



STATE RELATIONS TEAM HANDBOOK
2017-2018

Effective November 2017

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INTRODUCTION/PURPOSE

This handbook assists members of the National Board of Trustees for NAE4-HA to understand and perform their roles. We hope you will take some time to read the sections in this handbook outlining the duties of Regional Directors. If you have specific questions about your new role please contact any of us with questions.

2017-18 STATE RELATIONS TEAM

Region	Term	Regional Director	Role in Region	Phone	E-mail
West	16-18	Kathy Riggs	Finance	(435) 586-8132	kathleen.riggs@usu.edu
West	17-19	Nancy Shelstad	Communication	(208) 364-4597	shelstad@uidaho.edu
North Central	16-18	Diane Baker	Communication	309-756-9978	bakerd@illinois.edu
North Central	17-19	Robby Kelly	Finance	(574) 533-0554	Kelly115@purdue.edu
South	16-18	Rebecca Brewer-Thomas *	Communication (Newsletter)	706-857-0744	rbt@uga.edu [S1][BDM2]
South	17-19	Kendriana Price	Communication	(270) 886-6328	kendriana.price@uky.edu
South	17-19	Jesse Bocksnick	Finance	(501) 671-2334	jbocksnick@uaex.edu
Northeast	16-18	Becca Fint-Clark	Finance	(304) 291-7201	[S3] Becca.Fint-Clark@mail.wvu.edu
Northeast	17-19	Bradley Kunsman	Communication	(610) 746-1970	bkunsman@psu.edu
President's Council	17-18	Tony Carrell	Presidents Council Liaison	765-494-8435	tcarrell@purdue.edu

*Chair of State Relations Team for 2017-2018

**Board Development Regional Directors for 2017-2018

IMMEDIATE PAST MEMBERS OF STATE RELATIONS TEAM

Region	Term	Regional Director	Role in Region	Phone	E-mail
West	15-17	Jamie Davis	Communication	541-947-6054	jamie.davis@oregonstate.edu
North Central	15-17	Joan Grott	Finance	219-465-3555	joangrott@purdue.edu
South	15-17	Tamra McGaughy	Finance	214-904-3150	tdmccaughy@ag.tamu.edu
South	15-17	Cheryl Newberry *State Relations Chair	Communication	580-332-4100	cheryl.newberry@okstate.edu
Northeast	15-17	Suzanne Boarts	Communication	724-548-3447	sab25@psu.edu
President's Council	16-17	Casey Mull	Presidents Council Liaison		Mullcd2@uga.edu

NAE4-HA REGIONAL DIRECTOR POSITION DESCRIPTION

POSITION DESCRIPTION:

Regional Directors must have a strong commitment to NAE4-HA and serve as the communication link between the Board of Trustees and the members. They must be committed to member services as it relates to the mission and vision of NAE4-HA. They must also be a strong advocate for the association and represent their region.

DUTIES:

- Work with leadership development/communications or membership/finance as defined by region.
- Strengthen and assist in formation of various associations or units.
- Coordinate and conduct NAE4-HA section of JCEP Leadership Conference.
- Work closely with the NAE4-HA Executive Director.
- Actively communicate with NAE4-HA membership.
- Utilize various methods to communicate.
- Conduct state supported visits.
- Orient state Presidents, President-Elects, and new Regional Director(s).
- Attend and participate in all scheduled National Board of Trustee meetings and Annual Conference.
- Coordinate regional meeting at Annual Conference. This is the regional breakfast, brunch or lunch as determined by the conference planning committee.
- Actively communicate with State Association Leadership in your region.

ACCOUNTABLE TO:

NAE4-HA Board of Trustees and Members

QUALIFICATIONS:

- Be a current Active or Life member of NAE4-HA.
- Have been an active member for at least three years and highly recommended attendance at a minimum of two Annual meetings.
- Secure staff and colleague support.
- Recommendation from State Association President or designee.
- Written support from State Extension Director.
- May incur some personal expenses.
- Need to be able to communicate effectively using multiple tools or strategies.
- Available to travel as needed.

MENTORING:

As a mentor you will be instrumental in welcoming new Regional Directors; you will teach, advise, encourage, challenge and share common goals. An effective mentor has a positive attitude, an open mind, is willing to help, and is an effective communicator. You may guide NAE4-HA members interested in running for your office through the election process and after they join the Board to create an effective and seamless transition. Outgoing Regional Directors should be prepared to share contact lists, correspondence, financial transactions or any other materials that could aid new Regional Directors.

LENGTH OF COMMITMENT:

The term of office is two years starting and ending with the NAE4-HA Transitional Board meeting at the Annual Conference. Conference calls, planning for programs, and other related duties, completed at your "home office."

Estimated time required 31-37 days per year:

- JCEP Leadership Conference – 3-4 days
- Spring Board Meeting – 3-4 days
- Fall Board Conference Call – 1 day
- Annual Conference Related Events 6-8 days total
 - Annual Conference Pre-Board Meeting – 1 ½ days
 - Annual Conference – 5 days
 - Annual Conference Post-Board Meeting – 1/2 day
- State Supported Visits and prep – 6+ days depending on number of states visited and presentation prep time.
- Preparation and communication – 12-14 days (includes monthly conference calls)

Commitment time will be a little more (approximately 5 more days) for the Regional Director who serves as the Chair of the State Relations Team. Please see *Duties of the Chair of the State Relations Team* for more information.

REWARDS:

- Opportunity to work on a national level and provide leadership for a national organization.
- Opportunity to meet and work with new people and develop a network of contacts around the country.
- Opportunity to influence policy by working with representatives of NIFA/USDA and National 4-H Council.
- Opportunity to make contacts with potential employers and an opportunity to travel.
- Opportunity to develop and use leadership and management skills.

RISK AND LIABILITIES

Regional Directors, please be aware that when you are traveling on behalf of NAE4-HA you are still on your own university's time so therefore liability for any accident or incident that may occur will fall on your university. If your university requires you to be on your own time when traveling on behalf of NAE4-HA then liability for any accident or incident defers to you. NAE4-HA Travel Policy does allow Regional Directors to purchase insurance on any airline tickets purchased if you must cancel a state visit at the last minute or the state association changes the dates of their meeting. NAE4-HA Travel Policy also allows you to purchase insurance when renting a car during a state visit as well.

DUTIES OF ALL NAE4-HA REGIONAL DIRECTORS

BOARD OF TRUSTEES MEETINGS

The Regional Directors are to attend Board of Trustees Meetings as requested by the President. The Spring Board meeting is usually a full board meeting held in March at a location determined by the NAE4-HA President. The Fall Board meeting has been a conference call with web access usually in September. The Directors are required to attend the pre-conference Board meeting conducted prior to the Annual meeting. The Directors should submit reports via e-mail and then bring a printed copy that includes accomplishments, items to be discussed by the Board and items that need to be voted on to all these meetings. The Executive Director will provide membership numbers.

Expenses incurred during the Spring Board meetings are paid or reimbursed in accordance with current NAE4-HA Travel Policy. For the Pre-Conference Board meeting, Regional Directors will receive a stipend of \$175 per day (\$350 max) for meeting expenses unless otherwise approved by the Board of Trustees at their Spring Board meeting. All other expenses are the individual's responsibility.

All Regional Directors should review the consent calendar and issue recommendation process utilized to conduct Board of Trustee business. A complete description can be found at www.nae4ha.com under the "Documents" menu.

STATE SUPPORT VISITS

When the NAE4-HA budget allows, each Regional Director is highly encouraged to make at least one or two state visits per year. There is \$2000 allotted per Regional Director (on average) in the NAE4-HA budget (for a total of \$18,000). The Regional Directors may make more than two state visits per year, if the budget allows and/or the Regional Director personally funds their travel for the visit. Please ask for at least one hour on the program. The purpose of the state visit is to:

- Bring NAE4-HA Board happenings to the state membership.
- Assist state organizations with membership concerns or questions pertaining to their involvement with NAE4-HA.
- Conduct educational seminars or programs as requested by the host state.
- Work with the host state officers to enhance or encourage national involvement and leadership by the host state's membership.
- Promote the NAE4-HA Annual Conference and JCEP Leadership Conference (when appropriate).

The host state can either request or suggest visits by the Regional Director team. The best way to handle this is to set up a rotational system that would indicate to the state the year that the Regional Director will be visiting them. When a Regional Director travels to a state as a member of the NAE4-HA Board, his or her travel expenses to and from the host state are paid for out of the State Leadership Development line item of the NAE4-HA annual budget. The expenses while in the host state (i.e.: lodging, meals, etc.), are paid for by the host state.

If a state has not had a visit by a Regional Director in several years, it is a good idea to work with that state to set up a time for a visit. Regional Directors may visit states within their region even if another NAE4-HA Board member resides in that state. The Chair of the State Relations Team has a file of past visits for all regions.

REGIONAL MEETING DURING ANNUAL CONFERENCE

It is the responsibility of the Regional Directors to plan and facilitate the regional meeting during Annual Conference (host committee determines specific times). The regional meetings have been as a breakfast or brunch in recent years.

- There is no budget for regional meetings; therefore, funds for speakers, etc., are the responsibility of the Regional Directors to find donors and/or use the Region's Hospitality account funds.
- Newly elected Regional Directors will have the opportunity for an introduction.
- You may wish to form a committee of State Presidents to assist with this planning.
- You will need to work out details of set-up with the Conference Operation Chair.
- It is the responsibility of the Regional Directors to put together the program and have those printed per region. The host state may provide program covers. (The expense to cover printing of programs for regional meetings is through either the Region's Hospitality account or regular regional budget if approved.)
- Regional Directors need to turn in any related requests or forms to the host state planning committee. This may include number of program covers, food/beverage sheets (if needed), equipment, and room set-up.

MEMBERSHIP RECRUITMENT

Assist state associations within your respective region to promote the benefits for 4-H and youth development professionals to join NAE4-HA.

LEADERSHIP RECRUITMENT

Completed nomination packets for NAE4-HA leadership positions are due 90 days prior to the NAE4-HA Annual Conference to the Past President, who serves on the Organizational Stewardship Committee (OSC) for all leadership positions. Regional Directors should work with State Presidents and through their regional representatives on the Organizational Stewardship Committee to help obtain nominations for all offices.

The Regional Directors should work throughout the year to encourage members to consider running for a leadership position. Some directors have sent out letters following the JCEP Leadership Conference where they obtained some names of prospective candidates. Personal contact call is the most effective.

Regional Directors are encouraged to provide the Past President or OSC committee members the names of prospective candidates for all elected positions.

DUTIES OF COMMUNICATION REGIONAL DIRECTORS

North Central – Elected in even-numbered years.

West and Northeast Regions – Elected in odd-numbered years.

Southern Region – One of the two Regional Directors elected in the odd-numbered years will serve in this role as the communicator with the states while the RD from the South elected in even-numbered years will serve as the RD newsletter coordinator.

REGIONAL RESPONSIBILITIES

Specific duties are assigned to each region as follows:

- **Southern Region** – Coordinates regional newsletter content for all regions with the newsletter distributed by the Executive Director in the most appropriate format.
- **Southern Region (States)** – Updates the First Timer Scholarship application and publicity information.
- **Western Region** – Updates *State Officer Handbook*
- **North Central Region** – Updates *State Relations Team Handbook*
- **Northeast Region** – Develops the Annual Conference Workshop descriptions for submission to the Professional Development Committee.

CORRESPONDENCE TO THE REGION

ELECTRONIC MAIL

This form of communicating is highly effective, very quick and the primary form of communication with membership. To set up a mailing group to Presidents/President-Elects or your region's committee contacts, contact the NAE4-HA Executive Director for further instruction.

Throughout the year, the Regional Directors will find that they will be sending electronic correspondence to Presidents/President-Elects and keeping them up-to-date on the latest happenings of the Board. The Regional Directors should also keep in contact with the committee chairs in their region by requesting them to write articles for the newsletter, reports for regional officer's workshop, and to present a brief report at the Regional meetings at the Annual Conference.

CONFERENCE CALLS OR WEBINARS

Another way to plan and conduct business is through conference calls with state officers and/or committee members. Contact NAE4-HA Executive Director for these arrangements.

SOCIAL MEDIA

A supplemental means of association communication is through social media. Regional Directors with an interest in, and knowledge of, social media marketing may request to be added as an administrator of the official NAE4-HA Facebook page. Regional Directors should familiarize themselves with the NAE4-HA Social Media Policy which can be found on the NAE4-HA website. Official association social media accounts include:

- Facebook Page: <https://www.facebook.com/nae4ha>
- Twitter Account: <https://twitter.com/nae4ha>

REGIONAL DIRECTOR ENEWS / NEWSLETTER SUGGESTIONS

This is a guide to help you in planning the contents of the quarterly regional newsletters and monthly eNews. The designated Regional Director from the Southern Region will coordinate eNews / Newsletter monthly. Suggested topics include but are not limited to:

Fall/Winter

- Highlights from pre-conference board meeting
- JCEP Leadership Conference - including dates and importance of attending
- Remind Presidents to encourage State membership chairs to update their membership database through the Executive Director to establish State service awards quota. Changes can be made on the database throughout the year.
- Introduce the "new" Regional Director(s) elected in the fall
- Introduce new Regional Committee Contacts
- Encourage presidents to have State membership chairs send \$1.00 per active member (excluding life-time members) to Finance Regional Director for regions who collect these fees for their Regional Hospitality accounts.
- Discuss State support visits
- PILD Conference information
- Feature programming highlights of members

Winter/Spring

- Promote award application submissions
- Highlight JCEP Leadership Conference / minutes from the workshop
- Highlight Spring Board meeting
- Report Membership Status
- Promote Annual meeting location
- Discuss State Visits
- Highlight logistics for State's Night Out and other activities at Annual meeting
- Reminder on early bird registration deadline for Annual Meeting
- Regional Meeting plans at Annual meeting if applicable
- Feature First-Timers Scholarship winners
- Feature programming highlights of members

Spring / Summer

- Reminders about NAE4-HA Annual Conference – Early Bird Registration, State's Night Out, etc.
- PILD follow-up report
- State Visit highlights / reminders
- Feature programming highlights of members

Summer/Fall

- Remind Presidents about NAE4-HA Annual Conference
- Remind Presidents about Regional Meeting, State Officers' Workshop at the Annual Conference

- Remind Presidents to update membership database by 1/31 (for next year's – DSA & ASA quota)
- Remind President to complete the State Leadership form on the NAE4-HA website
- Remind Membership Chairs to make membership changes on NAE4-HA database
- Provide dates and locations of the JCEP Leadership Conference
- Contact Annual Committee Chairs for names of members serving in leadership positions. This info will be used in Regional Meeting programs and for recognition.
- Feature programming highlights of members

Throughout Year:

- *Journal of Youth Development* feature articles
- Virtual professional development opportunities
- News from National 4-H Council

STATE LEADERSHIP INFORMATION

State leadership information is readily available to Regional Directors and Committee Chairs from the NAE4-HA Executive Director's office.

State Membership Chairs and State Presidents need to make sure that membership database updates are complete **by January 31** in order to determine DSA and ASA allocations for each state. Addition of new members, address changes, etc. can be updated at any time during the year.

Communication Regional Directors can request a list of their region's State Presidents and President-Elects by contacting the NAE4-HA Executive Director in early January. Providing this information electronically and in print at the JCEP Leadership Conference to State Officers is appropriate.

Communication Regional Directors should do the following:

1. Communicate with the State Presidents about the need for accurate information, state leadership roles, and the importance of identifying who in each state serves as an officer or national committee contact.
2. State Presidents communicate with their respective Membership Chair to ensure they enter the leadership information into the online membership database **by January 31**.
3. Regional Directors should use the database to request lists of various leadership roles in their respective regions. This information can be printed for each region and shared through regional newsletters and at regional meetings.
4. Regional information should be posted to the NAE4-HA website so that all members and committees can easily access it.

FIRST TIMER SCHOLARSHIP

A total of 16 scholarships are awarded to current NAE4-HA members who have never attended the NAE4-HA Annual Conference. The exception is if a member's only participation in an Annual conference has been when his/her state hosted an Annual conference. Each scholarship will be for one full-time registration at the Early Bird rate, paid to the member after attending the conference. The scholarship funds (\$8000 this current year) will need to be included in the annual NAE4-HA budget.

- Each state selects one applicant to move forward to regional judging.
- Applications are to be submitted through the awards portal by March 1st.

- Communication Regional Directors will be responsible for promotion to each state.
- Information will be included with the NAE4-HA awards information.
- The goal is for each region to award four scholarships. If a region does not have four applicants, the Regional Directors will determine what region will receive the funds.
- The West and North Central will judge each other's applications while the Northeast and Southern will judge each other's. Each region's Communication Regional Director will be responsible for coordinating judging with their Finance Regional Director, notifying the other region of their selection along with an alternates list if the scholarship winner cannot attend conference.
- Applications should be judged by May 1, and scholarship winners should be notified by May 15. The Finance RD will be responsible for confirming the winners' attendance at the Annual conference and submit appropriate expense vouchers to the Vice President of Finance and Operations for reimbursement. The State Relations Chair will prepare the expense voucher and give to the Finance Regional Directors for the winners to complete.

DUTIES OF FINANCE REGIONAL DIRECTORS

North Central – Elected in odd-numbered years.

West and Northeast Regions – Elected in even-numbered years.

Southern Region – One of the two Regional Directors elected in the odd-numbered years will serve in this role.

FINANCIAL GUIDELINES FOR REGIONAL DIRECTORS

One Regional Director per region will have certain duties related to finances. The duties include processing state contact travel voucher approvals for the JCEP Leadership Conference, as it relates to NAE4-HA requisitions budget, and working with the NAE4-HA Vice President for Finance & Operations (VPFO).

BUDGET REQUESTS

- 1) The Regional Director Budget--this includes items such as travel, lodging, meals for each Regional Director to attend the JCEP Leadership Conference and state visit expenses for travel. (NAE4-HA picks up travel expense while the host state is responsible for registration fees, meals, and lodging.) The budget request is due to the Vice President of Finance and Operations approximately September 1.
- 2) At any time, the Finance Regional Directors may request a printout with the breakdown of the expenses for their respective Regional accounts from the Vice President of Finance and Operations and/or NAE4-HA's Executive Director. A complete description of NAE4-HA budget information and line item descriptions are available from the Vice President of Finance and Operations.
- 3) JCEP Leadership Conference Budget--This includes cost of attendance for one officer per state in your region. Use the reimbursement process as outlined in the current *NAE4-HA State Officer Handbook* and current NAE4-HA travel policies. This process may change upon direction from the NAE4-HA Vice President of Finance and Operations.

Budget Note –The Vice President of Finance and Operations may ask for the estimated number of members you expect in the following year. Use Active members (not Life Members) in this estimated total.

Reminder – Please use appropriate vouchers, deposits and budget request forms.

HOSPITALITY FUND

The regions have elected to establish on-going hospitality efforts. Funds can be used for Regional Meetings at the Annual Conference and/or hospitality promotion for the next Annual Conference in the given region. Most regions collect \$1 per active member per year (not lifetime). Refer to your specific region for further details regarding rotation, years and guidelines. If your region uses these monies for hospitality at the Annual Conference, you are responsible for collecting the monies and passing them on to the host state for conducting their promotional hospitality session. All deposits are coordinated with the NAE4-HA Vice President of Finance & Operations and NAE4-HA Executive Director. Refer to the "Finance and Operations Handbook" on the NAE4-HA website for more specific Hospitality Account policies for each region.

SCHOLARSHIP FUND

Some regions have elected to establish an on-going scholarship fund that can be used for promoting first-time attendees and other members to attend Annual conference or pursue leadership opportunities. This is usually a promotion for the next annual conference in your region. These regions have a fundraiser(s) at their Regional Meeting during Annual Conference. If your region uses these monies for scholarships, you are responsible for collecting, monitoring and awarding the scholarship monies to participants/states. Monies are part of the Regional Hospitality accounts. All payments are coordinated with the NAE4-HA Vice President for Finance & Operations and the NAE4-HA Executive Director.

MEMBERSHIP LIST/PAYMENT

Membership dues are collected and accounted for by the NAE4-HA Executive Director.

The membership list and payment deadline is January 31 for award purposes. States send dues to NAE4-HA and make their own updates to the online database system. The Executive Director reconciles the payments with updates and notifies when discrepancies occur. The Executive Director provides membership reports to the Vice President of Member Services and Vice President of Finance & Operations.

JCEP LEADERSHIP CONFERENCE REIMBURSEMENT POLICY

NAE4-HA Budget provides the following reimbursements:

- One NAE4-HA Official Representative to attend the JCEP Leadership Conference as determined by NAE4-HA President
 - Regional Directors to attend the JCEP Leadership Conference.
 - One Officer per state will be reimbursed to attend the JCEP Leadership Conference. (Name of this person sent to Finance Regional Director by December 15 or date set by Finance Regional Directors.) Funds are reimbursed as budget allows and are reimbursable in the order below . Receipts are required for all expenses including meals.
1. *Registration Fees* – NAE4-HA will reimburse the registration fee at early bird rate for the designated state representative. Receipt required.
 2. *Lodging* – Lodging reimbursements will be made to one officer from each state for half of a double occupancy for two nights of the JCEP Leadership Conference and a third night for travel if applicable and funds are available. Receipt required.
 3. *Travel* –
 - a. *Airline* – Travel will normally be by common carrier following the most direct route and at economy or coach rate. Receipt required.
 - b. *Shuttles, taxi, etc.* – Please provide receipts for shuttle/taxi service between the airport and hotel.
 - c. *Mileage* – Reimbursed at the current NAE4-HA rate that is the current GSA rate. In a personal vehicle, mileage will be divided by the number of riders in vehicle. Online mapping service (such as Google Maps or Mapquest) will be used to verify mileage. You can also claim mileage to and from the airport if you travel by air.
 - d. *Meals* – Reimbursement for meals will be made with receipts. Meal reimbursement is for meals not covered by the registration fee, within the conference timeframe.

PUBLIC ISSUES LEADERSHIP CONFERENCE (PILD)

NAE4-HA will provide a \$250 scholarship for one delegate per state to attend PILD Conference. In order to receive the scholarship, the following criteria will be used:

1. The Finance Regional Director from each region is to collect the names of those attending PILD from their region that are representing NAE4-HA. The mailing address for where the scholarship is to be mailed also needs to be collected.
2. If a state has more than one delegate attending, they must designate which person is to receive the scholarship as only one person from each state can claim this.
3. Regional Directors are to submit the names/states and mailing address who will be receiving this scholarship to the Executive Director by April 1.
4. The Executive Director will compile a list, by region, of those who have been approved by the Regional Director to receive the scholarship. If no one has been approved from a state, they will note that information on the delegate scholarship form.
5. The Executive Director will provide the delegate scholarship form to the NAE4-HA President or designee, who will take this to the PILD Conference.
6. At an appropriate time during the conference, the NAE4-HA President or designee will have each pre-approved delegate to sign this form as proof of attendance. No names can be added to this form at conference, as all delegates receiving the scholarship must be pre-approved by their Regional Director.
7. Immediately following the conference the president will return the signed form to the Executive Director.
8. The Executive Director will include this in the next set of voucher claims for processing and checks will be mailed to the individuals at the mailing address indicated on the sign-in form.

DUTIES OF THE CHAIR OF THE STATE RELATIONS TEAM

Each year, the incoming NAE4-HA President will ask one of the returning Regional Directors to serve in the role of “Chair of the State Relations Team.” This does require more time since the duties include:

- Organize and facilitate the monthly State Relations Team conference calls – agendas, reminders, approval/distribution of minutes, etc.
 - Participate on the monthly Executive Committee conference calls as directed by the NAE4-HA President.
 - In coordination with the President Elect, serve as the communication link between the Regional Directors and Vice Presidents.
 - Oversee agenda development for the NAE4-HA meetings at the JCEP Leadership Conference. (All Regional Directors are responsible for developing individual regional meeting agendas including time for state reports.)
 - Coordinate/develop the State Relations Team section of the annual NAE4-HA Impact Report.
 - Present the State Relations Team report during one of the business meetings held at the NAE4-HA annual conference.
 - Present the State Relations budget request to the Vice President for Finance and Operations.
 - Present the Regional Director travel budget for JCEP Leadership Conference attendance to the Vice President for Finance and Operations.
 - Present the First Timer Scholarship budget to the Vice President for Finance and Operations.
- Work with the NAE4-HA Executive Office to ensure that First Timer Scholarship claim vouchers are distributed to, and completed by, the selected winners from each region.

DUTIES OF THE BOARD DEVELOPMENT DIRECTORS

Each year, the incoming NAE4-HA President will ask two of the returning Regional Directors to serve in the role as “Board Development”.

This does require more time since the duties include:

- The two Regional Directors will lead activities during face-to-face Board of Trustees meetings to help the Board get to know each other better.
- Many of these activities are challenge based and need only a few items to conduct the activity.
- The length of time varies with each meeting but generally, these activities will take about 20 to 30 minutes.
- These development opportunities can include purposeful lunch and dinner meetings or other creative approaches to team building.

APPENDIX A

NAE4-HA JCEP LEADERSHIP CONFERENCE SUGGESTED OUTLINE

This conference is held jointly with all extension professional associations each year, typically in February.

NOTE: Attendance is open to all Active and Lifetime members and State Leaders, but ONLY ONE OFFICER/LEADER FROM EACH STATE WILL BE REIMBURSED.

One officer/leader per state is reimbursed through the State Relations line item in the NAE4-HA budget for JCEP travel. The Regional Directors' expenses will be taken out of the State Leadership Development line item in the State Relations budget. The Regional Director in charge of Finances will be responsible for coordinating the travel voucher process for their respective regions. The NAE4-HA Vice President of Finance & Operations and Executive Director will provide instruction on how this process will be handled each year.

PURPOSE/OBJECTIVES

- To help orient State Presidents and State President-Elects on structure, procedure, policies, dates, etc. of NAE4-HA
- To allow Regional Directors to become acquainted with State Officers and to assist in developing strategies of operations and functioning officers of the region
- To update State Leadership on work done by NAE4-HA Board and to promote the NAE4-HA Annual Conference
- To provide an updated report from representatives and to respond to concerns voiced from states
- To exchange ideas about State Associations and to provide opportunity for states to share their concerns
- To make recommendations to NAE4-HA Board of concerns within the region

WHO ATTENDS JCEP LEADERSHIP CONFERENCE?

- State Association Presidents
- State Association President-Elects or second representative
- NAE4-HA Regional Directors
- NAE4-HA President-Elect
- NAE4-HA Committee Chairs--may attend at their own expense
- Any 4-H Youth Development Professional interested in developing their leadership skills and knowledge

MINUTES

Each region will determine who will be responsible for taking minutes. You may wish to have presidents from the region take turns recording minutes and turn the minutes in at the end of the meeting.

AGENDA SUGGESTIONS

- *State Reports* – Each state discusses what its Association has actively been involved in during the year. (structure, committee, Annual Meetings, dues, membership, special program efforts, newsletter, etc.). Complete and send electronically to requesting Regional Director prior to JCEP Leadership Conference. See State Report form on NAE4HA.com under “Forms”
- Review *State Officers Handbook*, if needed.
- Discussion of past and future NAE4-HA Annual Meetings.
- Opportunity for communicating with NAE4-HA President's Council or representatives as determined by NAE4-HA President.
- Review NAE4-HA Committee reports written by Regional Committee-Contacts. Opportunity for discussion by Presidents and President-Elects. (Committee-Contacts should provide written report before JCEP meeting, may have to contact).
- Start planning for regional meeting of the annual conference (select a planning committee, theme, etc.).
- Solicit business items or concerns for NAE4-HA Spring Board meeting.

- Opportunity for discussing business items or concerns from JCEP and/or National Institute of Food and Agriculture (NIFA)/USDA.
- Discussion with representative from National 4-H Council and/or NIFA/USDA Staff.
- Update on Strategic Plan progress; solicit input as needed.
- Additional items if time permits: Educational presentation of outstanding 4-H programs; Sharing of new 4-H materials; Sharing of "impact" stories within 4-H program; Report on successful "advocacy," "public relations" or marketing strategies.

EVALUATION

- Some directors found it helpful to have an evaluation. A sample evaluation is as follows:
 - Was the NAE4-HA Officers Workshop helpful to you? Why or why not?
 - Did your participation at this workshop increase your knowledge and understanding of regional activities? yes no / NAE4-HA? yes no /
 - What are your unanswered questions?
 - What information or discussion would you like to see included in future regional workshops?
 - What concerns or issues do you believe NAE4-HA will face in the next 3-5 years?
 - What needs or concerns do you have for your NAE4-HA Regional Directors to take to the next Board meeting?
 - Other comments or compliments:

REIMBURSEMENT FOR JCEP ATTENDANCE

1. Vice President for Finance and Operations will provide funding in the NAE4-HA annual budget under the State Leadership Development line item for Regional Directors expenses to attend the JCEP Leadership Conference.
2. State Representative receiving NAE4-HA support is paid from their respective Region's regular regional account. Reimbursement made in accordance to policy outlined in the State Officer Handbook and in the "Responsibilities of the Finance Regional Directors" part of this handbook.
 - a. Must complete and submit a current travel voucher to their respective Finance Regional Director who will forward to the appropriate parties.
 - b. Receipts required.
3. Regional Directors – Paid from the State Leadership Development line item of the NAE4-HA annual budget.
 - a. Must complete and submit a current travel voucher to Vice President for Finance and Operations or Financial Services provider.
 - b. Receipts required.
4. NAE4-HA President's Council or designees -- Paid from the designated line item of the NAE4-HA budget.
 - a. Must complete expense sheet and submit to Vice President for Finance and Operations or Financial Services provider.

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