smaller than the illustration below, but must be kept intact.



2. States/Territories wishing to use it may use the above logo and add a solid line under the NEAFCS words and put "(state/territory name) affiliate."
3. The official color of the NEAFCS logo is reflex blue. (*Revised mid-year board 2000*)
4. Logo may be placed on information for use in promoting the Extension Family and Consumer Science profession, materials to be used with policy makers, administrators, and other professional associations.
5. The logo may also be placed on items to be used by members of the association and to give to others that have contributed to the profession.
6. The State/Territory Association may use it to place on items that they will sell to raise money for the Association. (*Adopted, Pre-Board Meeting, September 14, 1996*)

# **NEAFCS WEB LINKAGE POLICY**

1. All exhibitors at Annual Session will be given a free 1-year linkage from our website to their website as a perk for exhibiting with NEAFCS. The linkage will be in effect from the time of the paid exhibitor application is received at the National Office until September 1<sup>st</sup> of the following year.
2. The NEAFCS Board must approve requests for linkage from a company (.com) that does not exhibit at our Annual Session. Linkage agreements will be on a calendar year, January 1 - December 31. The NEAFCS Board will determine fees for linkage. The Executive Director and the Executive Board will evaluate linkages for content appropriateness for our membership each year. If a link is found to be a nature that is not in keeping with the mission, goals and priority issues of NEAFCS, it shall be decision of the Board as to whether to renew the contract for another year.

# **NEAFCS NATIONAL OFFICE JOB DESCRIPTION**

## ***NATURE AND PURPOSE***

The National Office works together with the National Extension Association of Family and Consumer Sciences (NEAFCS) Executive Board and membership to support the work of the association. It provides a permanent address and services to maintain the association.

## ***DUTIES AND RESPONSIBILITIES***

1. Provide permanent address, telephone number, fax and email
2. Maintain database for active, associate and life membership and provide access for Board members as requested.
3. Arrange for legal counsel as needed
4. Make quarterly reports to President
5. Send back-up copies of membership files, the inventory list and other important information to the President on a regular basis, at least quarterly
6. Provide storage space for permanent files and display Boards
7. Inventory and maintain display Boards, files, etc. and ship display boards as requested
8. Attend Board meetings, taking minutes when requested, assisting Board members with duties
9. Field questions from members over the phone, fax and email. Answer questions or forward to the appropriate Board members
10. Send orientation materials via email to new members.
11. Provide staff to communicate with members in language of their choice
12. Communicate with businesses/individuals that wish to make contact with NEAFCS concerning selling membership labels, advertising in publications and those sponsoring awards, etc.
13. Receive affiliate dues and process.
14. Assume other responsibilities as requested by the President and/or Executive Board members
15. Maintain database for national committee chaired by Vice Presidents and provide Vice Presidents and Regional Directors with information
16. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis with appropriate receipts.

## **Publications**

1. Confer with the President on all printed materials prior to production
2. Layout, edit and publish an electronic newsletter 10-12 issues to the membership and provide on the website under the direction of the Secretary
3. Layout, edit, print and mail Annual Session registration postcard under the direction of the Vice President for Professional Development
4. Layout, edit, print and mail exhibitor packet under the direction of the Vice President for Professional Development
5. Layout, edit, print and ship to Annual Session location the program/proceedings book(s) for Annual Session under the direction of the Vice President for Professional Development
6. Post National and Regional Award winners to website.
7. Print certificates for all award winners
8. Maintain electronic stationary files on website.
9. Print other materials as requested by the President and Executive Board
10. Assume other responsibilities as requested by the President and/or Executive Board
11. Refer to and use the bylaws and policy and procedures as a guide in all matters.

## **Annual Session**

1. Negotiate with the convention center and hotels for meeting rooms, sleeping room, meal costs, etc, under the direction of the President and Vice President for Professional Development
2. Work with the Vice President for Professional Development and the host affiliate to plan and implement each Annual Session
3. Refer to and use the Annual Session Handbook as a guide in all matters
4. Process registration from members and other attendees, send confirmation
5. Assemble registration packets, meal tickets, name tags, etc.
6. Provide on-site support to assist Registration Subcommittee
7. Support Annual Session on-site office with miscellaneous supplies and staff to assist Executive Board members with duties
8. Work with the exhibit contractor for exhibit space for exhibitors
9. Contact potential exhibitors with information packet. Field questions and process their registration
10. Provide on-site support to assist exhibits, arrangements and registration Subcommittees
11. Maintain exhibitor history in cooperation with Exhibits Subcommittee Chair and Vice President for Professional Development
12. Maintain up-to-date database of potential exhibitors
13. Assume other responsibilities as requested by the President and/or Executive Board

## **Meetings and Seminars**

1. Work with the President to make hotel and meeting room arrangements for Board meetings
2. Negotiate rooms for Board and other related meetings as requested
3. Work with affiliates/regions to plan, coordinate and arrange for other Regional and national meetings as requested by the Executive Board
4. Assume other responsibilities as requested by the President and/or the Executive Board

## **Financial Matters**

1. Receive and deposit membership dues
2. Process membership into a data program
3. Deposit all monies in NEAFCS account
4. Forward documentation to the Treasurer
5. Reconcile money received with membership list
6. Submit requisition for purchases to current president for approval before spending association funds.
7. Assume other responsibilities as requested by the President and/or the Executive Board

## ***RELATIONSHIPS AND RESPONSIBILITIES***

### **President**

1. Work with the President in all aspects of association business
2. Defer to the President in decision making

### **Executive Board:**

Support Executive Board members in accomplishing the duties of their offices

### **Affiliates:**

1. Provide information and approved materials
2. Respond to inquiries of affiliates

### **Individual Members:**

1. Provide information and approved materials
2. Respond to inquiries or refer to appropriate member of the executive board
3. Serve as the accessible/frontline contact for individual members

## ***MEASUREMENT AND EVALUATION PROCESS***

Evaluate national office annually. Committee appointed by the president will use the job description and the accompanying measurement instrument to complete the evaluation instrument.

# **VOTING DELEGATES**

## ***VOTING DELEGATE RESPONSIBILITIES***

1. Review Candidate Credentials for National Officers printed.
2. Review proposed Operating and Awards Fund Budgets, proposed bylaw changes and Annual Business Meeting Agenda.
3. Discuss above listed items with other Voting Delegates representing your State/Territory Affiliate and with Affiliate members for input prior to attending Annual Business meeting
4. Attend and participate in all Association Business Sessions during Annual Session including:
  - a. Regional Business meeting
  - b. Open Forum/Member Caucus and Meet the Candidates
  - c. Annual Business Meeting and Annual Awards Educational Fund Business Meeting
  - d. Any other sessions and/or activities are designated by your State/Territory Affiliate

# ELECTIONS

## **GENERAL GUIDELINES**

1. Candidates for National and Regional office will stand for election on the basis of their qualifications.
2. No campaigning will be allowed prior to or during Annual Session. Campaigning such as direct mail, letter, posters, resumes, promotional flyers, buttons, favors, hospitality suites, emails, phone calls, or other technology not specified, etc by the candidate or in the candidate's behalf shall result in disqualification.
3. Candidate's credentials will be published prior to Annual Session in the official NEAFCS publication for review by the Voting Delegates/Members.
4. Candidates' original applications and resumes will be available for review by Voting Delegates at Annual Session.
5. Each candidate for National Office will be introduced at the Member Caucus meeting prior to the election of officers. Candidates will be called on in alphabetical order by office (according to last names) to give a three-minute position statement. Candidates will also be expected to answer impromptu questions from Voting Delegates.
6. The process for nominations from the floor for NEAFCS Officers is as follows:
  - a. The "Candidate Application for National Office" form must be completed and submitted to the National Nominating Committee Chair one week prior to Annual Session
  - b. The National Nominating Committee will verify that applicants meet qualifications. These individuals will then be eligible to be nominated from the floor during the Annual Business meeting. Since they are not officially candidates until they are nominated from the floor, they cannot participate in the Member Caucus or the candidates display.
  - c. Once their qualifications for the office they are seeking have been verified they will be given the same question all other candidates for that office have been asked to address. Written copies of their credentials may be distributed to Voting Delegates **after** they have been nominated from the floor.
  - d. They will also be invited to attend the second day of the pre-board meeting, as are the other candidates
7. The vote count will not be announced when election results are read at Regional business meetings and/or at the Annual Business meeting. This practice would be suspended in the event that no candidate received a majority of votes on a first ballot. In that case, vote count would be announced and voting repeated until one candidate achieves a majority.
8. The ballots will be printed in advance with the names of all candidates and having blank lines for the names of possible floor nominees.
9. The following opportunities may be provided for members and Voting Delegates to better know the candidates:
  - a. The candidates credentials and application form for office will be available at the Candidate Display at the Annual Session.



- b. Place a special ribbon on the nametag of each candidate stating "OFFICER CANDIDATE"
10. If the ballot contains three or more candidates, balloting will continue until a majority is reached.
  11. If a member is elected to an office as an active member, that member may complete their term in office as a life member or a member in transition.

## **NATIONAL NOMINATING COMMITTEE DUTIES**

1. The NEAFCS National Nominating Committee is composed of two members elected from each of the four regions and the chair, the Immediate Past President of NEAFCS. The chair serves as a non-voting member except in the case of a tie.
2. The National Nominating Committee Chair will work in concert with the appropriate Regional Directors and Regional Nominating Committee members to facilitate Regional elections.
3. The National Nominating Committee Chair will contact members who have previously submitted an officer candidate application prior to the filing deadline to see if they are interested in applying for an office.
4. Applications and support letters for all offices must be sent to the National Nominating Committee Chair postmarked by April 1. All letters of support and recommendation from the following individuals must accompany the application.
  - a. State/territory Director/Administrator of Extension (required)
  - b. State/territory Program Leader or immediate supervisor (one required)
  - c. NEAFCS Board member or state/territory affiliate President (optional)
5. The National Nominating Committee Chair explains the duties of committee members. A time is established for the committee to select a slate of officers. The National Nominating Committee meets via a telephone conference call.
6. The National Nominating Committee Chair sends each committee member the applications(s) for office, and links to bylaws, standing rules, policies and procedures, guidelines for selection of officers, election guidelines and other appropriate data.
7. The NEAFCS Treasurer verifies membership of potential candidates. Dues must be paid by the second Friday in January to be nominated for office. If a member is elected to an office as an active member, that member may complete their term in office as a life member or a member in transition, if their employment status changes while in office.
8. The National Nominating Committee shall complete their work prior to the mid-year Board meeting.
9. The National Nominating Committee selects a slate with at least one nominee for each office. Although not required by the bylaws, a slate with two nominees for each office is highly encouraged. In selecting the slate, the committee should base their selection primarily on professional excellence and competence.
10. In the event there are no qualified applicants for an office, the National Nominating Committee Chair will contact applicants for other offices, including Regional Directors where there are more than two.

11. The National Nominating Committee Chair contacts each nominee to secure their written acceptance of the nomination. In the event a person cannot accept the nomination, an alternate is contacted. Send copies of correspondence of candidates' acceptances to the NEAFCS President, President-Elect and state/territory directors/administrators of the candidates.
12. Once the slate is complete, the National Nominating Committee Chair submits information on each candidate to the Executive Director and the Secretary. This information should be printed in the official NEAFCS publication 30 days prior to the Annual meeting.
13. The National Nominating Committee Chair sends a letter to all members who were not selected as a candidate for office.
14. The National Nominating Committee Chair prepares all materials for the presentation of candidates and election at the Annual Business meeting. This includes developing, with the assistance of the committee, a "question" for each candidate.
15. The National Nominating Committee Chair sends the election guidelines to candidates for office, all members recommended for office (potential nominees from the floor), and their respective state/territory affiliate Presidents.
16. The National Nominating Committee Chair works with the National Nominating Committee to prepare a display exhibiting candidate credentials for Annual Session.
17. The files of candidates expressing a desire to have their credentials kept on file for three years will be forwarded to the new chair of the nominating committee.
18. The National Nominating Committee Chair collects all nominating materials and disposes of all personal data on candidates at the close of the election.
19. Files are to be updated at the close of the election and mailed to the Next National Nominating Committee Chair.
20. All committee discussions are to be kept in the strictest confidence. *(Revised, Post-Board 2000)*

# NOTES

# **FISCAL ISSUES**

## **AUDIT**

An external audit of the association's financial records shall be done annually.

## **CREDIT CARD PAYMENTS**

NEAFCS will accept Master Card, Visa & American Express payment for association fees and services. *(Revised Mid-year Board 2001)*

## **DUES**

Life member fees will be divided between the operating account and awards fund in the same proportions as the active member dues. *(Adopted Pre-Board, October 1997)*

## **EXPENSES**

1. Travel expenses for board meetings shall be allowed for the members of the Executive Board and the Executive Director.
2. A requisition for all purchases over \$50 must be sent to the president for approval before spending association funds. If a requisition is not received and approved before the purchase or if the expense is in excess of the approved amount, the individual shall be personally responsible for the balance.
3. Travel expenses for the Annual Session shall be allowed for the Executive Board. Expenses are reimbursed as authorized in the budget and policies. The above individuals shall pre-register for Annual Session. Newly elected Executive Board members may be reimbursed for one night's lodging for post board meeting (at rate of 1/2 of double room) but are not reimbursed for travel. *(Revised Winter Board 2003)*
4. Candidates are not reimbursed for attending the Pre-Annual Session Board Meetings at which they are observers.
5. The Historian is not required to attend meetings, thus travel expenses are not allowed. Expenses for necessary supplies and postage for the Historian will be approved according to an annual budget request and with proper purchase order requisition completion.
6. Expenses are paid for association representatives to attend the following meetings: JCEP, PILD, NACAA, NAE4-HA, ANREP, ESP, AAFCS, NACDEP, and JCEP Leadership Conference.
7. An official association representative may obtain a cash advance of anticipated expenses upon request to the President. Accounting shall be given on the form provided for the actual expenses incurred and appropriate receipts submitted.

8. Other expenses, including postage, supplies and telephone, necessary to fulfill the responsibilities of the office shall be allowed. Expenses are permissible in accordance with the acceptable rates.
9. All reimbursable expense vouchers must be emailed or faxed directly to the NEAFCS National Office within 30 days of when the expense is incurred. A signed copy of the voucher and all receipts must be mailed directly to the NEAFCS National Office within the same 30 days.
10. Travel expense vouchers shall be submitted within 30 days following a meeting. Vouchers submitted after 45 days will be assessed a 10% penalty; vouchers submitted after 60 days **will not** be paid. Members may file an written appeal to the National Board for extenuating circumstances. All checks should be cashed within 30 days of date on check.
11. Requests for payment to a business shall be prepared on a check expense voucher. Payments will be made directly to the business. Invoices received by the Treasurer from the NEAFCS National Office will be paid using an email approval process between the Treasurer and the President.
12. All bill payment vouchers must be approved by the Treasurer, President, and Past-President prior to payment. (Adopted, August, 2011)
13. The Association will pay expenses for legal counsel only when pre-approved by the President.
14. NEAFCS shall contribute a portion of the expenses of the JCEP representative to ECOP Budget Committee.
15. The host affiliate will receive \$10 from each Annual Session full time registration fee paid. (*Revised Annual Business Meeting 2000*).
16. Upon the notification of the death of a national Past President, a memorial contribution of \$100 from the operating fund will be donated to the Past Presidents' category of the Awards Fund. (*Adopted Pre-board 2000*)
17. Receipt for cost of an item exceeding \$25.00 will be required.
18. Executive board members may elect to drive to conferences instead of flying. They may be reimbursed mileage at the current mileage rate on actual miles or at the lowest cost of airfare to the conference, whichever is less, unless pre-approved by the President and Treasurer.
19. Designated as official signatures on all financial accounts are the Executive Board positions of president, president-elect, secretary and treasurer. (*Adopted January 2005 Board Teleconference*)

## **FISCAL YEAR**

The fiscal year of this organization shall be January 1 through December 31.

## **LODGING**

1. Reimbursement is for one-half the rate of a double room except when otherwise authorized.
2. Lodging for the night prior to or following a meeting will be paid if authorized or if it will result in a substantial reduction in travel costs.
3. Receipt for lodging must be attached to the expense voucher.

## **SELLING MAILING LIST/LABELS**

Mailing list of active members may be sold to selected entities such as exhibitors, businesses, associations and other organizations providing educational information within the following parameters:

1. The purchaser of this list may not use NEAFCS or indicate in any way that NEAFCS endorses any service or product.
2. The mailing list will be used for a specified number of mailings with the cost for the list determined by the number of times used. Cost for a one-time use is \$300.00. *(Revised, Winter Board, 1999)*
3. Exhibitors and sponsors will be given a reduced rate of \$200.00 for a one-time use. *(Revised, Winter Board, 1999)*
4. All requests must include the intended use of the mailing list and these requests must be submitted in writing.
5. The list will not be sold to anyone just sending advertisements but only for educational purposes.
6. Home addresses of active members will not be sold.
7. A check off box will not be added to the membership form for members to indicate their desire to be on the list because the list would only be sold for the members' advantage.

## **TIPS**

Hotel services (other than meals) and luggage handling are allowable within reasonable limits; receipts are not required.

## **TRANSPORTATION**

1. Reimbursement for air travel shall be at tourist class/coach rate. Transportation to and from the airport and parking fees are reimbursable. If travel is by car, reimbursement for in route costs (tolls, parking, meals, lodging, etc.) cannot exceed the equivalent costs of air tourist class/coach rate, receipts required.
2. Travel by common carrier shall be reimbursed at actual cost. All officers, state/territory affiliate Presidents and NEAFCS representatives are encouraged to seek the lowest possible fares. Fees for the use of a travel agency are not reimbursable. If a person chooses

not to use the lowest fare, the person will be responsible for the difference. Tickets need to be purchased at least 30 days prior to travel.

3. Travel by personal car to and from the airport and where public transportation is not feasible shall be reimbursed at the mileage reimbursement equal to the Internal Revenue Service reimbursable amount effective April 1, 2005. *(Adopted Jan 2005 Board Teleconference)*
4. An individual will be reimbursed for the standard fee for one piece of checked luggage, if applicable.
5. Cab fares or ground transportation shall be reimbursed at actual cost, receipts required.
6. Original tickets, receipts, or official statements for plane and/or common carrier travel, toll receipts and car parking receipts must be attached to the expense voucher mailed to the Treasurer or national office.
7. If an individual chooses to change transportation reservations for other than emergencies, he/she must assume any fees charged for the transaction.
8. Any vehicle rented for association business shall only be used for association business, receipts required.

# NOTES



# **OFFICIAL PUBLICATIONS (THE JOURNAL OF NATIONAL EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES AND COMMUNIQUÉ)**

1. All life members for whom NEAFCS has a valid email address on file receives the eNEAFCS newsletter at no additional charge. Life members are responsible for providing the NEAFCS National Office with a valid email address. The NEAFCS National Office will not be held responsible for researching undeliverable email addresses for life members. (*Adopted Jan 2005 Board Teleconference*)
2. The purposes of the official publications are:
  - a. To be a communication tool for NEAFCS members
  - b. To recognize or honor members
  - c. To provide opportunities for members and other Extension staff to share programs and research
  - d. To provide information for professional growth for members
  - e. To serve as an external and internal public relations tool
3. eNEAFCS is a regularly published electronic newsletter communicating association business to members.
4. *The Communiqué* is an annually published electronic document communicating association business to members.
5. *The Journal of NEAFCS* is an annual electronic publication of member research, applied research, program impacts and reports of award winners.
6. Position announcements from colleges/universities will be accepted "for publishing" in the eNEAFCS only. Ads will be limited to position title and contact name, address and phone and are offered as a member service for career advancement opportunities.

# NOTES

# **RECORDS AND REFERENCES**

## ***ADMINISTRATIVE MANUAL***

An electronic copy of the administrative manual shall be available online to members of the Executive Board and state/territory affiliate Presidents and President-Elects. The administrative manual shall be updated as needed by the President-Elect.

## ***FILES***

Officers shall update files and materials before presenting them to their successors. The records and the working files (past two years) shall be forwarded to the successors immediately following the Annual Session. Items judged to be of historical value should be forwarded to the Historian for entry into the historical records and proper disposition. These documents should be sent electronically.

## ***FINANCIAL RECORDS***

1. The Association's financial records are closed each year as of December 31. An external audit /review of the association's financial records shall be done annually beginning tax year 2000. (*Adopted Winter Board 2001*)
2. The Treasurer and NEAFCS National Office shall retain all financial records of the Association until advised by the auditor that the supporting documents have surpassed the statute of limitation.

## ***INVENTORY***

Officers should annually compile an inventory of items shipped to or stored at the National Office and share list with their successors, National Office staff and board members.

## ***MINUTES***

1. The secretary shall retain the original copy of each set of minutes of the Executive Board meetings and the Annual Business meeting as an official record of the Association.
2. The secretary shall send copies of all minutes of Executive Board meetings and the Annual Business meeting to the members of the Executive Board and Historian within 30 days following the meeting.

# NOTES

# **RESOLUTIONS**

1. All proposed resolutions should be submitted with documenting evidence of validity to the Executive Board by May 1.
2. Resolutions shall be submitted electronically to the bylaws chair.
3. All resolutions must be presented to the Executive Board and the Voting Delegates.
4. Members, committees or state/territory affiliates, may submit resolutions.

## ***REVISION OF POLICIES***

Policies may be:

1. Adopted at any meeting of the Executive Board by a majority vote of those present and voting.
2. Amended or rescinded by two-thirds vote without previous notice or a majority vote after previous notice.
3. Suspended temporarily by a majority vote.
4. Reviewed annually.

# REGION BREAKDOWN

Central Region	Eastern Region	Southern Region	Western Region
Illinois	Connecticut	Alabama	Alaska
Indiana	Delaware	Arkansas	American Samoa
Iowa	Maine	Florida	Arizona
Kansas	Maryland	Georgia	California
Michigan	Massachusetts	Kentucky	Colorado
Minnesota	New Hampshire	Louisiana	Guam
Missouri	New Jersey	Mississippi	Hawaii
Nebraska	New York	North Carolina	Idaho
North Dakota	Pennsylvania	Oklahoma	Micronesia
Ohio	Rhode Island	Puerto Rico	Montana
South Dakota	Vermont	South Carolina	Nevada
Wisconsin	Washington, D.C.	Tennessee	New Mexico
	West Virginia	Texas	Northern Marianas
		Virgin Islands	Oregon
		Virginia	Utah
			Washington
			Wyoming