

NAE4-HA Professional Development Handbook



Professional Standards for NAE4-HA

We, as NAE4-HA members adhering to the 4-H Mission and the policies and guidelines of the Extension System, acknowledge our responsibility to develop and implement age-appropriate learning opportunities for youth and families in safe and nurturing environments. We recognize the worth and dignity of every individual. We believe that the development of life skills enables youth to become **caring, competent, confident, connected and contributing citizens who will build strong foundations for our nation's future**. We will strive to be appropriate role models and to maintain the respect and confidence of colleagues, youth, volunteers, parents and/or legal guardians and the communities we serve.

To uphold these commitments, we as NAE4-HA professionals affirm the following:

Our Commitment to Youth

- Provide safe, nurturing environments that allow youth to reach their full potential.
- Use developmentally and age-appropriate methods and materials to meet learning style differences.
- Maintain appropriate relationships with youth in all settings: never encourage, solicit or engage in a sexual or romantic relationship with youth; never touch youth out of anger or with intent to harm or in an inappropriate way for personal gratification.
- Manage youth behavior justly and fairly to avoid embarrassment and humiliation.
- Recognize achievement based on the performance, effort and ability of the participant.
- Value diversity and treat all youth as individuals in a fair, respectful and consistent manner.
- Set examples as positive adult role models.
- Hold in confidence information learned in a professional practice, except for professional reasons or in compliance with pertinent regulations or statutes.

Our Commitment to Volunteers

- Value the role of volunteers in the success of 4-H programs.
- Provide the orientation and training necessary to equip volunteers for success in their roles.
- Treat all volunteers in a fair, respectful and consistent manner.
- Acknowledge the efforts of volunteers.
- Provide incentives to volunteers to help them advance and excel as leaders of youth.

Our Commitment to our Partners

- Seek to understand the needs and interests of partners.
- Identify appropriate resources and develop effective relationships with partners.
- Maintain the integrity of the NAE4-HA mission and goals.

Our Commitment to the Extension System....

- Ensure that 4-H is an integral and integrated part of the comprehensive Extension System.
- Recognize that research and knowledge supported by public universities provides the basis for our youth development and methods.
- Recognize that 4-H supports the positive youth development missions and goals of the land-grant universities.
- Recognize a responsibility to support all Extension professionals and staff.
- Recognize the responsibility for, and the importance of, accountability in the management of funds and other assets, both public and private.

Our Commitment to the Profession

Value and encourage lifelong learning for all people.

Pursue growth and development in the practice of the profession; use and share that knowledge to improve educational opportunities, experiences and performance of youth, volunteers and colleagues.

Uphold and defend positive youth development.

Uphold and defend the youth development profession.

Recognize the importance of professionalism in dress, oral and written communication and behavior.

Promote a clear understanding of the principles of professional ethics.

Our Commitment to Self and Family

Recognize the need and right for personal, family and social development outside of the Extension role.

Recognize the need and right to pursue emotional, physical and spiritual health.

Actively seek to maintain a healthy balance within work and family.

Advocate with peers, supervisors and administrators for consideration of personal and family needs within the work environment.

Introduction/Purpose

NAE4-HA HANDBOOK FOR STATE ASSOCIATIONS

Congratulations on being elected as a member of the Professional Development Team in NAE4-HA! It is a very important role, both for you and your committee membership and the national association. This booklet is to help you with your new responsibilities, in particular how it relates to the National Association of Extension 4-H Agents. We hope you will take some time to read your NAE4-HA Handbook and use it as a helpful reference when you have specific or additional questions about your new role.

This leadership role and committee are made up of members who are interested in maintaining professional development standards and promoting during conferences and through virtual opportunities. The Vice President provides support to the Chairs of Professional Development and Research and Evaluation as they work with their respective committees members and task forces defining topics relevant to growth of the association to meet the needs of professional development.

The leadership positions outlined in this handbook will work closely with designated conference chairs, conference management team, and the Presidents and **Vice Presidents council's to ensure the professional development needs of the membership are continued and promoted annually.**

Have a wonderful experience and Good Luck!

NAE4-HA VP for Professional Development Leadership Team

Vice President : Kori Myers, Louisiana
Team Members: Conference Committee Chairs
Professional Development Committee Chair
Research & Evaluation Committee Chair
Task Force Chair (Volunteerism, Balancing Work and Family, Mentoring,
Virtual Professional Dev., Diversity)
Accountable to: NAE4-HA Board of Trustees

Description of Responsibilities:

The VP for Professional Development will work with team members (as described above) to promote, enhance and present professional development opportunities for the NAE4-HA membership. This will include, but not be limited to, the NAE4-HA Annual Conference, regional workshops, electronic communications and social media as possible format for professional development.

Specific Duties/Relationships:

- ◇ Coordinate leadership efforts for professional development with team members (Conf. Committee Chairs, Professional Development Committee Chair, Diversity Committee Chair)
- ◇ Assist conference chairs to conduct the annual NAE4-HA conference as a quality professional development event. This includes focus on the NAE4-HA Mission, Vision and Goals.
- ◇ Develop/establish a relationship with state associations that enhances professional development throughout the profession.
- ◇ Establish communication with committee chairs to support their program plans of work.
- ◇ Coordinate with team members (as listed above) to ensure professional development needs of the association are met through conference program offerings and events.
- ◇ Solicit topics (and presenters), review and select board supported seminars that will be offered during the annual conference. These should also meet the needs of our membership with a focus on our mission, vision and goals.
- ◇ With the team, (as listed above), review/update annually all documents related to conference planning and professional development.

Qualifications:

- ◇ Interest in Professional Development as an ongoing effort for the NAE4-HA membership.
- ◇ Prior experience with leadership at the state association, regional or national level is desired.
- ◇ **The ability to “set aside” some of your local program focus if necessary in order to complete NAE4-HA business.**

Time Requirement:

The term of office is two years; elected in even-numbered years. It begins with the post-conference Board meeting of the annual conference where elected and concludes at the end of the annual conference two years later.

Requires the ability to travel to attend two face-to-face board meetings per year (one in the spring at the upcoming annual conference location and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) via conference call.

Ability to participate in monthly conference calls

Time to solicit, review and follow-up with seminar presenters for board supported seminars.

Benefits:

Sharing your knowledge and skills with colleagues.

Strengthening your own skills and knowledge while making a positive difference for NAE4-HA

Giving back to the association.

Training Required:

A willingness to listen and respond in an appropriate manner, and the ability to work as a team member.

Spending time with the previous person in the position as well as reviewing documents to acquaint oneself with the details of the position.

Vice President for Professional Development Timeline

(2 year term)

YEAR ONE

Every Month

Quarterly

September/October

October-December

October-December

January-March

February/March

March-July

July/August

August/September

October/November

YEAR TWO

October-December

January-March

February/March

March-July

July/August

August/September

October/November

Participate in Monthly Conference Call with President's Council

Participate in Conference call w/VP of Programs & Conference Chairs

Election of positions during Annual Conference or Galaxy Conf.

Learn procedures and duties of position

Establish communication with Task Force and Committees

Promote and Coordinate process of Board Supported Seminar Proposals

Communicate and work w/National Conference Chairs to

establish seminar process for following year's conference

Encourage board & task force members to be seminar reviewers

Communicate w/Task Force Chairs - Plan of Work Due Date

Develop and Submit Plan of Work to President

Attend and participate in Spring Board meeting

Communicate with Task Force, Committees, & Exec. Director

Update Plan of Work

Work with conference chairs to ensure professional development hours and diversity efforts are considered

Develop "Impact Report" for Conference Proceedings

Participate in All-Board Conference Call

Work w/Chair of Professional Development to develop agenda's

Attend Pre-Board and National Meeting, Present Impact Report

Co-host committee meeting w/Chair, assist with Task Force Groups

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Develop "Impact Report" for Conference Proceedings

Participate in All-Board Conference Call

Work w/Chair of Prof. Development to develop agenda's

Attend National Meeting, Present Impact Report

Co-host committee meeting w/Chair, assist with Task Force groups

Facilitate communication and board transition process w/newly elected Vice President

NAE4-HA Professional Development

Committee Chair & Chair Elect

Job Title	<i>Professional Development Chair & Chair Elect</i>
Accountable to:	VP for Professional Development – Team Leader
Responsible for:	<u>Coordinating the five following Task Forces:</u> Volunteerism, Balancing Work and Family, Mentoring, Virtual Professional Dev., Diversity

Position Descriptions

Spirit of the Role/Description:

The National Committee Chair demonstrates a strong commitment to NAE4-HA's **Vision, Mission and current Strategic Long Range Plans**. The Chair for Professional Development will work as a member of the Professional Development team to promote, enhance and present professional development opportunities for the NAE4-HA membership. The chair provides coordination and leadership for committee task forces.

Specific Duties/Relationships:

- ◇ Convene and preside at all sessions of the committee and/or leadership team meetings during Annual Conference. Provide agenda to Committee members. Develop Committee reports and progress reports with assistance of Task Force Leadership Teams.
- ◇ Serves under the leadership of the VP for Professional Development.
- ◇ Coordinate leadership efforts for professional development with task force chairs.
- ◇ Assist task force chairs to conduct their meetings during the annual NAE4-HA conference as a quality professional development event. Develop/establish a relationship with state associations that enhances professional development throughout the profession.
- ◇ Establish communication with task force chairs to support their program plans of work.
- ◇ Provide other assistance and counsel to VP as requested.
- ◇ Develop an annual Committee plan of work and report.
- ◇ Develop budget for NAE4-HA Treasurer by specified date before the Fall Board Meeting.
- ◇ Provide orientation for incoming Chair, as well as other members of the Committee and provide for an orderly transfer of duties and materials.
- ◇ Orient the chair-elect and maintain ongoing communication of professional development activity.
- ◇ At Annual Conference, check meeting room schedule list to see that all have the appropriate rooms and visual aids, etc. required.
- ◇ Provide leadership in the development of new task forces and the dissolution of task forces after they have accomplished their work.
- ◇ Work with conference chairs to ensure professional development hours and diversity efforts are considered

Qualifications:

Interest in Professional Development as an ongoing effort for the NAE4-HA membership.

Prior experience with leadership at the state association, regional or national level is desired.

The ability to “set aside” some of your local program focus if necessary in order to complete NAE4-HA business.

Time Requirement:

Attendance at two face-to-face board meetings per year (pre-board at annual conference and Spring board).

Ability to participate in Board conference calls - up to two per year.

Time to solicit, review and follow-up with task force chairs.

Term of office is two years, preceded by one year as chair-elect.

Participate in team conference calls on a monthly basis

Benefits:

1. Sharing your knowledge and skills with colleagues.
2. Strengthening your own skills and knowledge while making a positive difference for NAE4-HA.
3. Giving back to the association.

Training Required:

1. A willingness to listen and respond in an appropriate manner.
2. The ability to work as a team member.
3. Spending time with the previous person in the position as well as reviewing documents to acquaint oneself with the details of the position.

NAE4-HA Professional Development Committee Chair-Elect

Responsibilities:

- ◇ Term will be for one year.
- ◇ **Appointed by the Board President in the second year of the current Committee Chair’s term: Official duties as Chair will begin at the conclusion of the succeeding Annual Conference.**
- ◇ Serve on the Leadership Team of the Professional Development Committee. Once assuming chair, will become member of the Professional Development Team serving under the leadership of the VP for Professional Development.
- ◇ Will serve as recorder for the Professional Development Committee Leadership Team.
- ◇ Assist Committee in carrying out responsibilities.
- ◇ Participate in all meetings of the Professional Development Committee during Annual Conference.
- ◇ Participate in the orientation of Professional Development Committee membership at the Annual Conference.

NAE4-HA Professional Development

Taskforces Chair & Chair Elect

Job Title	<i>Professional Development Taskforce Chair</i>
Accountable to:	VP for Professional Development – Team Leader & Chair of Professional Development
Responsible for:	<u>Chair one of the five following Task Forces:</u> Volunteerism, Balancing Work and Family, Mentoring, Virtual Professional Dev., Diversity

Responsibility of Task Force Chairs

- Lead task force breakout meetings during the NAE4-HA National Conference
- Determine if there is a continued need for the task force to remain active
- Review the mission, goals and objectives of the task force annually during the NAE4-HA Conference and update or redirect as needed
- Bring together ideas to guide task force members in developing goals and objectives pertinent to the mission of the task force
- Correspond with task force members throughout the year to accomplish goals and objectives
- Work with chair-elect to bring up to speed on the direction of the task force as they prepare to take on the role of task force chair

Responsibilities of Task Force Chair Elects

- Assist in carrying out taskforce responsibilities
- Work with the chair on the direction of the taskforce
- Prepares of take on role of taskforce chair

Taskforce Descriptions

Diversity

To educate professionals in understanding the broad spectrum of changing human attributes that incorporate all continuums of age, race, cultures, gender, special needs, and socioeconomic audiences. To educate professionals on all aspects of diversity.

Balancing Work & Family

A support group for NAE4-HA members where they can de-stress and learn about finding balance. To assist members in acquiring the condition where elements (work & personal life) are equal or in the correct proportions.

Virtual Professional Development

The virtual professional development task force delivers ongoing professional development throughout the year for NAE4-HA association members by utilizing educational technologies for delivery.

Volunteerism

The volunteerism task force works to meet the needs of youth development professionals as they work with volunteers to deliver programming.

Mentoring

The mentoring task force is a proactive initiative, implemented to provide support and serve as a resource for new association members by enhancing professional relationships, encourage professional development and foster new member engagement in service for our association.

NAE4-HA

Research & Evaluation Committee Chair

Job Title	<i>Research & Evaluation Committee Chair</i>
Accountable to:	VP for Professional Development – Team Leader
Responsible for:	Editor, <i>Journal of Youth Development</i> Participation on program task forces

Position Descriptions

Spirit of the Role/Description:

The National Committee Chair demonstrates a strong commitment to NAE4-HA's **Vision, Mission, and Strategic Long Range Plans**. The Research and Evaluation Committee Chair is a member of the Professional Development Team and works with the chair of the Professional Development Committee, Programs Committee, Conference Management, and the Vice President for Professional Development in the pursuit of association goals.

Specific Duties/Relationships:

- ◇ Coordinate leadership efforts for research, evaluation, and programs with team members.
- ◇ Establish communication with committee chairs to support their plans of work and serve as a channel of communication with **the President's Council**.
- ◇ Assist committees and task forces with development of their Plan of Work during the annual meeting and ensure that the plan and a committee/task force roster are posted on the NAE4-HA website.
- ◇ Serve as the point of contact for individuals desiring to use the association membership as a population for research studies **and bring such requests to the President's Council for approval**.
- ◇ Participate in monthly conference calls of the Executive Council.
- ◇ Participate in association Board meetings, both face-to-face and via conference call.
- ◇ Serve as a member, along with the Research and Evaluation Committee Chair, on the *Journal of Youth Development* Publication Committee and participate in conference calls of this committee.
- ◇ **Prepare a progress report prior to the Spring Board meeting and contribute to the association's annual impact report.**
- ◇ Work with team members to prepare and submit a budget in support of the Plan of Work to the NAE4-HA VP for Finance and Operations in August.
- ◇ Approve budget expenditures for committees and task forces as they arise.

Qualifications:

- Have a commitment to the mission, vision, and values of NAE4-HA.
- Have an interest in promoting research, evaluation, and programs as an ongoing effort for the NAE4-HA membership.
- Have an understanding of the journal review and publication process or a willingness to become familiar with the process.
- Prior experience with leadership at the state association, regional, or national level is desired.
- Have the ability to complete NAE4-HA business in a timely manner.
- Possess initiative and critical thinking, leadership, and communication skills.

Time Requirement:

The term of office is two years; elected in odd-numbered years. It, begins with the post-conference Board meeting of the annual conference where elected and concludes at the end of the annual conference two years later.

Requires the ability to travel to attend two face-to-face board meetings per year (one in the spring at the upcoming annual conference location and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) via conference call.

Requires the ability to participate in monthly conference calls.

Requires the ability to participate in quarterly conference calls for the *Journal of Youth Development* Publications Committee.

Requires additional time to communicate with team members and complete other tasks as needed relative to the VP role.

Participate in team calls on a monthly basis

Benefits:

Opportunity to develop connections to colleagues around the country

Opportunity to share knowledge and skills with colleagues

Opportunity to strengthen one's knowledge and skills while making a positive difference for NAE4-HA

Opportunity to give back to the association and enhance the youth development profession

Training Required:

It will be important for the new VP to spend time with the person previously in the position as well as review association documents to become acquainted with the details of the board and the position.

NAE4-HA

Conference Committee Chair

Job Title	<i>Conference Committee Chair</i>
Accountable to:	VP for Professional Development – Team Leader NAE 4-HA Board of Trustees The Host State Associations
Responsible for:	<i>Chairing the Conference Planning Team</i>

Host Association is to recommend "Conference Chair(s)" to

the NAE4-HA Board of Trustees for appointment. This individual will be expected to attend Board meetings as directed by the NAE4HA President.

- As a member of the NAE4-HA Board of Trustees, serves to communicate the plans for Annual Conference. Expenses of one Conference Chair to attend Board Meetings will be that of NAE4-HA. Expenses of other chair(s) will be that of the Conference Committee
- Is a member of the Conference Management Committee
- Is a member of the Finance Committee

In conjunction with the Host State/Region Association President, obtains support and commitment from

Extension Administration for overall operation of committees, finances, equipment, etc.

- Appoints all ACH Committee members, including the Conference Treasurer
- Keeps in constant communication with the conference site for changes that may affect the conference.
- Works with Conference Consultant as liaison with Board of Trustees relative to the conference.
- Coordinates the planning of the Annual Conference through the sub-committees. Develops a detailed timeline for accomplishing the conference planning.

Coordinates all contact with potential sponsors in consultation with the Finance Committee and the Vice

President for Marketing and Outreach.

- Provides preliminary financial reports of Conference Treasurer of conference finances at Spring Board Meeting following the