



# **NAE4-HA**

# **Organizational**

# **Handbook**

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# NAE4-HA General Information

## About NAE4-HA

The **National Association of Extension 4-H Agents** (NAE4-HA) is the professional's organization for those dedicated to promoting, strengthening, enhancing and advocating for the 4-H youth development profession. The National Association of Extension 4-H Agents is an internationally recognized, non-profit, non-partisan association of professional youth development educators. NAE4-HA is one of the largest professional associations for youth development workers with a diverse membership of nearly 4,300 youth development professionals.

## History

4-H Club Agents from twelve states, Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New Jersey, New York, Delaware, West Virginia, Minnesota, Michigan and Kansas, in a special meeting during the Twenty-Fifth Anniversary National 4-H Club Congress (1946), formed an organization to be known as the National Association of 4-H Club Agents.

These representatives were unanimous in their feelings that the work of the county 4-H club agents on a full-time basis is a profession of its own with problems common only to themselves. That an organization within their own group was also necessary to bring about an opportunity to promote this occupation as a profession.

1946, December 3 -- Twenty agents met at the Union League Club of Chicago. At 2:10 p.m., on motion of Andy Olson of Michigan, which was seconded by Florence Thayer of New York, the group voted for forming a national association.

1946, December 4 – At a meeting on the Mezzanine of the Stevens Hotel in Chicago, officers were unanimously elected: President, Donald Stiles, Massachusetts; Vice-President, James Childers, Kansas; Vice-President, Nancy Thayer, New York; Secretary-Treasurer, B.E. Henry, Michigan; Executive Committee, Jack Tyree, West Virginia, Ruth Weston, New Hampshire, James Bishop, Oregon. They accepted the purpose and objectives report.

1947 – First organized meeting. Thirty-seven members from eleven states attended. Sears Roebuck Foundation gave the association their first sponsored meal. Constitution adopted. Distinguished Service Awards discussed. C.W. Pence of Kansas was elected president.

From these beginnings the National Association of Extension 4-H Agents has moved forward. It changed the name at least three times. It moved from the association meeting in connection with National 4-H Club Congress in Chicago to being hosted by state and regional groups across the nation. It expanded membership to all fifty states and several international members.

NAE4-HA will celebrate the 75<sup>th</sup> Anniversary in 2021.

## **Mission**

NAE4-HA is an inclusive, diverse organization engaging youth development professionals by:

- Providing cutting edge professional development through a variety of delivery methods
- Encouraging leadership development and mentoring across generations
- Cultivating networking to strengthen positive youth development programming globally
- Integrating scholarship, research, and practice

## **Vision**

NAE4-HA is the global leader in building positive youth development professionals.

## **Values**

- Learning
- Inclusivity
- Excellence
- And the actions reflected in our professional standards

## **Opportunity Areas**

### Member Engagement

Overall Vision:

- Provide a meaningful experience by contributing to the youth development profession

### Events/Professional Development

Overall Vision:

- To provide timely cutting edge professional development thru a variety of delivery modes

### Sponsor Development

Overall Vision:

- Develop funds to support membership by keeping annual membership and conference registration fees financially reasonable.
- Secure outside support through partnership development
- Donations to the association are easy to make, tax deductible, and designated appropriately

### Expanding Communication and Branding

Overall Vision:

- To develop engaging communication and branding opportunities for NAE4-HA across a variety of technology platforms

## **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.

*Adopted by the NAE4-HA Board October 25, 2001*

**President's Council is comprised of:**

- **Current President**
- **President-Elect**
- **Past-President**

***\*For list of current President's Council, [click here](#).***

### **Description of President's Council**

The President's Council is responsible for coordinating all aspects of the National Association of Extension 4-H Agents. This team coordinates with councils, committees, teams and other associations. Each position serves a one-year term as President-Elect, President and Past-President of NAE4-HA, equaling a three-year commitment. They also serve on the Joint Council of Extension Professionals (JCEP) over the three-year span. During the first year, the President-Elect serves as a JCEP member, but runs for one of the elected officer positions or an appointed committee chair position at the summer JCEP meeting. Each of these officers actively participate in national meetings/conferences at the discretion of the current President, including but not limited to: NAE4-HA spring board, PILD, JCEP Leadership Conference, the National Hall of Fame, JCEP (winter & summer board meetings) and the NAE4-HA Annual Meeting. These individuals serve as role models for the 4-H association, present reports, updates, announcements and run board meetings, as assigned. These three positions are extremely time consuming. Approval and support from the officer's Land Grant University are vital in achieving success in both the officer's NAE4-HA position, as well as, their full-time paid employment.

<b>Job Title</b>	<b>President</b>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• President's Council (Past President &amp; President-Elect)</li> <li>• Vice President's Council</li> <li>• State Relations Team</li> <li>• Committee Chairs</li> <li>• Liaisons</li> <li>• NAE4-HA Executive Director</li> </ul>
<b>Accountable to:</b>	<b>President's Council and the Board of Trustees</b>

**Description of Responsibilities:** The President serves as the official representative and spokesperson for NAE4-HA members and the NAE4-HA Board of Directors. They serve as the leader of the President's Council, Vice President's Council, and work with the State Relations Team. The President appoints committee chairs, utilizes the NAE4-HA by-laws for all final decisions, gives direction to the Executive Director hired by the Board of Directors and serves the association to the best of his/her ability. The President also serves as a member of the JCEP Board which includes participation in conference calls, planning meetings, and serves as the primary facilitator/planner for (in collaboration with the Executive Director) two face-to-face meetings annually.

**Specific Duties/Relationships:**

1. Works directly with the NAE4-HA Executive Director on Board of Trustee and membership issues including items such as the web site, Partner Program, conference planning, member benefits and communication.
2. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP Board of Directors.
3. Participates on State Relations Team calls and other calls as necessary. The President is responsible for coordinating and scheduling all VP monthly calls. Schedules President Council calls as necessary (usually monthly but may be more often).
4. Appoints ad-hoc committees as appropriate for the membership.
5. Sets deadlines for annual Impact Reports by each VP team and committee chairs.
6. Writes scripts for all board meetings and speeches during the year.
7. Signs documents and contracts for the association (Executive Director contracts and conference contracts in particular).
8. Creates agendas for all NAE4-HA pre-board meetings, spring board meeting, President's Council Calls, VP calls and special meetings during their year as President.
9. Works with the President's Council to work through finalization of MOA's and MOU's.
10. Schedules meetings with National 4-H Council and National 4-H Headquarters to reinforce a strong and positive partnership between the NAE4-HA board and partners.

11. Attends JCEP Conference, NAE4-HA Spring Board, PILD, JCEP (winter & summer meetings), Hall of Fame, NAE4-HA annual meeting, and other meetings as necessary.
12. Assists in overall NAE4-HA strategic planning.
13. Prepares official report for JCEP winter and summer meetings on behalf of NAE4-HA.

**Qualifications:**

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development.
2. Prior experience with leadership at the state and regional level is preferred. Prior Board of Trustee elected position for the association is preferred.
3. It is preferred to have served one full term previously on the NAE4-HA Board of Trustees.
4. Ability to focus on NAE4-HA business as needed. This may require approval from a supervisor to “release” time for this role.

**Time Requirement:**

1. Participates in monthly conference calls (1-1.5 hours each for President’s Council, Vice President’s Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Attend two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference) and one all-board conference call in September.
3. Travel to: JCEP Conference/JCEP Winter Board Meeting, NAE4-HA Spring Board meeting, PILD, JCEP Summer meeting, Hall of Fame, NAE4-HA Annual Conference and Pre-conference board meeting, and any other as deemed necessary to carry out NAE4-HA business in consultation with President’s Council.
4. Time for JCEP, including: monthly meetings, committee calls, emails, winter and summer meetings, committee/officer roles and JCEP Conference.
5. Time to connect with committee chairs/liaisons regarding work for the association.
6. Time to respond to questions from committee chairs/liaisons and members regarding issues that may arise. This duty is nearly a daily task.
7. Participates with Past President and President-Elect in conducting a formal evaluation of the Executive Director and his/her company as well as Conference Management contract employees of NAE4-HA.

**Training Required:**

1. Familiarization of YourMembership program (*the membership database*).
2. Familiarization with the President’s Council Handbook, by-laws, contracts, finances, MOA/MOU’s, policies and procedures for NAE4-HA and JCEP.
3. Spending time with the person who previously held this position to ask questions and “get going on the right foot”.
4. Review budget reports and proposed budgets to become familiar with the expenses and income that is associated with this role, committee work and the overall association.

<b>Job Title</b>	<b>President-Elect</b>
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<b>Team Members</b>	<ul style="list-style-type: none"> <li>• President’s Council (Past President &amp; President)</li> <li>• Vice President’s Council</li> <li>• State Relations Team</li> <li>• NAE4-HA Executive Director</li> <li>• Liaisons</li> </ul>
<b>Accountable to:</b>	President’s Council and the Board of Trustees

**Description of Responsibilities:** The President-Elect serves in a quiet, supportive role to the State Relations team, allowing the State Relations Chair to organize the Regional Directors and lead the monthly calls. The President-Elect also serves on the President’s Council. The President-Elect shadows the current President for the year and prepares for his/her year as President. The President-Elect observes and plans and accepts assignments from the President when asked to lead a team or project. The President-Elect assists the State Relations Chair if needed during the planning of the annual JCEP leadership meeting with the Regional Directors as well as the officer training at annual conference. The President-Elect also serves as a member of the JCEP board which includes participation in conference calls, planning meetings, and two face-to-face meetings annually.

**Specific Duties/Relationships:**

1. Shadows the President and Past-President for the year.
2. Takes on assignments and special work as requested by the President.
3. Observes the interaction between the President and the NAE4-HA Executive Director on Board of Trustees and membership issues including items such as the web site, Partner Program, conference planning, member benefits and communication.
4. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP team. Participation will start with JCEP in the month immediately after the annual meeting.
5. Submits an officer interest form and accepts an officer role on JCEP during the JCEP summer meeting their first year on that team.
6. Participates on VP Calls, State Relations Team calls, President’s Council calls and other calls as requested by the President.
7. Reads all annual Impact Reports by each VP team.
8. Is aware of the President signing documents and contracts for the association (Executive Director contracts and conference contracts in particular)
9. Works with the President’s Council to work through finalization of MOA’s and MOU’s.
10. Attends meetings as a member of the President’s Council with National 4-H Council and National 4-H Headquarters to reinforce a strong and positive partnership between the NAE4-HA board and partners, as requested by the President.
11. Attends the JCEP Leadership Conference, NAE4-HA Spring Board, PILD (if asked by the President), JCEP (winter & summer meetings) and NAE4-HA annual meeting.
12. Assists in overall NAE4-HA strategic planning.
13. Selects the State Relations Chair at the end of the President-Elect term in preparation for their Presidential year.
14. Writes script for the Annual Conference business meeting after they are installed as President.
15. Participates in executing the transition board meeting.

16. Articulates a “vision” speech which will be presented to the entire membership after initiation.

**Qualifications:**

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development
2. Prior experience with leadership at the state and regional level is preferred. Prior Board of Trustee elected position for the association is preferred.
3. It is preferred to have served one full term previously on the NAE4-HA Board of Trustees.
4. Ability to focus on NAE4-HA business as needed. This may require approval from a supervisor to “release” time for this role.

**Time Requirement:**

1. Participates in monthly conference calls (1-1.5 hours each for President’s Council, Vice President’s Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Attend two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference) and one all-board conference call in September.
3. Travel to: JCEP Conference/JCEP Winter Board Meeting, NAE4-HA Spring Board meeting, PILD (by invitation of the President), JCEP Summer meeting, NAE4-HA Annual Conference and Pre-conference board meeting.
4. Time for JCEP, including: monthly meetings, committee calls, emails, winter and summer meetings, committee/officer roles and JCEP Conference.
5. Time to connect with committee chairs/liaisons regarding work for the association.
6. Time to respond to questions from committee chairs/liaisons and members regarding issues that may arise. This duty is nearly a daily task.
7. Participates with Past President and President-Elect in conducting a formal evaluation of the Executive Director and his/her company as well as Conference Management contract employees of NAE4-HA.

**Training Required:**

1. Familiarization of YourMembership program (*the membership database*).
2. Familiarization with the President’s Council Handbook, by-laws, contracts, finances, MOA/MOU’s, policies and procedures for NAE4-HA and JCEP.
3. Spending time with the person who previously held this position to ask questions and “get going on the right foot”.
4. Review budget reports and proposed budgets to become familiar with the expenses and income that is associated with this role, committee work and the overall association.

Job Title	Past-President
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• President' Council (President &amp; President-Elect)</li> <li>• Vice President's Council</li> <li>• State Relations Team</li> <li>• NAE4-HA Executive Director</li> <li>• Liaisons</li> <li>• Chairs the Organizational Stewardship Committee</li> </ul>
<b>Accountable to:</b>	President's Council and the Board of Trustees

**Description of Responsibilities:** The Past President serves as a leader and liaison to the Board of Trustees for the Organizational Stewardship Committee. The Past President also serves as a member and officer of the JCEP board which includes participation in monthly conference calls, planning meetings, and two face-to-face meetings annually. The major role of the Past President is to serve as a resource on the President's Council contributing "institutional knowledge" to the team members and a positive role model for the President's Council team.

**Specific Duties/Relationships:**

1. The Past-President and the OSC are responsible for recruiting candidates for leadership positions in NAE4-HA. Membership of the committee is made up of: NAE4-HA Immediate Past President serving as the chair and liaison to the Board of Directors. The OSC is comprised of three members from each region (Northeast, North Central, South & West) serving three-year terms with one rotating off/on each year.
2. The Past President must begin his/her work by starting with a full slate of members on the OSC.
3. Past-President will notify all candidates regarding uploading their picture, biography, candidate statement and video by the deadline. Then, arrangements and notification will be made to alert membership to watch all videos and submit their ballots.
4. The Organizational Stewardship Committee will monitor the campaign and campaign regulations. Failure to abide by the regulations will be dealt with immediately by the President's Council and then presented by the Organizational Stewardship Committee to the whole Board of Directors during Annual Conference. The Board of Directors has the final decision.
5. The Past-President will coordinate the "In Memorium" ceremony performed during one of the annual business meetings.
6. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP team.
7. The Past President executes his/her elected or appointed position with JCEP to the best of their ability.
8. Takes on assignments and special work as requested by the President.

**Qualifications:**

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development
2. Successfully completed one year as President-Elect and one year as President.
3. Ability to focus on NAE4-HA business as needed. This may require approval from a supervisor to “release” time for this role

**Time Requirement:**

1. Participates in monthly conference calls (1-1.5 hours each for President’s Council, Vice President’s Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Attend two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference) and one all-board conference call in September.
3. Travel to: JCEP Conference/JCEP Winter Board Meeting, NAE4-HA Spring Board meeting, PILD, JCEP Summer meeting, NAE4-HA Annual Conference and Pre-conference board meeting.
4. Time for JCEP, including: monthly meetings, committee calls, emails, winter and summer meetings, committee/officer roles and JCEP Conference.
5. Time to connect with committee chairs/liaisons regarding work for the association.
6. Time to respond to questions from committee chairs/liaisons and members regarding issues that may arise. This duty is nearly a daily task.
7. Participates with Past President and President-Elect in conducting a formal evaluation of the Executive Director and his/her company as well as Conference Management contract employees of NAE4-HA.

**Training Required:**

1. Familiarization of YourMembership program (*the membership database*).
2. Familiarization with the President’s Council Handbook, by-laws, contracts, finances, MOA/MOU’s, policies and procedures for NAE4-HA and JCEP.
3. Spending time with the person who previously held this position to ask questions and “get going on the right foot”.
4. Review budget reports and proposed budgets to become familiar with the expenses and income that is associated with this role, committee work and the overall association.

**Monthly Duties for each Position:**

	<b>President</b>	<b>President-Elect</b>	<b>Past President</b>
<b>November</b>	Have board members write thank you notes to all donors. Participate in evaluation of Management Company. Prepare monthly VP agenda.	Study/Review MOA's, MOU's, Contracts, By-laws, Policies. Participate in evaluation of Management Company.	Verify members of the OSC. Chair the evaluation of Management Company with President's Council.
<b>December</b>	Encourage VP to complete POW's. Write President's Message for Newsletter Prepare monthly VP agenda.	<b>Shadow President</b> and accept assignments by President when asked. ☺ Additional duties will follow during the year, as assigned.	Duties as a member and officer for JCEP heighten during the year.
<b>January</b>	Review POW's. Prepare monthly VP agenda. Start process of visiting with Board Liaisons to prep for Spring Board meeting. Write NAE4-HA report for JCEP meeting.		
<b>February</b>	Attend JCEP pre-board and Leadership Conference. Prepare welcoming for the NAE4-HA Leadership session work in cooperation with the RD's. Serve on the JCEP Leadership Conference planning team. Prepare monthly VP agenda. Prepare agenda for Spring Board and share with board. Follow-up with Board Liaisons concerning Spring Board meeting.	Attend JCEP pre-board and Leadership Conference	Attend JCEP pre-board meeting-stay for conference <b>if invited by President or if serving as President of JCEP.</b>

<p><b>March</b></p>	<p>Preside at NAE4-HA Spring Board.  Touch base with the PILD committee liaisons for NAE4-HA meeting at PILD – schedule the 4-H section meeting and/or dinner.  Plan, prepare the 4-H session.  Contact National 4-H Council and 4-H Headquarters Liaisons to visit with the President’s Council or sharing with the 4-H section.  Write President’s message for RD newsletter.  Prepare monthly VP agenda.  Write NAE4-HA report for JCEP/ECOP luncheon RSVP for JCEP/ECOP luncheon and other invites as needed.</p>	<p>Attend NAE4-HA Spring Board: Present whatever President assigns to you.  Organize the “secrets” committee for the President’s Board Party.</p>	<p>Attend NAE4-HA Spring Board. Make contact with current President’s state for President’s Party options.</p>
<p><b>April</b></p>	<p>Attend PILD.  Present NAE4-HA report during JCEP/ECOP luncheon.  Prepare monthly VP agenda.  Meet with D.C. partners.  Prepare monthly VP agenda.</p>	<p>Attend PILD (<b>if requested by President</b>).  Fill out JCEP Officer Interest Form.</p>	<p>Attend PILD (<b>if requested by President</b>).</p>
<p><b>May</b></p>	<p>Prepare monthly VP agenda.  Recruit PILD two-year NAE4-HA representative.  Work with President’s Council for setting up online meeting for candidate nominations.</p>		

<b>June</b>	Attend Summer JCEP Meeting. Write NAE4-HA report for JCEP meeting. Prepare monthly VP agenda.	Attend Summer JCEP Meeting and run for officer position.	Attend Summer JCEP Meeting
<b>July</b>	Prepare monthly VP agenda. Start the Annual meeting agenda. Coordinate times needed with the 4-H Liaisons. Work closely with the conference.	Continue working with the committee for the President's Party.	Work with President to present candidates at business association meeting (online).
<b>August</b>	Prepare monthly VP agenda. Finalize the All Board Meeting agenda. Board member gifts. Assist with the evaluation process.	Select a State Relations Committee Chair for the coming year and plan for RD's to be responsible for Board Development.	Coordinate online voting in collaboration with OSC and President's Council.
<b>September</b>	Preside over the NAE4-HA All Board meeting. Communicate the transition process with the retiring officers.	Finalize Jump Drives or notebooks for Board Members/Transition. Actively participate in the All Board conference call meeting.	Draft evaluation tool for Management Company. Actively participate in the All Board Meeting. Review President's Council handbook for edits/changes.
<b>October</b>	Attend NAE4-HA Fall Board Attend Hall of Fame. Preside over business meetings. Welcome candidate elects. Prepare outgoing speech.	Attend NAE4-HA Fall Board: Prepare for Transition. Meet with board teams/members during meeting. Prepare speech at end of installation. Prepare agenda for transition board meeting and yearly conference calls VP and RD's. (Thursday).	Attend NAE4-HA Fall Board. Implement Management Company evaluation tool. Work with OSC and oversee "Meet 'n Greet". Present workshop for potential candidates. Perform the "In Memorium" with the OSC.

- *All three positions participate in monthly calls with the JCEP Board of Directors, Regional Directors, Vice Presidents, President's Council and various committees and ad-hoc assignments, as the need arises.*
- *President's Blast is designed to inform membership on topics of interest. These can go out monthly, quarterly or as needed. This is the President's responsibility. NOTE: If asked by the President to assist with the President's Blast, the President-Elect or Past President may write and send out a President's Blast.*
- *Evaluation of Executive Director and Management Company is performed by the President's Council at the end of the year with input by the board. This is the last duty of the Past President as he/she exits the board done in November.*

**Professional Development Trips for President's Council**

<b>Trip</b>	<b>Month Held</b>	<b>Who Attends</b>
JCEP Pre-Conference	February	Pres, Pres-EI, P. Pres
JCEP Leadership Conference	February	Pres, Pres-EI, P. Pres
NAE4-HA Spring Board Meeting	March	Pres, Pres-EI, P. Pres
PILD	April	Pres & Pres-EI ( <i>dependent on budget</i> )
JCEP Summer Board Meeting	June	Pres, Pres-EI, P. Pres
Hall of Fame	September/October	President
NAE4-HA Annual Conference	October	Pres, Pres-EI, P. Pres

- *President (Pres), President-Elect (Pres-EI), Past President (P. Pres)*
- *There are some conferences or meetings in which the President may be invited. Those are not annual events. Please plan your work schedules & holidays around these events*

## State Relations/Regional Directors

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.

***\*For list of current Regional Directors, [click here](#).***

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 day
- 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](http://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 Planner.
- 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 information in Organizational Handbook
- North Central Region – Updates State Relations Team information in Organizational 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 lifetime 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** 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 are 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.
  - Registration Fees – NAE4-HA will reimburse the registration fee at early bird rate for the designated state representative. Receipt required.
  - 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.

- Travel –
  - Airline – Travel will normally be by common carrier following the most direct route and at economy or coach rate. Receipt required.
  - Shuttles, taxi, etc. – Please provide receipts for shuttle/taxi service between the airport and hotel.
  - 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.
  - 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. 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 preapproved 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.

## 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.
  - Must complete and submit a current travel voucher to their respective Finance Regional Director who will forward to the appropriate parties.
  - Receipts required.
3. Regional Directors – Paid from the State Leadership Development line item of the NAE4-HA annual budget.
  - Must complete and submit a current travel voucher to Vice President for Finance and Operations or Financial Services provider.
  - Receipts required.
4. NAE4-HA President's Council or designees -- Paid from the designated line item of the NAE4-HA budget.
  - Must complete expense sheet and submit to Vice President for Finance and Operations or Financial Services provider.

## Marketing & Outreach

### Introduction/Purpose

The Marketing & Outreach Team consists of the VP for Marketing and Outreach, Public Relations and Information Chair, and various Working Teams. The team works together and with others to highlight the profession of 4-H / Youth Development, collaborates with professional development conferences to expand and support financial and in-kind contributions to the Association through the Partner Program.

Only contributions that support the association's Mission, Vision and diversity policies shall be accepted. Efforts also include establishing networks with other youth development organizations, promoting NAE4-HA to potential members and to building communication to keep members and other youth organizations informed of the role of the 4-H profession and its accomplishments.

### Position Descriptions:

Job Title: Vice President for Marketing & Outreach

Team Members: Public Relations & Information Chair  
Hall of Fame Work Group  
First Timers' Orientation Work Group  
4-H Stories Book Ad Hoc Committee

Accountable to: NAE4-HA President's Council

### Description of Responsibilities:

The VP for Marketing & Outreach will work with team members (as described above) and others to retain and expand financial support for NAE4-HA. Only support that support the association's Mission, Vision and diversity policies shall be accepted. Efforts also include establishing networks with other youth development organizations, promoting NAE4-HA to potential members and to building communication to keep members and other youth organizations informed of the role of the 4-H profession and its accomplishments.

### Specific Duties/Relationships:

1. Work with chairperson of Public Relations and Information Committee, keep communication open and get updates from committee and Working Team contacts, including:
  - Hall of Fame
  - First Timer's Orientation
  - 4-H Stories Book Project
2. Promote and encourage Clover Pledge donations and assist the National 4-H Resource Development Information Coordinator (Betsy Johnson) in securing annual pledge commitments

3. Support the Partner Program in identifying potential donors and partners to enhance the mission of the organization
4. Collaborate with the VP Member Services to complete the NAE4-HA Impact Report
5. Prepare board reports for spring and preconference board meetings
6. Prepare Marketing & Outreach report for Conference attendees and present during business meeting
7. Co-coordinate the NAE4-HA Booth during conferences with the VP Member Services
8. Acknowledge annual Partner Program members through thank you letters; garner support from all board members to write thank you letters within one month following conference
9. Prepare team plan of work and send copy to NAE4-HA President and PR&I chairperson
10. Send information to Regional Director newsletter that is sent to all state presidents and posted on the web
11. Work with other board members to secure Partner Members and to further develop marketing efforts.
12. Participate in monthly VP conference calls
13. Work with Member Recognition Chairperson and Executive Director to confirm list of award sponsors (Partner Program) – send donors invoice/letter to confirm the donation for awards, etc.
14. Submit names of NAE4-HA nominees for the National 4-H Hall of Fame
15. Organize board shirt order, if needed

Qualifications:

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

Time Requirement:

1. 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 installed and concludes at the end of the annual conference two years later.
2. 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.
3. Serve a two-year term (elected in even numbered years)
4. Participate in monthly conference calls with the Executive Committee
5. Encouraged to participate in Working Team conference calls, as appropriate.
6. Work with Executive Director to identify and recruit potential Partner Members to support NAE4-HA.

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

Job Title: Chair, Public Relations and Information Committee

Team Members:

PR & I Committee Chair-elect, Working Team Chairs and Chair-elects (Hall of Fame, Marketing 4-H and the 4-H Profession, 4-H Stories From the Heart, Member Services/First Timer's Orientation), interested NAE4-HA members

Accountable to: NAE4-HA Vice-President for Marketing and Outreach

Description of Responsibilities:

The National Committee Chair demonstrates a strong commitment to NAE4-HA's Vision, Mission and current Strategic Long-Range Plans. The Public Relations and Information Chair is a member of the Marketing and Outreach Team

The Committee Chair will work with the P R & I Team to develop a liaison relationship with all P R & I committees of the affiliate State Organizations and encourage State Associations to maintain active P R & I committees. The Public Relations and Information Committee Chair serves as a liaison to the Board for the current functioning Working Teams and coordinates communications among Working Team leadership.

Specific Duties/Relationships:

1. 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 Working Team Leadership Teams.
2. Attend NAE4-HA Board of Trustees meetings.
3. Provide committee reports and progress of work for distribution. This includes to NAE4-HA Board of Trustees, Regional Contacts/Editors and Working Team Chairs/Chair-Elects.
4. Develop budget for NAE4-HA Vice President for Finance and Operations by specified date before the Fall Board meeting.
5. Keep in regular contact with Public Relations and Information Committee Chair-Elect, Regional Contacts, and Working Team Chairs/Chair-Elects.

6. Participate in all Committee Working Team Conference calls including Hall of Fame and 4-H Stories.
7. Provide articles for NAE4-HA website as needed. Write committee report for NAE4-HA Highlight Report.
8. Provide information on committee work to Regional Contacts for their reports to Public Relations and Information state contacts.
9. Provide orientation for incoming Chair, as well as other members of the Committee and provide for an orderly transfer of duties and materials.
10. Work with Regional Contacts and Working Team Chairs to identify potential nominees for committee leadership positions for recommendation of appointment by the board.
11. Develop and keep committee handbook up-to-date and provide appropriate records for placement in the NAE4-HA files at the National 4-H Center.
12. Attend Hall of Fame ceremony and assist as necessary.
13. Serve as the liaison to National 4-H Council Marketing, involving them in committee work and working with them in development of 4-H Brand, 4-H Week and other marketing materials for 4-H.
14. Set up and provide webinars on marketing and other committee interests.
15. Serve on special board/ad hoc committees as appointed or needed.
16. At Annual Conference, check meeting room schedule list to see that all have the appropriate rooms and visual aids, etc. required.

Qualifications:

1. Be committed to the Vision and Mission of the NAE4-HA
2. Be prepared to participate in the NAE4-HA Conference during years of service on the committee
3. Have commitment of time and resources from supervisor, state association, and Extension Administration. Be able to provide time and have available the resources to carry out the functions listed above. Internet access and e-mail capabilities are required.
4. Serve one year as chair-elect of committee.

Time Requirement:

1. 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.
2. Term is two years, beginning in odd numbered years; preceded by one-year as chair-elect (which is appointed by the president in even numbered years)

3. Generally, about 40 days annually, including board meetings and annual conference. More hours concentrated right before and after annual conferences.

Benefits:

1. Be of service to the membership and profession
2. Develop and use leadership and management skills
3. Meet and work with people and form networks of contacts around the nation
4. Work on the national level and provide leadership for NAE4-HA for the benefit of the membership.

### Action Timeline

Monthly	Participate in Conference Call with Executive Council
Quarterly	Communicate with Working Teams and Committee
As needed	Approve vouchers on behalf of Working Team chairs
October	Transition of positions during national meeting (VP in even years, Chair in odd years)
November	Communicate with PR&I Chair and Working Team Chairs, Develop and Submit Plan of Work to President by Dec. 1 Collaborate with Executive Director to ensure thank you notes sent to previous year's Partner Members are sent and solicitation/retention letter for next year's support Post Hall of Fame video to the NAE4-HA YouTube channel
Feb/ March	Attend and participate in Spring Board meeting, prepare team report of Working Team and committee chair updates
July/August	Update Plan of Work
August	Develop "Impact Report" for Conference Proceedings
September	Participate in the All-Board Conference Call

Prior to Conference    Work with PR&I Chair to organize agenda for conference committee meetings, follow up with First Timers Working Team about First Timers event, visit with other Working Team chairs for any items that need attention prior to Conference

October                    Attend Pre-Board and National Meeting, Present Team Report, assist PR&I Chair with committee meeting, assist with Working Team groups

#### Collaborations with Other Board Members

- Work with VP Member Services to coordinate and set up NAE4-HA exhibit at national meeting, coordinate schedule for board members to staff exhibit
- Work with VP Member Services to review content submissions for association website
- Work with VP Member Services to review social media applications and content for relevance to our professional development
- Work with Executive Director and Conference Chairs to actively seek out potential partners to provide support to our association and our conferences

#### Forms

These are found on NAE4-HA website.

- Plan of Work form
- 4-H Stories submission form
- Distinguished 4-H Alumni database submission form
- Member information brochure (Your Professional Association)
- Reimbursement voucher
- Travel expense voucher

## **Professional Development**

### Purpose

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 committee's members and Working Teams defining topics relevant to growth of the association to meet the needs of professional development. The leadership positions outlined work closely with designated conference chairs, conference management team, and the Presidents and Vice Presidents Council to ensure the professional development needs of the membership are continued and promoted annually.

### Position Descriptions

Job Title: Vice President of Professional Development

Team Members: Conference Committee Chairs, Professional Development Committee Chair, Research & Evaluation Committee Chair, Work Group Chair (Volunteerism, Balancing Work and Family, Mentoring, Virtual Professional Dev., Diversity)

Accountable to: 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 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

Timeline

Year One

Every Month	Participate in Monthly Conference Call with President's Council
Quarterly	Participate in Conference call w/VP of Programs & Conference Chairs
September/October	Election of positions during Annual Conference
October-December	Learn procedures and duties of position Establish communication with Working Team 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 & Working Team members to be seminar reviewers
January-March	Communicate w/Working Team Chairs - Plan of Work Due Date Develop and Submit Plan of Work to President
February/March	Attend and participate in Spring Board meeting
March-July	Communicate with Working Team, Committees, & Exec. Director
July/August	Update Plan of Work Work with conference chairs to ensure professional development hours and diversity efforts are considered Develop "Impact Report" for Conference Proceedings
August/September	Participate in All-Board Conference Call Work w/Chair of Professional Development to develop agenda's
October/November	Attend Pre-Board and National Meeting, Present Impact Report Co-host committee meeting w/Chair, assist with Working Team Groups

Year Two

October-December	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 & Working Team members to be seminar reviewers January-March Communicate w/Working Team Chairs - Plan of Work Due Date
January-March	Develop and Submit Plan of Work to President
February/March	Attend and participate in Spring Board meeting
March-July	Communicate with Working Team, Committees, & Exec. Director
July/August	Update Plan of Work Work with conference chairs to ensure professional development hours and diversity efforts are considered Develop "Impact Report" for Conference Proceedings
August/September	Participate in All-Board Conference Call Work w/Chair of Professional Development to develop agenda's
October/November	Attend National Meeting, Present Impact Report Co-host committee meeting w/Chair, assist with Working Team groups Facilitate communication and board transition process w/newly elected Vice President

Job Title: Professional Development Committee Chair & Chair-Elect

Description of Responsibilities: 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 Working Teams.

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 Working Team Leadership Teams.
- Serves under the leadership of the VP for Professional Development.
- Coordinate leadership efforts for professional development with Working Team chairs.
- Assist Working Team 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 Working Team 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 Working Teams and the dissolution of Working Teams 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 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 Working Team chairs.
- Term of office is two years, preceded by one year as chair-elect.
- Participate in team conference calls monthly

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.
- 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.

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 end 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.

Job Title: Professional Development Working Groups Chair & Chair-Elect

Accountable to: VP of Professional Development – Team Leader and Chair of Professional Development

Responsible for: Chair one of the five following Working Teams: Volunteerism, Balancing Work and Family, Mentoring, Virtual Professional Dev., Diversity

Description of Responsibility of Working Team Chairs:

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

### Responsibilities of Working Team 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 Working Team delivers ongoing professional development throughout the year for NAE4-HA association members by utilizing educational technologies for delivery.

#### Volunteerism

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

#### Mentoring

The mentoring Working Team 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.

Job Description: Research & Evaluation Chair

Accountable to: VP for Professional Development

Responsible for: Editor, Journal of Youth Development Participation on program Working Teams

#### Description of Responsibility:

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 Working Teams with development of their Plan of Work during the annual meeting and ensure that the plan and a committee/Working Team 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 Working Teams 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.
- Can 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 monthly

#### 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.

**Job Title:** Conference Committee Chair

**Accountable to:** VP for Professional Development, NAE4-HA Board of Trustees, Host State, Conference Planner

**Responsible for:** Chairing the Conference Planning Team

- State Host Association to recommend "Conference Chair(s)" to the NAE4-HA Board of Trustees for appointment. As a member of the NAE4-HA Board of Trustees, serves to communicate the plans for Annual Conference. One individual will be expected to attend Board meetings as directed by the NAE4HA President. Expenses for individual to attend Board Meetings will be that of NAE4-HA. Expenses of other chair(s) will be that of the State Host.
- 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 State Host.
- Member of the Conference Management Committee
- In conjunction with the Host State/Region Association President, obtains support and commitment from Extension Administration for overall operation of committees
- Appoints all Committee members
- Keeps in constant communication with the conference planner for changes that may affect the conference.
- Works with VP for Professional Development as liaison with Board of Trustees relative to the conference.
- Responsible for the duties of the State Host, as outlined under Conference Management.

# NAE4-HA: CONFERENCE PLANNING GUIDE

Action Steps	Start Date	Key Position/Person	Target Date
Site Identification (3-5 locations) Consider Regional rotation as a guide	Four and a half Years Prior to Conference Target Date	Association Conference Planner/Management Interested Conference Host State(s) Board of Trustees Association Management	6 Months Prior to Spring Board
Intent to Bid	Four Years Prior to Conference Target Date	Association Conference Planner/Management VP of Professional Development Conference Host State(s)	Spring Board Three Years Prior to Conference Target Date
Memorandum of Understanding	Spring Board Three Years Prior to Conference Target Date	Board of Trustees Association Conference Planner/Management Conference Host State(s)	Fall Board Meeting Three Years Prior to Conference Target Date
Planning and Concept	Board Meeting Three Years Prior to Conference Target Date	Association Conference Planner/Management VP of Professional Development VP of Membership State Relations Conference Host State(s)	
	DURING THE CONFERENCE	Association Conference Planner/Management State Relations Conference Host State(s)	
Post Event Surveys	POST CONFERENCE	VP of Professional Development Association Conference Planner/Management	Four weeks post Conference

# Roles and Responsibilities

NAE4-HA	Conference Host State(s)	Association Staff
<p>Vice President of Professional Development</p> <ul style="list-style-type: none"> <li>• Educational Programing</li> <li>• Seminar/Poster Proposal Request</li> <li>• Seminar/Poster and Approval</li> <li>• Board Supported Seminars</li> <li>• Evaluation Coordination</li> <li>• Liaison to State Host and NAE4-HA Office</li> </ul>	<p>Professional Development</p> <ul style="list-style-type: none"> <li>• Consideration/Intent to Bid Process</li> <li>• Seminar on Wheels/Tours</li> <li>• Offsite Activities</li> <li>• Local Color (Keynote, Welcomes, Evening Programs, Entertainment, Emcees for Awards Banquet)</li> </ul>	<p>Association Conference Planner</p> <ul style="list-style-type: none"> <li>• Site Visit</li> <li>• Contract Negotiation</li> <li>• Photographer</li> <li>• Schedule Management</li> <li>• Conference Venue</li> <li>• Hotel Accommodations</li> <li>• Exhibit Space/ Décor Management</li> <li>• Transportation</li> <li>• Offsite Activities/Venues</li> <li>• Audio/Visual</li> <li>• Food and Beverage</li> <li>• Registration</li> <li>• Promotion of Next Conference</li> <li>• Convention Wrap-up meeting</li> </ul>
<p>Vice President of Marketing &amp; Outreach</p> <ul style="list-style-type: none"> <li>• First Timer Orientation</li> <li>• Exhibitor and Sponsor</li> </ul>	<p>Marketing &amp; Outreach</p> <ul style="list-style-type: none"> <li>• Local Sponsor/Exhibitor Solicitation</li> <li>• Decorations</li> <li>• Promotion of Future Conference</li> </ul>	<p>Association Management Group</p> <ul style="list-style-type: none"> <li>• Seminar Proposal Process Management</li> <li>• Awards Process and Ceremony Management</li> <li>• Sponsor Reception</li> <li>• Rehearsal</li> <li>• Sponsor/Exhibitor Process Management</li> <li>• Conference App Management</li> <li>• Conference Marketing/Communication (Online, Email, Social Media)</li> <li>• Financial Management</li> <li>• Registration Management</li> <li>• Evaluation Management</li> <li>• Board Meetings Management</li> <li>• Business Meetings Management</li> </ul>

<p>Vice President of Member Services</p> <ul style="list-style-type: none"> <li>• National Awards Submissions/Selections</li> <li>• National Awards Program</li> </ul>	<p>Member Services</p> <ul style="list-style-type: none"> <li>• Staffing/Volunteers (registration, ambassadors, move-in/move-out, seminar room hosts, assist with transportation, etc.)</li> <li>• Hospitality</li> <li>• Family, Retirees/Life Member activities</li> </ul>	
<p>State Relations</p> <ul style="list-style-type: none"> <li>• Regional Breakfast</li> <li>• Regional Awards Program</li> <li>• State Officers Workshop</li> </ul>		
<p>Vice President of Finance &amp; Operations</p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Financial Management</li> </ul>		
<p>Vice President of Programs</p> <ul style="list-style-type: none"> <li>• Working Team meetings</li> </ul>		
<p>President's Council</p> <ul style="list-style-type: none"> <li>• Board meeting, business meeting, past presidents</li> <li>• Board Liaisons</li> <li>• Working with planner on needs</li> </ul>		

## Conference Chair

It will be the responsibility of the host state(s) to appoint a chair that will represent the host state(s) on the NAE4-HA Board of Trustees. This position will need to have the support of their state program leader and/or the state association.

## Preferred Regional Rotation

Ideally the NAE4-HA Annual Conference would follow a regional rotation to allow a variety of locations the opportunity to host the Conference. Below is a recommended regional rotation.

2021 – Southern  
2022 – North Central  
2023 – Northeast  
2024 – Western  
2025 - Southern

## Host State Revenue

Upon securing \$60,000 in Exhibitor & Sponsor sales for your conference, NAE4-HA will distribute \$15,000 to your host states selected organization.

### Exhibitor & Sponsor Acquisition Bonus

When your state directly helps an individual or corporation become an Exhibitor & Sponsor, your state will receive a bonus of \$15,000 to \$66,000 depending on total sales.

For your host state to qualify for this bonus, you'll have to recruit and sell Exhibitor booths & Sponsorships beyond the \$60,000 amount.

Bonus is limited to 33% of \$200,000 in totals of Exhibitor & Sponsor sales.

Example	\$60,100	\$80,000	\$115,000
Commission	33%	33%	33%
Bonus	$\$60,100 \times 33\% (0.33) =$ \$19,833	$\$80,000 \times 33\% (0.33) =$ \$26,400	$\$115,000 \times 33\% (0.33) =$ \$37,950

## **Policy & Resolutions**

Serves as the study and research committee to the Board of Trustees on all major policy decisions and thrusts of NAE4-HA. Members solicit, receive and review resolutions from the membership and develop and present resolutions to the Board of Trustees for further action. The committee is responsible for and coordinates all necessary changes to the NAE4-HA By-laws and Governance Policies.

### Position Descriptions:

Job Title: Policy & Resolutions Chair

Description of Responsibility:

The chair will work with the committee to study, research, and prepare recommendations on all major policy decisions and thrusts of NAE4-HA. Solicit, receive resolutions from the membership and develop and present resolutions to the Board for further action. Coordinates the NAE4-HA governance policies and bylaws, including updating sections, with input from standing and special committees, make appropriate revisions, and provide for orderly distribution of the bylaws and governance policies on the website.

### Specific Duties/Relationships:

- Convene and preside at committee meetings and serve as a voting member of the NAE4-HA Board of Trustees.
- Provide written committee reports to the Vice President, Finance and Operations for the Board meetings and for other appropriate groups and individuals.
- Develop a budget with the VP Finance and Operations and that committee
- Keep in contact with Chair-elect, regional contacts and contact-elects and provide information for appropriate newsletters.
- Provide orientation for incoming chair with orderly transfer of duties and materials. Identify potential nominee(s) for each committee position and recommend the appointment of regional contact-elects.
- Keep governance policies and bylaws up to date and distribute to Board members, State Presidents, Chairs-elect and P&R Committee Leadership Team utilizing appropriate tools such as website and Executive Services.
- Keep Committee leadership handbook up to date, and have it posted on website. Instruct regional contacts in any topics for discussion at the JCEP Leadership workshop.
- With assistance of Executive Services, update committee list-serve at least once a year.
- Provide a written report to Regional Directors, Executive Services and President's Council as needed.
- Serve as Parliamentarian for NAE4-HA Business and Board of Trustees meetings.
- Communicate with committee members throughout the year.
- Provide orderly transfer of Committee materials to successor.

Job Title: Policy & Resolutions Chair-elect

Specific Duties/Relationships:

- Assist Chair with responsibilities.
- Serve on the Leadership Team of the National Committee.
- Serve as Committee Recorder
- Secure names, business addresses, telephone and FAX numbers, and e-mail address of all regional contacts and contact-elects.
- May attend Pre-Conference Board meeting (at own expense) held prior to the Annual Conference the year he/she is to become Chair.

Job Title: Regional Contact

Specific Duties/Relationships:

- Serve a one-year term beginning at the last Committee meeting of the Annual Conference of which appointment is made.
- Disseminate information of committee work from the National Chair to state committee contacts and vice-versa as needed.
- Serve on the Leadership Team of the National Committee.
- Attend all committee meetings during Annual Conference and serve in a leadership role in sub-committees.
- Maintain an updated list of state contacts if possible; share list with National Committee Chair.
- Encourage state contacts to attend NAE4-HA meetings.
- Keep contact-elects involved and informed, including a planned orientation as needed.
- Provide orientation for state contacts through mail, Fax, phone, e-mail and/or other correspondence as needed.
- Provide orderly transfer of committee materials to successor.
- Serve as liaison between new committee members from your region and National Chair. Provide a written report to Regional Directors for the Regional Leadership Workshop as needed.
- Present update at Regional Meeting during Annual Conference, if requested by Regional Directors.
- Assist in the recruitment for new regional contact-elect.

Job Title: Regional Contact-Elect

Specific Duties/Relationships:

- Serve a one-year term beginning at the last Committee meeting of the Annual Conference. Will be regional contact the following year.
- Work as a team member with the Regional Contact to fulfill the following responsibilities (as needed):
  - Disseminate information of committee work.
  - Maintain an updated list of state contacts if possible.
  - Recruit new regional contact-elects.
  - Assume other responsibilities as assigned.
- Serve on National Committee Leadership Team
- Attend committee meetings during Annual Conference and serve in a leadership role in sub-committees if needed.
- Provide orderly transfer of committee materials to successor.
- Assume other responsibilities as assigned.

Job Title: State Committee Contacts

Specific Duties/Relationships:

- Disseminate information from National chair and/or regional contacts to state membership and vice-versa.
- Correspond with regional contacts on a periodic basis regarding State needs and program concerns. (as needed)
- Encourage state membership to participate in state Association meetings, state committee meetings, NAE4-HA Annual Conference, and committee meetings at NAE4-HA Conference.
- Keep state contact/contact-elect informed and involved in state committee work (as needed).
- Provide orderly transfer of committee materials to successor.
- Attend NAE4-HA committee meetings that correspond to state committee responsibility.
- Correspond with regional contact at least 30 days prior to NAE4-HA Annual Conference if your state association has a major concern or interest they would like to present to committee at Annual Conference.
- Keep state president and regional contact updated as to address changes, if possible.

Finances

The Policy and Resolutions Chair will submit to the VP of Finance & Operations a budget annually.

Committee Chairs' expenses for attending Board meetings are covered by the Board

Annual Conference Meeting Schedule  
(may vary)

First Meeting

Leadership Team	Existing and new membership	Review of items researched in past year. Review of items to be researched / discussed. Assign leadership roles for sub-committees
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Second Meeting

Full Committee	Leadership Team	Introductions to P & R Committee & general membership Review/determine objectives. Review items to be discussed. Divide into sub-committees if needed.
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Third Meeting

Full Committee	Leadership Team	Continue to work in sub-committees & general membership or, if work is completed, full committee will convene for final recommendations for Post Board meeting.
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Fourth Meeting (If Necessary)

Leadership Team	New leadership team	Orientation of new members. Prepare report for Post Board. Discuss plans for the coming year and/or concerns
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Regional Contact Report for Regional Meetings / Regional Breakfasts  
(if committees report at the meeting)

- Introduce yourself (if regional director does not)
- Describe committee based on the following description:

**Policy & Resolutions Committee:** serves as the study and research committee of the Board of Trustees on all major policy decisions and thrusts of NAE4-HA. Members solicit, receive, and review resolutions from the membership and develop and present resolutions to the Board of Trustees for further action. The committee is responsible for coordinating all necessary changes to the NAE4-HA Governance Policies and bylaws

- Report on committee topics of discussion, and recommendations to Board of Trustees (if finalized). If time permits, you might include some major accomplishments for past year.

NOTE: You can base/relate report on Strategic Goals:

- Meet the needs of youth development professionals by maximizing technology.
- Provide progressive levels of professional development.
- Elevate the quality of youth development work through scholarship, research and practice.
- Advocate for the 4-H youth development profession.
- Facilitate networking throughout the association and the youth development profession.
- Introduce incoming regional contact and contact-elect

### Time Line for Committees

Ongoing	Regional Contacts and Contact-elects assist the National Chair in collecting information for committee work.
January 1	National Chair updates list of state contacts in each region, updates List-serve with Executive Services (if information is available before Spring Board)
January 1	National Chair distributes to the Leadership Team, the committee work synopsis including the strategic long-range plan and any changes or corrections to leadership team roster. Assure Post Conference minutes are posted on the Web by conference management.
January 15	National Chair provides Vice President of Finance and Operations with a written report for JCEP Leadership Workshop.
March 30	Refer Leadership Team to the Spring Board minutes which should be posted on the web.
May 30	National Chair distributes to Leadership Team and state contacts, via list serve, an update of committee activities and recommend attendance at Annual Conference and possible leadership roles.

- July 1 National Chair and Regional Contacts recruit new regional Contact-elects.
- October 10 National Chair and Leadership Team distributes to state contacts, via list serve, an update of committee activities, schedule of meeting times during annual conference, possible agenda items and remind state contacts to attend committee meetings.
- October Attend NAE4-HA Annual Conference.

## **MEMBER RECOGNITION COMMITTEE PURPOSE, ROLES AND POSITION DESCRIPTIONS**

### **PURPOSE**

The purpose of the Member Recognition Committee is marketing, selection and administration of the NAE4-HA Regional and National Member Recognition Programs. Award categories shall include, but not necessarily limited to:

- Communicator Awards
- Specialty Awards
- Service Awards
- Professional Development Awards

### **ROLES**

- The Member Recognition Committee is a standing committee with the Chair serving as a member of the Board of Trustees and a member of the Member Services Team.
- The judging process, standards and management for recognition programs are a function of the Member Recognition Committee.
- The Member Recognition Committee reviews and makes recommendations to the Board of Trustees for new awards, combining awards or elimination of awards.
- The Member Recognition Committee works with the NAE4-HA Board and Conference Committee to coordinate the implementation of the awards programs during the National Conference.

### **POSITION DESCRIPTIONS**

#### **National Member Recognition Committee Chair**

##### **Qualifications**

- Be committed to the vision and mission of NAE4-HA through Member Services.
- Be committed to participate in the NAE4-HA Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HA for two or more years; desired to have been an active member of the Member Recognition Committee as a Regional Contact or Contact-Elect.
- Have commitment of resources and time from supervisor, state Association and Extension administration.

##### **Length of Commitment**

- One or two years as Chair-Elect
- Two years as Chair
- One year as Past Chair
- Time commitment as Chair is approximately 45-55 days annually, including Board Meetings and Annual Conference.

##### **Responsibilities**

- Accountable to the Vice President of Member Services.
- Participate as a voting member of the NAE4-HA Board at face to face or webinar Board meetings.

- Provide committee reports, submit a budget request to the treasurer for the National awards program and other duties as assigned.
- Work cooperatively with the National Chair-Elect, Executive Director, Vice President of Member Services, Regional Chairs, Regional Chair-Elects and State Contacts to oversee the development of the awards requirements, submission process and judging of all awards.
- Provide appropriate articles for email blasts, website, The Pulse and other marketing to promote the awards program.
- Provide coordination for all NAE4-HA awards and recognition at the National Conference in cooperation with the Conference Committee, National Board and related committees:
  - Recognition of incoming and outgoing Board members
  - Regional Awards Programs
  - National Awards Program
- Work in cooperation with the Executive Director to retain and/or recruit donors for awards and procurement of awards plaques and certificates.
- Provide training and resources for Regional Contacts, Regional Contact-Elects, State Contacts and members on awards requirements, submission process and selection process.
- Maintain the list of awards available, the National judging groups assigned to each region, and communication list of working groups/committees/other entities who judge national awards.
- Maintain the contact list of regional chairs, chair-elects and state contacts to use for communication with these groups.
- Maintain the chart for number of award submissions by state, region and total awards to use for the purpose of reviewing awards for elimination and/or adding awards.
- Notify national winners and non-winners of national judging outcomes.
- Conduct business meetings during the National Conference and via webinars throughout the year as needed.
- Recruit National Chair-Elect candidate(s) to be appointed by the Board of Trustees. Assist Regional Contacts in recruiting candidates for Regional Chair-Elect positions.
- Coordinate the review and updating of the Member Recognition section in the NAE4-HA Handbook. Keep Policy and Resolutions Chair informed of changes that are made.

### **National Chair-Elect & Past Chair**

#### **Qualifications**

- Be committed to the vision and mission of NAE4-HA through Member Services.
- Be committed to participate in the NAE4-HA Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HA for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.
- Chair-Elect advances to the Chair of the committee.
- Past Chair serves one year following their term as Chair to provide assistance and information to the committee.

### **Length of Commitment**

- One year as Chair-Elect
- Two years as Chair
- One year as Past Chair
- Time commitment as chair-elect is approximately 20-25 days annually, including committee meetings and Annual Conference.
- Time commitment as past chair is approximately 10-15 days annually, including committee meetings and Annual Conference.

### **Responsibilities**

- Assist and shadow the Chair with responsibilities.
- Convene and preside at committee meetings at the request or absence of the Chair.
- Provide reports to appropriate groups and individuals as needed.
- Assist Regional Member Recognition Chairs and Chair-Elects as needed with judging or other requests.

### **Regional Chair**

#### **Qualifications**

- Be committed to the vision and mission of NAE4-HA through Member Services.
- Be committed to participate in the NAE4-HA Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HA for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.

#### **Length of Commitment**

- One year as Chair-Elect
- One year as Chair
- One year as Past-Chair
- Time commitment as Regional Chair is 20-25 days annually, including committee meetings and Annual Conference.

#### **Responsibilities**

- Participate and provide input in Committee meetings and attend National Conference during years serving as Regional Chair.
- Provide committee reports to appropriate groups and individuals as needed.
- Provide support and guidance to State contacts as needed throughout the year.
- Provide coordination for all NAE4-HA Awards and Recognition on the Regional level. This includes the processing and judging of Regional awards, notification of winners and non-winners at the Regional level, and presenting awards at the Regional Breakfast/Brunch.
- Provide coordination for judging of assigned National awards and submitting results to National Chair.
- Assist with reviewing and updating awards criteria, score sheets and other information as needed.

- Assist with reviewing applications for new awards, reviewing awards for elimination, updating Handbook, and other things as needed.
- Recruit a Regional Chair-Elect to rotate into the Chair position and provide information and assistance in completing paperwork.
- Assist with orientation of State contacts and Regional Chair-Elects.

## **Regional Chair-Elect**

### **Qualifications**

- Be committed to the vision and mission of NAE4-HA through Member Services.
- Be committed to participate in the NAE4-HA Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HA for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.

### **Length of Commitment**

- One year as Chair-Elect
- One year as Chair
- One year as Past-Chair
- Time commitment as Regional Chair-Elect is 10-15 days annually, including committee meetings and Annual Conference.

### **Responsibilities**

- Assist the Regional Chair with responsibilities as requested.
- Participate and provide input in Committee meetings and, if possible, attend National Conference during years serving as Regional Chair-Elect.
- Assist in supporting State contacts as needed throughout the year.
- Assist with NAE4-HA Awards and Recognition on the Regional level as requested by the Regional Chair. This includes the processing and judging of Regional awards, notification of winners and non-winners at the Regional level, and presenting awards at the Regional Breakfast/Brunch.
- Assist in judging of assigned National awards as requested by Regional Chair.
- Assist with reviewing and updating awards criteria, score sheets and other information as needed.
- Assist with reviewing applications for new awards, reviewing awards for elimination, updating Handbook, and other things as needed.

## **State Contacts**

### **Qualifications**

- Be committed to the vision and mission of NAE4-HA through Member Services.
- Must be a member in good standing of NAE4-HA for two or more years; desired to have experience with a similar committee in a state association.

- If able, participate in the NAE4-HA Conference during years of service on the committee or designate a member from your state attending the Conference to represent you at the committee meetings.

### **Length of Commitment**

- Determined by the State but suggested term is 1-2 years as State Contact and 1 year as State Contact-Elect.
- Time commitment as State Contact is 5-15 days annually, including committee meetings and Annual Conference, if able to attend.

### **Responsibilities**

- Provide leadership for State Member Recognition Committee and State Awards and Recognition.
- Participate in Member Recognition Committee Meetings and, if possible, attend the NAE4-HA Annual Conference.
- Communicate with and assist Regional Chairs and Chair-Elects as needed.
- Promote opportunities to apply for NAE4-HA awards.
- Coordinate the selection of State winners and send forward to Regional level by April 1.
- Provide information on Service Award winners to the National level by April 1.
- Provide reports to appropriate groups and individuals as needed.

## NAE4-HA MEMBER RECOGNITION TIMELINE

The following timeline will be used to facilitate the development, marketing and selection of the NAE4-HA awards program.

### December

- National Member Recognition Chair provides information to Member Services Vice President for the Plan of Work.
- National Member Recognition Chair hosts webinar(s) for Regional Chairs, Regional Chair-Elects, State Contacts and members on the awards and application submission and judging process.
- **By December 31** – National Member Recognition Chair completes awards criteria/materials to be posted on the NAE4-HA website.
- **By December 31** – All information for awards is entered in the online awards system so that the system can be tested.
- National Member Recognition Chair arranges for electronic communication of awards criteria/materials to be sent to membership.
- NAE4-HA Executive Director contacts donors with letter of appreciation for their contributions to the previous year's conference awards and provides a summary of award recipients.

### January

- National Member Recognition Chair hosts a webinar on the NAE4-HA awards and application process, if needed.
- **January 15 – Awards system is launched and announced.**
- National Member Recognition Chair sends information to Regional Directors to share with State Leadership through webinars, emails, etc. Also information may be shared at JCEP Conference in February.

### February

- National Member Recognition Chair and National Office send out emails to State Presidents and State Member Recognition Chairs on State membership (Active & Life) so that they know how many members to base selection of ASA and DSA awards.
- Regional Chairs and Chair-Elects seek committees of NAE4-HA members or outside individuals to judge Regional awards.
- Regional Chairs and Chair-Elects seek committee of NAE4-HA members or outside individuals to judge assigned National awards.
- National Member Recognition Chair provides information for marketing of awards program through eNews, social media, etc.

### March

- **March 2, 8:00 a.m. Eastern – Deadline for nomination/application for National Awards.** Service awards are sent to State Member Recognition Contacts in the required state submission format.
- State Contacts coordinate the judging of State awards.
- Regional Chairs finalize committees to evaluate regional awards.

## April

- **April 1 – Deadline for applications for State award winners to be submitted for Regional judging by State Member Recognition Chairs, including submission of State Service Awards.**
- Regional Chairs conduct judging and selection for Regional winners.

## May

- **May 1 – Deadline for Regional applications to be submitted to National Member Recognition Chair by Regional Chairs.**
- Regional Chairs and Working Groups/Committees/Entities coordinate judging and selection of National award winners.
- Regional Chairs send letters of congratulations to Regional winners and non-winners.
- Regional Chairs send summary of regional judging results to all State Contacts.

## June

- **June 1 – Deadline for Regional Chairs, Working Groups/Committees/Entities to send list of National winners to National Member Recognition Chair.**
- Deadline for nominations for Regional Chair-Elects. Regions are responsible for having 1-2 nominations from which to select a new Regional Chair-Elect.
- National Member Recognition Chair sends a summary of National Winners to Regional Chairs, Regional Chair-Elects, State Contacts, National Chair-Elect, Past Chair, Member Services Vice President, Host State Conference Awards Committee and Executive Director.
- **June 15** – National Member Recognition Chair sends letters of congratulations to all National winners informing them of their selection and encouraging them to attend the National Conference to receive their award. Letters also sent to non-winners.
- National Member Recognition Chair works with Host State Conference Awards Committee to arrange for preparation of awards program, banquet, etc.

## July

- National Member Recognition Chair works with Executive Director to arrange for order of award plaques and regional/national certificates.
- National Member Recognition Chair works with Executive Director to post all National award winners on the NAE4-HA website.
- National Member Recognition Chair works with Host State Conference Recognition Committee to provide information for invitations to all award recipients regarding awards program rehearsal, reception, presentations, photos, flowers, etc.
- Regional Chairs send information to State Contacts on the process for ordering flowers for award recipients.

## September

- Regional Member Recognition Chairs prepare report/awards presentation for regional meetings at NAE4-HA Conference.
- Regional Directors prepare Regional event program which includes Regional award winners.
- National Member Recognition Chair works with Regional Chairs and Regional Chair-Elects to prepare agenda for committee meetings at the Annual Conference.

## **October/November**

- National Member Recognition Chair writes article for email blast, eNews, or similar communications congratulating award winners.
- National Member Recognition Chair conducts Committee meetings at Annual Conference.
- National Member Recognition Chair, Regional Chairs, Regional Chair-Elects and any other committee members will unpack, arrange, check and organize awards for the banquet.
- Regional Chairs and Regional Chair-Elects will present Regional awards at Regional breakfast/brunch.
- National Member Recognition Chair, Regional Chairs, Regional Chair-Elects and any other committee members will assist with awards banquet.
- Transfer National and Regional Chair files to the new Chairs. Provide training to the individual taking the position and provide support throughout the year.
- National Member Recognition Chair will work with Executive Director to begin updating awards online system for the next year.

## **NAE4-HA MEMBER RECOGNITION REGIONAL AND NATIONAL JUDGING PROCEDURES**

### **Eligibility for Awards**

- All active and life members are eligible awards. Applicants must have been an active member the year prior to applying as well as the current year of application. If there are additional requirements of membership for the award, these requirements take precedence over this eligibility requirement.
- Membership status is determined using the NAE4-HA database as of January 31.
- Multi-State entries are to be submitted in the State and Region of the primary applicant. The primary applicant should come from the state with the most members on the team.

### **General Application Procedures**

- All submissions for Communicator and Specialty Awards must use the online submissions process. Service Award winners (ASA, DSA, MSA, 25 Year) are to be submitted by April 1 by the State Member Recognition Chair. Please contact your State Member Recognition Chair for information on how to be considered for Service Awards.
- A separate submission must be completed for each award in which a member is submitting.
- Rules and guidelines for each award will be strictly enforced. Applications that are incomplete will not be considered for judging.
- Team award applications may have up to 10 team members included on application (applicant and up to 9 team members). Applicants will not be able to add names of team members or information to their award application once it has been submitted.

### **Service Awards**

- Service awards include the following awards:
  - Achievement in Service (ASA)
  - Distinguished Service (DSA)
  - Meritorious Service (MSA)
  - 25 Years of Service
- Selection of these awards are conducted on the State Level and forwarded to the National Level by April 1. Applications are entered by the State Contact, not the selected nominee(s). Please contact your State Member Recognition Contact for information on how to be considered for Service Awards.
- ASA and DSA awards are based on the number of active state members on January 31 of the year in which judging takes place. Active membership includes living life members as well as active members. The number of awards a State may give is based on the following criteria:
  - 50 or less members – one award
  - 51-100 members – two awards
  - 101-150 members – three awards
  - 151-200 members – 4 awards
  - And so on for every 50 members
- MSA Award – each state may recognize one honoree annually.
- All 25 Years of Service Award nominees are forwarded from the State to the National level for recognition.

### **Communicator Awards**

- Communicator awards are designed to recognize members for significant accomplishments in presenting 4-H to the general public, civic groups, 4-H groups or individuals through public information methods.
- All Communicator Awards will be judged at the State, Regional and National level.
- Specific awards are designated for individual entries and some for team entries. Others are for either individuals or teams.

### **Specialty Awards:**

- Specialty Awards are designed to recognize members for significant accomplishments in 4-H programming through a variety of strategies.
- The 4-H Military Partnership, Denise Miller National 4-H Innovator Award, the Life Member Award and The Susan Barkman Research and Evaluation Awards are judged at the State level and state winners are submitted forward for National judging.
- 4-H Military Partnership Award: The chosen National winner must attend the National Conference to receive the award. A travel stipend is provided by a donor.
- Denise Miller National 4-H Innovator Award recipient will receive a \$250 Scholarship from the Joint Council of Extension Professionals (JCEP).
- All other Specialty Awards will be judged at the State, Regional and National level.
- All Specialty Awards may be entered as an individual or a team. Both individuals and teams will be judged against each other to select one winner at each level.

### **First Time Conference Attendee Scholarship**

- States select one application and forward for Regional judging.
- State Relations Team will judge awards at the Regional level.
- Up to four recipients per region will be selected.
- Scholarship amount awarded will be the value of the Early Bird registration fee for the National Conference.
- Honorees will be recognized at the Regional Breakfast/Brunch.
- Honorees will be reimbursed following the National Conference.

### **Regional Judging Procedures**

- Regional Chairs will coordinate the judging of Regional Awards.
- They will secure judges from colleagues in their region who may or may not be NAE4-HA members to review and select Regional winners.
- Regional winners will be sent forward for National Judging by May 1.
- Regional Chairs will inform winners and non-winners of the Regional results using the letter templates provided by the National Member Recognition Chair.

### National Judging Procedures

- Regional Chairs will coordinate the judging of National awards for an assigned group of categories.
- They will secure judges from colleagues in their region who may or may not be NAE4-HA members to review and select National winners.
- National winners will be sent forward to the National Member Recognition Chair by June 1.
- Below is the chart that provides the groupings of awards for judging and years each region are assigned to judge groupings.
- National Member Recognition Chair will inform winners and non-winners of results.

<b>Group Designation</b>	<b>Awards Categories</b>	<b>Regional Judging Assignments</b>
Group A – Communicator Awards	<ul style="list-style-type: none"> <li>• Educational Package – Individual</li> <li>• Educational Package – Team</li> <li>• Periodical Publication – Individual</li> <li>• Periodical Publication – Team</li> <li>• Promotional Piece – Individual</li> <li>• Promotional Piece – Team</li> </ul>	2019 – West 2020 – South 2021 – Northeast 2022 – North Central
Group B – Communicator Awards	<ul style="list-style-type: none"> <li>• Educational Piece – Individual</li> <li>• Educational Piece – Team</li> <li>• Promotional Package – Individual</li> <li>• Promotional Package – Team</li> <li>• Published Photo</li> <li>• Radio Program</li> </ul>	2019 – North Central 2020 – West 2021 – South 2022 -- Northeast
Group C – Communicator Awards	<ul style="list-style-type: none"> <li>• Exhibit</li> <li>• Feature Story</li> <li>• Media Presentation</li> <li>• News Story</li> <li>• Personal Column</li> <li>• Video Program</li> </ul>	2019 – Northeast 2020 – North Central 2021 – West 2022 – South
Group D – Specialty Awards	<ul style="list-style-type: none"> <li>• Denise Miller National 4-H Innovator Award</li> <li>• Educational Technology</li> <li>• Excellence in 4-H Club Support</li> <li>• Excellence in 4-H Volunteerism</li> <li>• Excellence in Teamwork</li> <li>• Search for Excellence in Teen Programming</li> <li>• Susan Barkman Research &amp; Evaluation</li> </ul>	2019 – North Central 2020 – West 2021 – South 2022 -- Northeast

**Working Group/Committee/Entity Judging Specialty Awards**

- Working Groups/Committees/Entity who have an award approved through the review process are responsible for having their award(s) judged on the National level.
- Regional winners will be provided to the chairman of the Working Group/Committee for judging.
- The Chairman will coordinate the National judging process and forward the results to the National Member Recognition Chair by June 1.
- Below are the list of current awards to be judged by specific Working Groups/Committees/Entities.

<b>Award Category</b>	<b>Working Group/Committee to Judge</b>
4-H Military Partnership	Meredith Butler, KSU and Military Partners
Beyond Youth Leadership	Youth Empowerment Working Group (Programs Committee)
Citizenship in 4-H Youth Development	Citizenship Working Group (Programs Committee)
Diversity & Inclusion: Expanding the 4-H Audience	Diversity & Inclusion Working Group (Programs Committee)
Excellence in Ag Literacy Programming	Ag Literacy Working Group (Programs Committee)
Excellence in After-School Programming	After-School Working Group (Programs Committee)
Excellence in Animal Science Programming	Animal Science Working Group (Programs Committee)
Excellence in Camping	Camping and Environmental Education Working Group (Programs Committee)
Excellence in Communication and Expressive Arts	Communication and Expressive Arts Working Group (Programs Committee)
Excellence in Geospatial Programs	Geospatial Working Group (Programs Committee)
Excellence in Global Citizenship Programming	Citizenship Working Group (Programs Committee)
Excellence in Healthy Living Programming	Healthy Living Working Group (Programs Committee)
Excellence in Science, Technology, Engineering and Mathematics Programming	STEM Working Group (Programs Committee)
Excellence in Urban 4-H Programming	Urban Programming Working Group (Programs Committee)
Excellence in Workforce Development Programming	Workforce Development & Career Exploration Working Group (Programs Committee)
Greg Yost Memorial Youth in Leadership	Youth Empowerment Working Group (Programs Committee)
Life Member	Life Member Committee

## **NAE4-HA MEMBER RECOGNITION PROCEDURE FOR CREATING A NEW AWARD**

A standard procedure has been developed to streamline and simplify the creation of new awards. Committees, working groups, board members or other entities may submit a proposal for a new award. The procedure is outlined below.

- The group proposing the new award will develop specific criteria for and submit via the NAE4-HA website through the online award proposal system by **September 1**.
- Criteria to be completed in the online award proposal for the new award or to combine two or more awards into one award must include the following components:
  - Title of award
  - Justification for adding the award or combining two or more awards (1000 words or less)
  - Category for Award (i.e. service award, specialty award, communicator award, etc.)
  - General eligibility requirements to apply for award – (500 words)
  - Judging Process – at what levels will the award be judged? (State, Regional, National; State and National only, etc.)
  - Submission requirements for award (1000 words) – what information, additional documentation, letters of support, etc. are to be included in the application. An abstract is required for all applications.
  - Score sheet to be used to evaluate award that addresses submission requirements
- The Member Recognition Committee will review the proposals prior to the National Conference. Revisions may be requested from the entity submitting the request. Proposals selected by the Member Recognition Committee will be presented by the Member Recognition Chair to the Board at the Pre-Board Meeting at the National Conference for a vote.
- If a new award is approved, the group proposing the new award will be responsible for having the award judged at the National level.
- If the award includes a cash award, it is the responsibility of the group submitting the award proposal to secure funding before awards information is released on January 1. Funding secured after January 1 will be held for the following year's award and not added after the awards information has been released.

The NAE4-HA Board includes in the budget to cover cost of certificates and plaques for awards not sponsored by an individual/organization.

## **NAE4-HA MEMBER RECOGNITION PROCEDURE FOR REVIEW AND ELIMINATION OF AWARDS**

A standard procedure has been developed to track, review and make recommendations to the Board of Trustees to eliminate and/or combine awards. This process will be coordinated by the National Member Recognition Chair.

- A summary of awards will be maintained by the National Member Recognition Chair and Executive Director. The summary will include information for each award on number of State entries, Regional entries and total number of awards submitted.
- Three year trends will be evaluated. Awards which have 10 or less applications for three consecutive years will reviewed. Criteria that will be considered include but are not limited to: region where the majority of applications come from, total number of applications, required criteria to apply for award, etc.
- Input will be sought from the Regional Chairs, State Contacts, and Working Group/Committee/Entity whom the award is managed by to determine a course of action to either keep the award, make revisions to the award, combine it with another award or eliminate the award.
- Recommendations will be presented to the Board for review and a vote.

## **NAE4-HA Financial Roles & Responsibilities**

Roles and responsibilities regarding NAE4-HA Financials are, but not limited to:

### **NAE4-HA Vice President of Finance & Operations**

- Serve a two-year voting term on the NAE4-HA Board of Trustees and as a member of the Executive Committee.
- Work to ensure the Board of Trustees works within the status as a not-for-profit Association for professional 4-H youth development and volunteer development workers.
- Oversee the work of the Policy & Resolutions and Finance and Operations Committees as well as the annual third-party independent auditor.
- Participate in monthly Executive Committee conference calls, Spring Board meeting, and Pre- & Post Conference Board meetings.
- Work directly with the NAE4-HA Executive Director who provides financial services, depository for all funds, full accounting and records services, timely financial statements, investment of funds, oversees completion and filing of official tax forms and financial review of all Association activities.
- Work with the National 4-H Activities Foundation to ensure investments/donations housed within the Foundation are handled properly and timely payments are made to conferences, award reimbursements, etc.
- Assure that all records relating to legal status are kept up-to-date and filed. Oversee tax status and insures timely filing of relevant paperwork.
- Review Association insurance policies and provide suggestions to the Board of Trustees appropriate risk management policies and procedures.
- Develops budget proposals and recommends contracts, financial and in-kind solicitations for the Association and annual conferences.
- Collaborate with the Vice President for Marketing and Outreach to further advance the Association's Partner Program.
- Review all bids for services prior to Board of Trustees approval.

### **NAE4-HA Executive Director**

- Office is the base of operations for the association's financial and legal transactions.
- Provide budget counsel to NAE4-HA and assist Board of Trustees with long-range financial planning.
- Monitor the budget as part of financial reporting obligation to the Board of Trustees.
- Manage daily bookkeeping of all NAE4-HA accounts including conferences. Daily bookkeeping includes accounts payables/receivables and collection activities.
- Prepare monthly financial reports.
- Serve as ex-officio member and Secretary/Treasurer to the Board of Trustees.
- Issue 1099-MISCs as needed and arrange for an annual 990 return.
- Maintain all bank accounts, financial books and records for NAE4-HA.
- Has authority to release electronic checks for specified items in the approved budget based on travel and general expense vouchers approved by the VP Finance & Operations.
- Provide the VP Finance & Operations with weekly items to approve, if needed.
- Arrange for the Association's annual financial audit.

#### NAE4-HA Executive Committee

- Review monthly financial reports as presented by VP Finance & Operations and Executive Director.
- Approve any out of budget expenses as needed.
- Provide requests for annual budgeting.
- Ensure Vice President Teams including all appropriate Committees & Working Teams are remaining within their current budget.
- NAE4-HA President to approve all expense vouchers submitted by the VP Finance & Operations.
- Vice Presidents to approve prior to submitting to NAE4-HA Executive Director all their respective Committee and Working Team general/travel expenses over \$50 with the exception of:
  - President, President Elect & Past President official officer representation travel.
  - Regional Director JCEP & state visits.
  - NAE4-HA Spring Board Meetings & Pre-Conference Meeting stipends.

#### Finance Regional Directors

- One Regional Director per region will have certain duties related to finances.
- Maintain Regional Hospitality funds housed in the operating account at NAE4-HA's bank of business.
- Processes state contact travel voucher approvals for the JCEP Workshop, as they relate to NAE4-HA requisitions budget.
- Working with the NAE4-HA's Vice President for Finance & Operations as members of the Finance & Operations Team. Board of Trustees
- Participate in the annual budgeting process by providing information/requests as needed.
- Ensure expenses are within budget for respective association work.
- Approve the annual budget prior to its presentation to membership.

#### Board of Trustees

- Participate in the annual budgeting process by providing information/requests as needed.
- Ensure expenses are within budget for respective association work.
- Approve the annual budget prior to its presentation to membership.

NAE4-HA Finance & Operations Team  
Operating Policy Governance Policies  
(September 30, 2003)

Team Leader: VP Finance & Operations

Team Members: Policy & Resolutions Committee Chair and Finance Regional Directors

Impacts and Outcomes:

- Books and financial procedures are regularly (internally) audited and found to be consistent with accepted accounting procedures.
- Review monthly financial statements as compared to annual budget.
- Implement recommendations from the auditor as best as possible.
- Develops guidelines/policies and goals and strategies related to the finances of the association.
- Develops budget proposals and recommendations, contracts, financial and in-kind solicitations for the association and annual conference.
- Maintains portfolio of association needs.
- Reviews bids prior to presentation.
- Collects dues, bills are paid.
- Oversee tax status and insures timely filing of relevant paperwork.
- Review contracts and memorandums of agreement.
- Review and recommend alternative telephone service.
- Review and recommend association insurance policies.
- Provides recommendations on major policy decisions and thrusts of association.
- Provides recommendations on long-range objectives and proposals.
- Solicit, receive and review resolutions from membership and presents resolutions to the board.

Services and Programs:

- Final audit report.
- Bills are paid, and dues are collected.
- Review policies and procedures.
- Develop and present resolutions to the board from the membership.
- Organize to gather input regarding goals and policy changes from membership and present to the board.

Team Parameters (constraints):

- Operate within guidelines set forth in the handbook.
- Don't do anything illegal.
- Follow good business practices and recommendations from the independent auditor

#### Indicators or Benchmarks for Success:

- Dues are collected, and bills are paid.
- Final audit report.
- Have proper insurance coverage.
- Maintain proper tax-exempt status.
- Our budget balances.
- To have 3 months of reserve funds for the continued livelihood of the association (estimated \$70,000).
- All contracts are properly reviewed and negotiated.
- Board functions on sound financial basis.
- By-laws are up-to-date.
- NAE4-HA Governance Policies are up-to-date.

#### NAE4-HA Basic Financial Information

The following is some basic information regarding NAE4-HA finances and/or financial policies passed by the NAE4-HA Board of Trustees and/or Vice President's Council. For further detail, please refer to other parts of this manual as appropriate:

#### NAE4-HA Financial Basics

- NAE4-HA's Fiscal Year is January 1 – December 31.
- NAE4-HA's primary sources of funding are Membership Dues and Conference profits!!!
- NAE4-HA's IRS status is as a 501(c)6 not-for-profit association.
- NAE4-HA is incorporated in the State of Maryland.
- Through an agreement with National 4-H Activities Foundation, funds can be solicited for NAE4- HA at a 501(c)3 tax-exempt status. These funds must be used for educational and charitable purposes only.
- As of January 1, 2010, the Financial Services Provider is part of the NAE4-HA Executive Director duties. From 2000-2009, these services were provided by National 4-H Council. From 1999 and earlier, the Association Treasurers conducted all financial related duties including daily bookkeeping, tax filing, etc.
- Authorized signatures on NAE4-HA financial accounts is as follows:
  - All accounts open in the name of NAE4-HA are to be accessible to the NAE4-HA Vice President of Finance & Operations and Executive Director. These include investments, mutual funds, savings accounts, etc. in addition to those listed below.
  - General Operating Account, First Timers Fund, Hall of Fame Account, and Clover Pledge Operating Account – NAE4-HA President, VP of Finance & Operations, and Executive Director.
  - Regional Hospitality Accounts – Funds are a line-item in the Associations' General Operating Account and all transactions must be approved by the respective NAE4-HA Regional Directors for their specific region.
  - Conference Accounts – VP of Finance & Operations, and Executive Director.

- For NAE4-HA Board of Trustees meetings, expenses are covered in the following manner:
  - Spring Board – For members attending, costs reimbursed in accordance with the NAE4-HA Travel Policy (3/4/10).
  - Pre-Conference Board – For members attending, \$175 stipend per day for the meetings not to exceed two days (up to \$350 per Board member). Members must be in attendance for at least half of the day's meeting to receive the stipend. Upon Board approval, the stipend amount may be increased depending on the meeting location.

#### Various NAE4-HA Policies

- At the Spring 2007 meeting, the Board of Trustees clarified the use of Clover Pledge monies: “Except from Resolution to create a designated fund in support of the National Association of Extension 4-H Agents (Clover Pledge)...Further resolved that the Fund shall be used for support of the following charitable and educational purposes (herewith the “purposes”): to provide comprehensive futuristic staff development for 4-H Extension Agents which addresses emerging issues. The staff development will include, but not be limited to: scholarships and grants for leadership and public policy workshops and seminars (including supplementing the Stiles Scholarship Fund earnings to assure awarding a \$1,000 scholarship annually); grants for professional improvement seminars; innovative program development institutes on state, regional and national levels; and distribution information using methods include PRK, satellite, 7 and electronic mail. All money in the fund will be used to further the purposes stated. Grants will come from the interest earned by the fund; to be supported, pursued or undertaken by the Council alone or in cooperation with governmental or other private...” (3/19-21/2007 NAE4-HA Board of Trustees Meeting Minutes)
- At the September 19, 2008 NAE4-HA Board meeting, it was approved “that any new award/scholarship must have a proposal (including all criteria, specifications, and prospective sponsors) submitted to the Board for initial/tentative approval. Upon initial/tentative approve, the committee/Working Team requesting the award/scholarship must secure a sponsor prior to receiving final approval. The final approval must be completed in time to be submitted to the Member Recognition Committee by their deadline for inclusion in the Member Recognition handbook.” (9/19/2008 NAE4-HA Board of Trustees Meeting Minutes)
- At the March 3, 2011 NAE4-HA Board meeting, it was approved for one credit card processing account be established for NAE4-HA rather than establishing a new one each year for conference. This credit card processing account would be used to accept credit card payments for not only conference fees, but 4-H Stories, etc. (3/1-3/11 NAE4-HA Board of Trustees Meeting Minutes)
- At the March 3, 2011 NAE4-HA Board meeting, it was approved that all association contracts must be reviewed by the President and the Executive Director beginning 3/3/11. (3/1-3/11 NAE4-HA Board of Trustees Meeting Minutes)
- At the March 7, 2013 NAE4-HA Board meeting, it was approved that all contracts for National Conferences should be signed by the NAE4-HA President after going through the review process.

## NAE4-HA Budget Process

The following is a sample process for preparing the NAE4-HA annual budget. Actual deadline dates are at the discretion of the VP Finance & Operations. When possible, a three-year budget projection should be completed by the Finance Committee. Deadlines may also alter due to Executive and Conference Planner Services contract negotiations. Main deadlines to meet are to have an initial budget prepared for review on the Fall Board Conference Call and final budget for approval at Pre-Conference Board meeting.

- March-June – VP Teams, Committees, and Working Teams are to not only work on their current projects but start talking about what they would like to accomplish the next fiscal year.
- July – VP Teams and Finance RDs to start developing their budget requests. VPs are to consult with their Committees and Working Teams to ensure future projects are included in the request.
- Early to Mid-August – Budget requests due to VP Finance & Operations and Executive Director. • August – Budget requests placed into preliminary budget framework by VP Finance & Operations and Executive Director.
- September 1 – DRAFT budget sent to Finance Committee for review. Conference call held if deemed necessary.
- Fall Board Conference Call – Budget presented for “first reading” on Board of Trustees conference call. Any edits to be presented at that time. (E-mailed to group at least two days prior to call.)
- Pre-Conference Board Meeting – Final budget presented to Board of Trustees for approval.
- 1st Business Meeting of Annual Conference – Budget presented to NAE4-HA membership.

## How Conference Revenue Affects Budgeting

- Conference revenue is NOT considered for budgeting purposes until money is received from host state/region.

## NAE4-HA Voucher Procedures

It is the responsibility of the NAE4-HA Vice President for Finance & Operations to work directly with the NAE4-HA Executive Director by providing oversight on the daily bookkeeping and ensure all financial policies are followed. Processing of general and travel expense vouchers are the primary accounts payables for the association. Other payables include JCEP and PILD reimbursements to state representatives, awards, etc.

## General Expense Vouchers

- Use the updated General Expense Voucher found at [www.nae4ha.com](http://www.nae4ha.com).
- General expenses include postage, copy charges, and all other non-travel related items.
- If expense is over \$50, then must get appropriate Vice President or Chair of Regional Directors’ approval. The VP will sign and send voucher onto Executive Director.
- Receipts must be submitted with expense voucher.
- The Payee’s Social Security Number or Tax ID number on the form.

- W-9s are required to be on file for ALL vendors for purposes of the year-end 1099-MISC. If the Payee is a vendor for a product or service, NAE4-HA is required to have a W-9 on file for them, regardless of payment amount (1099-MISC is issued for vendors who total payment in the calendar year equals \$600 or more). (W-9 form located in Appendix A or at [www.irs.gov](http://www.irs.gov).) W-9s are not required if NAE4-HA is reimbursing a member for expenses paid out of personal funds while conducting association business.
- Scan all items into one (1) PDF document and send to Executive Director. Requester is asked to maintain original receipts for at least six years for audit and IRS purposes.
- Typically, if the voucher is received Wednesday afternoon by the NAE4-HA Executive Director with appropriate receipts and VP approval as needed, then the voucher is included on those sent to the Vice President of Finance & Operations on Friday. Changes in VP Finance & Operations and Executive Director's schedules can change when vouchers are processed.
- Typically, checks are issued on Friday.
- Sample of General Expense Voucher found [HERE](#).

#### Travel Vouchers

- Travel expenses are reimbursed in accordance with NAE4-HA Travel Policy.
- Use the travel voucher found [HERE](#).
- Receipts (except for meals which are reimbursed at per diem) must be submitted with expense voucher.
- Scan all items and e-mail to NAE4-HA at [nae4ha@nae4ha.com](mailto:nae4ha@nae4ha.com). Requester is asked to maintain original receipts for at least six years for audit and IRS purposes.
- Travel reimbursement to be approved by the appropriate Vice President except for the following that are approved by VP Finance & Operations:
  - President, President Elect, and Past President's travel.
  - Regional Director JCEP and State Visits.
  - Spring Board meeting.
  - Conference Board meeting stipends.
- Typically, if the voucher is received Wednesday afternoon by the NAE4-HA Executive Director with appropriate receipts and VP approval as needed, then the voucher is included on those sent to the Vice President of Finance & Operations on Friday. Changes in VP Finance & Operations and Executive Director's schedules can change when vouchers are processed.
- Typically, checks are issued on Fridays.
- Sample of Travel Voucher found in [HERE](#).

#### NAE4-HA Credit/Bank Cards

Due to the amount of association travel by the NAE4-HA President's Council and the out-of-pocket personal expense incurred by these officers. The following individuals are to be issued credit cards from the NAE4-HA:

- NAE4-HA President
- NAE4-HA President Elect
- NAE4-HA Past President – Credit card to be cancelled upon the conclusion of the Past President's term.

For tracking of the credit/debit expenses, the above are required to:

- Within 10 business days of using the credit/debit card, officer is to submit a Travel Expense Voucher and receipts for purchases. (Refer to Travel Expense Voucher procedures for details.)
- Officer is to note in large print that the Travel Expense Voucher is for items purchased on the NAE4-HA credit/debit card.
- If one of the above has their significant other traveling with them, then they need to ensure charges made to the NAE4-HA card reflect the officer only. This includes lodging charges and airline ticket purchases. If it is cheaper to purchase two tickets at the same time with the same credit card, then the officer must use their personal credit card and go through the regular reimbursement process. Officers are asked to respect the above submission deadline, because checking account reconciliation to finalize monthly financial reports cannot be completed until all purchases are receipted and accounted for. In accordance with the NAE4-HA Travel Policy, allowable expenses for purchases on NAE4-HA credit/debit cards includes:
  - Air, rail and bus fares for transportation.
  - Cost of checking in one (1) piece of luggage with an airline each way of a roundtrip.
  - Automobile rental fees, including gasoline, tolls and parking fees.
  - Parking fees and tolls. (Mileage for personal vehicle to be submitted for actual reimbursement vs. use of the credit/debit card.)
  - Taxi fares or other costs of transportation, from point of departure to airport or station, from airport or station to hotel, and the reverse of same.
  - Reasonable telephone and other communications charges which facilitate the conduct of Association business by the traveler (e.g., Internet access for a specific program/workshop).
  - Basic insurance on airline ticket purchases in case of travel changes due to family/work emergencies or cancellation of meeting.

The NAE4-HA Executive Director also has a NAE4-HA credit card for the same purchases as listed above plus the following items as part of NAE4-HA association management duties:

- Duplicating and printing services.
- On-line purchases for association supplies and services
- Office supply purchases for specific NAE4-HA meetings (e.g., flip chart for Board meeting)

#### NAE4-HA State Assistance, Awards & Scholarships

As part of membership benefits, the NAE4-HA Board of Trustees has approved monies for various awards, conferences, etc. To receive said benefits, the recipient of the following state assistance, awards, and scholarship must be a current, paid member of NAE4-HA. The procedures for the primary forms of state assistance, awards, and scholarships are listed below:

#### JCEP Reimbursements to State Representatives

The following instructions are to help expedite the reimbursement process for one State Association representative (usually State President) to the JCEP Workshop held typically in February. Reimbursement of expenses for the one state representative is dependent on the

amount budgeted in the current NAE4-HA budget for the respective regions. Order of reimbursement is:

- Registration Fees – NAE4-HA will reimburse registration fee at the early bird rate for the designated state representative.
- Lodging – Lodging reimbursement will be made to one officer from each state for one half of a double occupancy for the two nights of the JCEP Workshop and a third night if applicable. Receipt required so please ask the hotel for an extra copy when checking out.
- Travel –
  - Airline – Travel will normally be by common carrier following the most direct route and at the tourist or coach rate.
  - Shuttles, taxi, parking, etc. – Please provide receipts for shuttle/taxi service between the airport and hotel.
  - Mileage – Reimbursed at the current NAE4-HA rate that is the GSA rate. On-line mapping services (such as MapQuest) will be used to verify mileage. You can also claim mileage to and from the airport if you travel by air. Reimbursement as always will be based on what the budget can carry.
  - Meals – Reimbursement for meals will be made at the current NAE4-HA rate (current GSA rate for the city the JCEP Workshop is held. Meal reimbursement is for meals not covered 12 by the registration fee, within the conference timeframe. Travel days will be included (approved by board 3/12). Additional  
Reimbursement Notes
  - The state representative's travel vouchers come through the respective Finance RD for processing. Once paperwork is received by all the attending state reps per region, the Finance RDs will take care of approvals based on what the budget can cover.
  - Original vouchers/receipts will stay with the Finance Directors who will scan all needed papers and send to the NAE4-HA Executive Director. The Executive Director will send to VP Finance & Operations for approval. Upon the VP Finance & Operations approval, the NAE4- HA Executive Director will send reimbursement checks. Expect at least a 20-30-day process from time the voucher is sent to the Finance RD.
  - If your state Extension Leaders (not state associations) provide any assistance (e.g., registration, travel/hotel costs), etc. please deduct this from your expenses to be reimbursed by NAE4-HA.
  - Any vouchers/receipts received after 30 days from the last day of the JCEP Workshop will not be reimbursed as in accordance to the NAE4-HA Travel Policy.

## PILD

Typically, the NAE4-HA budget includes scholarships for the PILD Conference held in the Spring in the Washington, DC area. These scholarships are to partially reimburse one state representative for their registration fee. (If a state's Extension/University administration covers the attendee's registration fee, then they are not eligible for the NAE4-HA scholarship.) These scholarships are processed after the state representatives' attendance has been confirmed by the designated NAE4-HA officer at PILD (typically the President).

Finance RDs are responsible for confirming within four weeks prior to PILD the state representatives from their respective regions. They are to gather the following information:

- State representative's name for each state in their respective region.
- State representative's mailing address the scholarship will be sent to.

The Executive Director will provide a chart within 6-8 week of PILD to the Finance RDs to gather this information.

During the PILD meeting, the designated NAE4-HA officer will confirm the state representatives' attendance by having them sign the chart. The officer will then send this chart to the NAE4-HA Executive Director for processing.

## First Time Attendee Scholarship

In Spring 2008, the NAE4-HA Board of Trustees approved the creation of a First Timers Scholarship Fund. The initial \$50,000 for this fund was from the 2006 NAE4-HA Conference profits with further donations secured from Association members.

The intent is for the interest from the fund to cover the cost of awarding a minimum of \$2,000 each year (\$500 per region for two \$250 scholarships each) to first time attendees to the annual conference. At the October 24, 2009 NAE4-HA Board of Trustees meeting, it was approved "a minimum of \$2,000 be provided each year for the First Time Attendee Scholarships. This would be at least two \$250 13 scholarships per region. The fund for the \$2,000 minimum would be a mix of First Timer Scholarship interest earned as of July 1st with Clover Pledge funds making up the remainder. At such time, the First Timer Scholarship Fund interest earned is a minimum of \$2,000; the Clover Pledge monies will not be used." (10/24/09 NAE4-HA Board of Trustees minutes.)

The application and scoring process for this award is handled by the NAE4-HA Regional Directors in cooperation with the Member Recognition Committee. (Refer to Regional Director and Member Recognition Awards sections for further information.)

The Communication Regional Director for each region is to confirm at the annual conference the attendance of their regions respective First Timer winner. Once attendance is confirmed, the Communications RD is responsible for submitting a NAE4-HA General Expense Voucher to process payment to the recipient. The VP Finance & Operations and Executive Director are responsible for the oversight of the First Timers Scholarship Fund and processing award payments in a timely manner.

## **NAE4-HA Conference Capital Working Fund**

The NAE4-HA Conference Capital Working Fund was established for the purposes of providing financial assistance for the Annual Conference Host State(s) and as a contingency fund if Annual Conference Host Committees do not meet the financial obligations set out in the Memorandum of Agreement with the host state(s). The NAE4-HA Conference Capital Working Fund is to maintain a minimum \$100,000 balance. This balance includes any investments and funds designated in the general operating account for the Conference Capital Working Fund. On their 12/22/09 conference call, the Vice President Council approved investigating moving the Conference Capital Working Fund monies housed in the general checking account into a Money Market account to generate interest plus checks could be written as needed. The amount of monies transferred was based on the audited year-end FY09 balance for the Conference Capital Working Fund.

## **NAE4-HA Regional Hospitality Accounts**

Each NAE4-HA Region has hospitality funds that are a line item in the Association's General Operating Account and are administered by the Executive Director. Hospitality funds are for use by the regions and specific policies for use of funds are set by the region's membership and/or their Regional Directors.

The Executive Director is responsible for maintaining all financial records associated with said funds, including income and expense records. Each NAE4-HA region raises income for their respective Hospitality funds and pays expenses out of these funds. Below is an explanation of how funds are raised and spent by region:

### **Southern Region Hospitality Account Policies**

The following policies and procedures are to govern the NAE4-HA Southern Region Hospitality funds. This does not include funds designated in the primary NAE4-HA budget for Southern Region use. Any policies and procedures established by the NAE4-HA Board governing regional hospitality funds will supersede the following:

#### **Administration & Processing of Funds**

- Southern Region Hospitality funds to be maintained and housed with Executive Director. Records include copies of bank statements, checks, checking account ledger, etc.
- Requests for reimbursements from the NAE4-HA Southern Region Hospitality funds must be made with the NAE4-HA General Expense Voucher and receipt documentation. Such requests will be processed by the Executive Director upon approval of the VP Finance & Operations.  
Deposits to the NAE4-HA Southern Region Hospitality funds will be made by the Executive Director

#### **Budgeting & Fundraising**

- Southern Region Directors (RDs) to mutually develop and agree upon a budget each based on the hospitality checking account balance as of December 1st of the current year. Southern Finance RD to see this is completed each year.

- Southern Region RDs to organize fundraising opportunity (e.g., silent & live auctions) at NAE4- HA Conference at the regional meetings to raise funds for the Southern Region Hospitality Checking Account.
- From the funds raised for the Southern Region Hospitality funds, for next year full NAE4- HA Conference scholarships to be distributed as follows:
  - Scholarship recipient(s) to be selected from list of Southern Region attendees confirmed as current year full-time NAE4-HA Conference and present at the Southern Region meeting/breakfast where the drawing is completed.
  - One (1) scholarship recipient selected if current year's Southern Region fundraiser nets \$999.99 or below.
  - Two (2) scholarship recipients selected if current year's Southern Region fundraiser nets \$1,000 - \$1,999.99.
  - One additional scholarship awarded for every \$1,000 raised above \$2,000.
  - Reimbursements will be made to the scholarship recipient once confirmed they are in attendance at the NAE4-HA Conference the scholarship was awarded for. Confirmation and reimbursement to be processed by the Executive Director upon approval of the VP Finance & Operations.
  - When Hospitality funds allow, Southern Region RDs may budget travel for an additional state visit each within \$100 range of what is the current year's NAE4- HA Board budget for RD state visits.
  - Southern Region Hospitality funds up to \$500.00 may be allocated for JCEP Workshop Leadership Seminar/Activity and/or NAE4-HA Conference State Officer Workshops as organized by the NAE4-HA RDs. These are funds above for expenses not covered by the NAE4- HA budget for the Southern Region.
  - Up to \$250.00 of the Hospitality funds to be allocated for outgoing Southern Region Director recognition(s) each year and other program planning expenses as deemed by the Southern Region RDs.

#### Northeast Region Hospitality Account Policies

Each Northeast state is assessed a \$1.00 per member yearly assessment. These funds are to be paid by the states by January 31st (same deadline as NAE4-HA dues). Payments are to be sent payable to NAE4- HA with the NE Region Hospitality Funds noted in the memo line and mailed to the Northeast Finance Regional Director who will then forward on to the Executive Director.

The Northeast Region also raises funds for the Hospitality funds via an auction during the regional meeting/event at the annual conference.

The funds are distributed for any expenses related to the regional meeting/event (decorations, printing, etc.) and donated to the next Northeast state(s) who host a national annual conference.

#### North Central Region Hospitality Account Policies

Each North Central state is assessed a \$1.00 per member yearly assessment. These funds are to be paid by the states by January 31st (same deadline as NAE4-HA dues). Payments are to be sent payable to NAE4-HA with the NC Region Hospitality Funds noted in the memo line and mailed to the North Central Finance Regional Director who will then forward on to the Executive Director. The North Central Region also raises money for the Hospitality funds via an auction during the regional meeting/event at the national annual conference. The funds are distributed

for any expenses related to the regional meeting/event (decorations, printing, etc.) and donated to the next North Central state(s) who host a national annual conference.

#### Western Region Hospitality Account Policies

The Western Region raises money for the Hospitality funds via an auction during the regional meeting/event at the annual conference.

The Western Region's NAE4-HA Hospitality Funds are used primarily for first timer scholarships when the NAE4-HA Conference is in the West. The scholarship amount is designated by the annual conference's Early Bird registration fee. Each Western state will receive one check for this amount that they divide among their first-time annual conference participants. A small portion of the funds are used to cover expenses related to the regional meeting/event (e.g., decorations, printing, etc.).

#### NAE4-HA Policy on Use of Independent Contractors

The NAE4-HA Board of Trustees acknowledges members of the Association fill leadership roles on a voluntary basis whether in a Board, Committee, and/or Working Team position. The Board further recognizes there may be times when Association members may need outside resources to assist them in completion of their voluntary Association work.

If a NAE4-HA member agrees to participate in an Association project and needs to utilize outside resources, then the following procedures must be followed:

- Before any payment is allowed, the Association member must submit the draft of an Independent Contractor Agreement to the NAE4-HA Vice President of Finance & Operations and the Vice President governing the special project.
- Independent Contractor Agreements must receive approval from the NAE4-HA Vice President Council.
- To be compensated, the Independent Contractor's fee must be included in the respective VP Team current year budget to even be considered.
- If said Independent Contractor Agreement is approved the individual must enter 18 into an Independent Contract Agreement with NAE4-HA before services are provided or compensated. It shall be the sole responsibility of the Contractor to pay all local, state, and federal withholding, Social Security, and other taxes from any amounts paid by NAE4-HA to the Contractor under this Agreement. Both NAE4-HA and the Contractor agree that the Contractor will act as an independent contractor in the performance of duties under this Agreement. It is further understood that if the person violates his/her employer's policies on outside work that the NAE4-HA Board of Trustees will not be liable for any actions taken against the Independent Contractor and/or the supervising Association member by the employer.
- Services will be reimbursed only if the Independent Contractor submits an invoice at the agreed contracted rate and a NAE4-HA General Expense Voucher that has been approved by the Association member for whom the Independent Contractor provided the work and the Association Vice President overseeing the project.

This policy supersedes any previous NAE4-HA related agreements and/or policies related to use of Independent Contractors. \*See *Executive Office for Sample*

## 4-H Stories

The 4-H Stories Committee has developed the 4-H Stories from the Heart book published starting in 2010. The 4-H Stories from the Heart individual copies will be sold through various vendors such as Amazon, National 4-H Supply, etc. The 4-H Stories Committee has been authorized by the Board of Trustees to sell cases of the books at an agreed price. Following is the policies for case only sales of 4-H Stories:

- Per conversation with accountants on 3/25/11, NAE4-HA does not include sales tax since it is assumed the books are being resold as a fundraiser.
- NAE4-HA primary sales of the 4-H Stories from the Heart is by case at a discounted price as approved by the Board of Trustees and includes shipping costs.
- All expenses associated with the 4-H Stories from the Heart go through the same voucher process as other association expenses.
- Deposits for 4-H Stories from the Heart are made into the checking account established for these sales.
- As of 11/19/11, the case sales of 4-H Stories from the Heart are filled by Dan Tabler, Chair of the Committee, including shipping of the books.
- Sale orders and any payment submitted with the order are sent to the NAE4-HA Executive Director.
- NAE4-HA Executive Director invoices for the remaining amount owed.

## Clover Pledge Funds

National 4-H Council Activities Foundation provides financial services to NAE4-HA, so individuals and businesses can receive a tax-deductible benefit for their donation to the Association.

### Collection of Donations to NAE4-HA

- Checks are to be made payable to National 4-H Council – NAE4-HA Clover Pledge Fund.
- Tax-deductible contributions collected by the Association are to be recorded by the Executive Director and then forwarded to National 4-H Council for deposit in the established NAE4-HA Clover Pledge Fund endowment.
- A letter of thanks and tax-deductible contribution receipt will be sent to the donor on behalf of the Association by the Executive Director.
- National 4-H Council will deposit funds in the endowment and will send a receipt of deposit to the Association.

### Use of Clover Pledge Funds

- All Clover Pledge funds must be used for educational purposes benefiting members of the Association. A copy of the endowment agreement is on file in the Association office. According to the terms of the agreement, a minimum of \$100,000.00 must remain in the endowment.
- Funds donated for a specific purpose will be withdrawn from the endowment annually and used for that purpose.

- Non-specific donations will be deposited in the endowment for investment purposes until the Board of Trustees acts to withdraw them.
- According to the terms of the agreement, a quarterly report is to be provided to National 4-H Council Activities Fund outlining how Clover Pledge funds in the possession of NAE4-HA have been used, ensuring funds have been used as outlined in the terms of the endowment.

## Travel Policy (revised as of March 2013)

### A. Policy:

1. National Association of Extension 4-H Agents (NAE4-HA or Association) will reimburse any authorized traveler for reasonable expenses incurred when performing official Association business requires travel and results in travel related expenses and/or expenses for entertainment on behalf of the Association; provided such traveler strictly adheres to the Association's travel related procedures as set forth below.
2. When traveling by car on Association business, the traveler shall not rent the car in the name of NAE4-HA. NAE4-HA does not provide coverage for damage to the rented vehicle or injuries suffered by NAE4-HA members or officers. Since the NAE4-HA General Liability Protection Insurance Policy may or may not provide coverage for rented or leased vehicles, anyone using a rented or leased vehicle may want to consider purchasing the appropriate protection from the renting agency to extend their personal liability protection and that of the association. This type of expense will be reimbursed by the association.
3. Cars may be used for travel on Association business using the member's or officer's resources and insurance. Reimbursement for mileage will be made at the current Federal IRS approved per diem rate.

### B. Procedures:

#### 1. Transportation:

- Members should use best judgment in traveling at least expense (cost-saving) to NAE4- HA.
- Travel will normally be by common carrier (air, rail or bus) following the most direct route and at the tourist or coach rate unless such an accommodation is unavailable. Automobile rental may be utilized when it is advantageous to the conduct of official Association business. See paragraphs A (3) and A (4) for policy regarding rental of automobiles.
- Travel arrangements are to be made directly by the traveler at least expense (cost saving) to NAE4-HA unless otherwise notified. The Association will pay no expenses incurred by a traveler because of a stopover or an indirect route selected by him/her for purposes other than official business. The amount of any payments to be made by the

Association for a traveler's travel expenses will be determined based on uninterrupted travel by a practical, direct, normally-traveled route.

- Travelers have permission to purchase the basic insurance package for airline tickets in case of emergency or weather situations hampering the expected travel.
  - When using the Internet, travelers must use the best available fare via the most direct route.
  - Although non-stop flights are not prohibited, travelers making arrangements via the Internet are reminded that “non-direct” flights (that is, routing including one or more stops) will routinely be significantly less expensive.
  - Travel between the point of departure and the station or airport may be by public transportation, shuttle, taxi or personal car. Travelers should use their best judgment if leaving a personal car at an airport for an extended period if that would be inordinately more expensive than traveling to and from the airport by taxi or some other means.
  - When a traveler travels via private automobile, he or she will be reimbursed at current Federal IRS approved rate per mile based on odometer readings consistent with the standard highway mileage (direct route to and from the destination). When travel by private automobile is for personal convenience, reimbursement will be limited to the cost of equivalent air coach fare, or the current per mile rate based on odometer readings consistent with standard highway mileage, whichever is less. All travelers who drive a vehicle while on Association business must possess a valid driver's license and are expected to drive safely and obey all applicable traffic laws. The Association will not reimburse travelers for any traffic violation tickets.
  - When a traveler seeks reimbursement for mileage, a copy of a reliable mapping internet site (MapQuest, Google Maps, Yahoo Maps, etc.) printout must be submitted with the travel claim voucher for verification purposes.
  - Receipts are required for all expenses except for reasonable tips less than \$5.00.
2. Lodging: The Association will usually arrange and pay for any required hotel accommodations for Spring Board meetings. However, there may be times when a traveler on Association business will be required to arrange and pay for lodging, in which case the traveler should use minimum rate accommodations. Association travelers are reimbursed ½ of the double-occupancy rate. If the traveler chooses to stay alone or with a non-Association traveler, he/she will be responsible for the other half of occupancy as a personal cost. In addition, the traveler will be required to pay for any incidentals; such as, hotel room Internet access, movie rentals, ATM withdrawals and telephone calls. Receipts are required for lodging except for tips of less than \$5.00 per day for housekeeping and/or portage (bell hop services).

3. Meals: Costs for meals are reimbursed by actual cost up to the current Federal IRS approved per diem rate of destination as listed at the following website:  
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

Receipts are not required for meals. The Association does not reimburse the cost of alcoholic beverages.

4. Allowable Expenses:
  - Substantiation by receipts is required for all transportation, meals and lodging expenditures.
  - Air, rail and bus fares for transportation.
  - Cost of checking in one (1) piece of luggage with an airline.
  - Automobile rental fees, including gasoline, tolls and parking fees.
  - Cost of operation of traveler's automobile, including a mileage rate reimbursement (as in B (1) above), parking fees and tolls.
  - Taxi fares or other costs of transportation, from point of departure to airport or station, from airport or station to hotel, and the reverse of same.
  - Tips.
  - Reasonable telephone and other communications charges which facilitate the conduct of Association business by the traveler (e.g., Internet access for a specific program/workshop).
5. Reporting Travel Expenses: The traveler has responsibility for obtaining receipts for all travel expenses required and for completing and submitting an expense report form to receive reimbursement. A completed expense report form, together with receipts, which are stapled or taped to a blank piece of paper, should be sent to the NAE4-HA Executive Director who will send onto the Vice President of Finance & Operations, within thirty (30) days upon return from travel or expenses will not be reimbursed. The package should be submitted to the NAE4-HA Executive Director who will get approval from the Vice President of Finance & Operations for processing of Travel Expense forms.

Reimbursement will be mailed directly to the traveler unless otherwise requested.

All requests should be completed in accordance with the policies approved by the governing body of NAE 4-HA. Completed check request should include payee name, mailing address, and receipts. Please be advised that incomplete check request will be returned to the authorized signer.

6. Disputes: Any disputes concerning travel expense reimbursement will be reviewed by the NAE4- HA Finance & Operations Team.
7. Extraordinary Travel Expense: Travel expenses incurred due to weather, mechanical problems, acts of terrorism and similar events will be approved on a case by case basis. This policy was revised and approved on March 15, 2012 by the NAE4-HA Board of Trustees and replaces all previous policy versions.

## Organizational Stewardship Committee

### Procedures for Elections and Appointments to Leadership Positions

#### **Section 1: Organizational Stewardship Committee (hereafter referred to as OSC)**

The OSC is responsible for recruiting candidates for leadership positions in NAE4-HA. Membership of the committee is made up of:

- NAE4-HA Immediate Past President serves as a member and the chair is elected from the three-year members.
- Three members from each region (Northeast, North Central, South, West) serving three-year terms with one rotating off/on each year.

The Organizational Stewardship Committee will plan and conduct the election and count the ballots. Upon completing the count, a member of the committee will share the election results with all candidates. The committee chair shall post-election results to notify the entire membership of the outcome. Results will be announced at the next regularly scheduled business meeting.

Candidates for elected positions not attending the Annual Conference shall be removed from the ballot by the Organizational Stewardship Committee, unless that Committee determines they have a valid excuse.

The Organizational Stewardship Committee will monitor the campaign and campaign regulations. Failure to abide by the regulations will be dealt with by the Organizational Stewardship Committee during Annual Conference. The Organizational Stewardship Committee has the final decision.

The Organizational Stewardship committee takes full responsibility for recruiting candidates for elected positions and cooperates with Standing Committee Chairs to fill committee chair-elect positions.

#### **Section 2: Election Process and Frequency**

**Officers of the Board of Trustees are elected on the following schedule.**

Current President-Elect assumes the office of President at the final business meeting of the NAE4-HA annual meeting.

President-Elect (one-year term elected annually)

Vice-President for Member Services (two-year term elected on odd years)

Vice-President for Finance and Operations (two-year term elected on odd years)

Vice-President for Programs (two-year term elected on odd years)

Vice-President for Professional Development (two-year term elected on even years)

Vice-President for Marketing and Outreach (two-year term elected on even years)

Regional Directors (two-year terms elected as follows)

North East Region:	Communication role (two-year term elected on odd years)
	Finance role (two-year term elected on even years)
North Central Region:	Finance role (two-year term elected on odd years)
	Communication role (two-year term elected on even years)
Southern Region:	Communication role (two-year term elected on odd years)
	Finance role (two-year term elected on odd years)
	Communication role (two-year term elected on even years)
West Region:	Communication role (two-year term elected on odd years)
	Finance role (two-year term elected on even years)

**Appointments are made on the following schedule.**

The OSC will work with current committee chairs to recruit and secure chair-elect applicants.

<u>Committee</u>	<u>Appointed Chair-Elect</u>	<u>Moves to Chair</u>
	(1-year term)	(2-year term)
Diversity	even years	odd years
News and Views Editor	even years	odd years
Public Relations & Information	even years	odd years
Research and Evaluation	even years	odd years
Member Recognition	odd years	even years
Policy and Resolutions	odd years	even years
Professional Development	odd years	even years
Programs	odd years	even years
Archivist	Appointed as needed	

Appointments of committee chair-elects will be made by the President, after confirmation that required documentation has been properly submitted to the OSC at the committee meeting prior to the first business meeting of the NAE4-HA annual meeting.

Each year the President shall appoint one person from each region to fill expiring terms on the NAE4-HA Organizational Stewardship Committee.

### **Section 3: Requirements for Nomination**

To be considered by the Organizational Stewardship Committee (OSC) for one of the available positions, members of NAE4-HA shall submit a call for nominations form along with related documents as listed on the form by May 1 of the calendar year in which the member wishes to be considered a candidate for leadership role as Executive Officer, Regional Director, or Committee Chair-Elects.

The OSC committee will present candidates having met the required documentation at the first business meeting of the NAE4-HA annual meeting. A complete slate of candidates can be presented and approved with one motion and second.

### **Section 4: Statement for Publication**

Each candidate will be asked to provide a photo and candidate statement for News and Views (the official publication of NAE4-HA) and the NAE4HA website – see examples below.

#### Sample of Candidate Statement

Recently, a staff member asked me, "Why do you belong to the 4-H Association?" As I responded, I found myself animated and energized as I described the highlights of my experiences. I stated that I was encouraged to "join the crowd." Then I was asked to serve on a committee, and soon found myself amid an exciting opportunity.

The most important thing I've discovered is the opportunity to learn from others, as well as to stay involved in current issues and state priorities. This has been a tremendous growth experience for me as I listen to my peers, learn about programs they've developed and delivered, and made connections.

Professional development has also been critical for me. Attending the national meetings, JCEP, and PILD have been valuable learning experiences that have made a difference in my work, and what I share with co-workers. The state association has been critical in developing professional development at a local level, which has been beneficial for all 4-H youth development staff in their programming.

Now I am ready to "throw my hat in the ring"—to share with others and give back to this terrific association. As a member of the National Association of Extension 4-H Agents, I believe strongly in the vision, mission, and hope that define the National Association of Extension 4-H Agents. I further believe that my energy, enthusiasm, and dedication to youth, as well as to the professionals that work with young people, will serve as a positive asset to our Association.

### Sample of Candidate Statement

I am proud to say that I have devoted the entire 34 years of my professional career to youth development and education. Prior to becoming a county Extension director, I spent over 20 years as a high school agricultural education instructor. I've touched the lives of literally hundreds of youth in an attempt to help them achieve their full potential in becoming better citizens and stronger leaders.

During this time, I've always had a firm commitment in the value of a professional organization. I've witnessed the positive effect that a solid organization can have on youth staff as they grow and mature professionally. There are many essential elements for positive professional development. Leadership, inclusiveness, service, and engagement are just a few that float to the top of my list. As Regional Director, the challenge before me would be to find ways to use my time and talents to meet the needs of youth development professionals.

Our association has been making great strides in an attempt to upgrade our membership services. We've updated our vision, mission, value statements, and strategic goals. You could say that that we've "kicked it up a notch" in an attempt to better meet the needs of the youth development professionals of today. As a strong advocate for the NAE4-HA, I support this commitment and look forward to strengthening the network throughout our association and our profession.

### **Section 5: Nomination Process/Motions during the Business Meeting**

Candidates from the floor at the NAE4-HA annual meeting will be accepted only if all required documentation has been given to the OSC committee at the committee meeting prior to the first business meeting.

National candidates will make **five-minute** presentations to the members in attendance at the Annual Meeting. The presentations will be made during the first scheduled business meeting and will be so noted in the Conference Program as "Candidate Presentations". Regional Director candidates will make **five-minute** presentations at the beginning of their respective regional meetings during Annual Conference. Candidates will be introduced by an Organizational Stewardship Committee member

### **Section 6: Electronic Balloting and Procedure**

All members in NAE4-HA will have an opportunity to vote for their NAE4-HA leadership. The electronic voting option is for members unable to attend the national meeting.

**Prior to the national meeting**, members can go to the NAE4-HA website at <http://www.nae4ha.com> and read about the candidates. Each candidate has provided a brief biography and comments. Members will be encouraged to take the time to familiarize themselves with talented colleagues among us who have stepped forward as leadership candidates. In addition to voting for their respective NAE4-HA Regional Director(s), all members will be voting for the national positions.

**30-Hour Voting Window** - Members not at conference will be able to vote electronically for

their candidates of choice. During this voting window, members not at the conference will be able to go to the NAE4-HA website where they can cast their electronic vote. Instructions will be emailed out to the membership. The 30-hour window will occur between the end of the first business meeting where candidates are introduced and accepted and the evening prior to the regional meetings. Actual times will depend on the conference and will be based on the time zone where the conference is being held.

Questions – During the designated voting period, a contact person will be available through email to provide technical assistance.

### **Section 7: Candidate Displays**

Campaigning may begin after the first organizational stewardship committee meeting at the annual conference. Candidates may staff campaign displays, etc. after the first business meeting where they have been officially recognized and accepted as candidates for the offices or positions they seek.

All Candidates are asked to prepare a Campaign display. Campaign displays will be allowed only in an area designated by the Organizational Stewardship Committee. This area will be available for set-up early in the conference. Each candidate will have room for a table top display approximately 3 feet by 4 feet. Use of this area will be monitored by the Organizational Stewardship Committee.

In addition to the tabletop exhibit, campaign literature may include buttons, flyers with candidates' credentials, flyer/cards with candidate pictures, or tokens to be representative of the state and the candidate. Table top information can be distributed to tables just prior to the first business meeting in which the slate of candidates is accepted.

Candidates will have time as soon as possible after the first business meeting where nominations are made to interact with conference delegates. This may include staffing his/her display table, a short presentation, addressing questions, or simply being on hand to meet delegates. Type of interaction will depend on conference host.

Mailings or electronic communications to the membership or voting body or region prior to Annual Conference are not permitted. (i.e.: A Regional Director candidate will not do communication with entire regional membership).

### **Section 8: Candidate Reception**

The Organizational Stewardship Committee may plan a Candidate Reception open to all conference attendees. Scheduling a reception will depend on individual conference schedules. If a reception is planned, candidates will be informed of the date, time, and location of this event prior to the conference.

All candidates are asked to be present at this reception. This is the only time candidates may conduct a reception. Each candidate will have room for a table top display approximately 3 feet by 4 feet. Candidates may use the same table top display from their candidate display, but they are responsible for transporting the items to and from the candidate display area to the reception and back again.

## Programs

The Programs Committee is responsible for advocating, supporting, sharing, partnering, and communicating, using up-to-date methodologies to enable the membership in the performance of their jobs as professionals in 4-H Youth Development. Work of the Programs Committee is achieved through Working Teams, which are designed to meet the immediate and/or long-range personal and professional development of the membership. Working Teams may be added at the annual meeting by a vote of the Programs Leadership Team or deleted at the annual meeting by a vote of the Programs Leadership Team. Recommendation to form a new Working Team requires individuals identified for the chair and chair-elect position and at least one additional member. Recommendation for dissolution for Working Teams who have been inactive (no Strategic Plans, updated member roster, and/or work completed) for a period of two years will be put up for vote at the first Leadership Team meeting during the Annual Conference.

### **Active Working Teams are:**

- After School
- Animal Science
- Camping and Environmental Education
- Citizenship
- Communication & Expressive Arts
- GPS/GIS
- Healthy Living
- Urban Programming
- Workforce Preparation
- Youth in Governance

### **Member Position Description**

**The NAE4-HA Programs Committee Working Teams were established as action groups.**

As such, NAE4-HA members who serve on a Working Team are expected to be active contributors, not just advisors. The main responsibilities of Working Team Members are:

- Attend and participate in the appropriate Working Team meetings during the NAE4-HA Annual Conference.
- Attend and participate in additional Working Team meetings, conference calls, or electronic communications throughout the year (between Annual Conferences) as needed to complete Working Team business.
- Participate in working groups (or other action groups) as created by your Working Team.
- Assist in the identification of Working Team Leadership (i.e., Chair and Chair-Elect positions).
- Term of service is not limited.

### **Programs Committee Working Team Chairs Responsibilities**

1. Term will be for one year as a Chair.
2. Convene and preside at Working Team meetings during Annual Conference.
3. Assist Working Team to identify concerns, set goals, determine courses of action, assign responsibilities, set deadlines, and establish procedures for communication between conferences.
4. Submit the Working Team membership list (Appendix A), and the Strategic Long-Range Plan (Appendix B) to the VP of Programs within two weeks of the end of the National Conference meetings.
5. Serve on the Leadership Team of the national conference.
6. Submit a conference report, annual budget, and progress reports as requested by the VP of Programs.
7. During the year, arrange for at least one conference call or other virtual meeting with Working Team members
8. Submit expense vouchers to VP of Programs in timely manner for reimbursement.
9. Serve as keeper of the notebook/files with historical information about the Working Team and update the notebook as needed.
10. Provide orientation and orderly transfer of duties and materials to the new Working Team Chair.
11. Forward all developed materials, brochures, flyers, survey forms, questionnaires, etc. to the VP of Programs before distributing.

### **Programs Committee Working Team Chairs-Elect Responsibilities**

1. Term will be for one year as a Chair-Elect.
2. Elected during Annual Conference. Begins term as Working Team Chair at the close of the Annual Conference following the meeting at which elected.
3. Attend all meetings of the Working Team at Annual Conference.
4. Serve as recorder of Working Team.
5. Assist the Working Team Chair with responsibilities.
6. Serve on the Leadership Team of the Programs Committee.
7. Assist with transfer of duties and materials to the new Working Team Chair-Elect.

### **Programs Committee Working Team Past Chair Responsibilities**

1. Term will be one year immediately following the year of service as a Working Team Chair.
2. Attend Working Team meetings.
3. Serve as an advisor for the Chair and Chair-elect.
4. Assist the Working Team Chair with responsibilities when needed.
5. Attend Program Committee Leadership Meetings as noted.

## **Expenses**

Following are some important notes concerning the money budgeted for your Working Team.

- **Submitting Expenses**  
Fill out the “NAE4-HA Expense Voucher” form. Fill in the form by completing the “pay to” section. All expenses, including telephone and postage, for committee work are to be entered under the Programs Committee line item.
- **Receipts**  
Be sure to attach the original receipts to the voucher form; make a copy of it for your records.
- **Time Frame for Submitting Expenses**  
Be sure to submit all expenses as soon as possible.
- **Approval of Expenses**  
All expenditures are to be approved by the V.P. of Programs. Purchases for the amount proposed in the Strategic Long-Range Plan and within the budget will be approved. Expenditures not in the budget need to be discussed with the V. P of Programs.
- **Who May Submit an Expense?**  
Expenses need to be submitted to the V. P. of Programs by the Working Team Chair. The V.P. of Programs will submit to the NAE4-HA Treasurer for reimbursement.

## **Social Media Policy**

Adopted January 2010

NAE4-HA recognizes the impact that online social media services and related collaboration technologies are having and will continue to have on the business of the association. These tools give us a means to improve communication with both the public and our membership about what NAE4-HA does to meet its mission, vision and goals. The benefits gained by using these tools safely and efficiently, however, must be weighed against the real risks to personal and network security that their irresponsible use entails.

NAE4-HA's mission is to provide its members an inclusive and supportive network for professional development. Blogging and other social media applications have become increasingly important arenas for the type of engagement and communication we encourage. There are a variety of online social media tools that allow individuals to communicate their insights, express their opinions and share information within the context of a globally distributed conversation. Each of these tools has proper and improper uses. While NAE4-HA encourages all its members to communicate, it is important for everyone to understand what is recommended, expected and required when they discuss NAE4-HA-related topics, whether at work or on their own time.

NAE4-HA members should follow their University policies and guidelines for employees' activities, in respect to recommendations, political activity, computer use/time, and photography/video use.

The following are policies for NAE4-HA members when creating or participating in an online social media site affiliated with NAE4-HA. By posting on any NAE4-HA social media sites, the member agrees to these terms. NAE4-HA has openly public facing pages (public pages example: fan page on Facebook or the first page of a blog) on social media sites for viewing content and/or videos and posting comments about NAE4-HA. Those social media sites include but are not limited to various blogs, bulletin boards, networks, multi-media and news media sites or other user generated content sites ("social media sites"). By accessing, viewing, and/or posting any content related directly or indirectly to NAE4-HA on any site on the Internet, the member accepts, without limitation or qualification, the following terms of use. If members do not agree to the terms of this Policy, they may not view or post any content to any NAE4-HA approved social media site on the Internet. Member use of social media sites is acceptance of this Policy and has the same effect as if the member physically signed an agreement.

### **Policies:**

1. All NAE4-HA presence on a public social network (e.g. Facebook, Twitter, YouTube, Flickr, etc.) must be approved by the NAE4-HA VP Council.
2. The NAE4-HA President's Council will grant permission to those who have authority to officially speak on NAE4-HA's behalf.
3. When a member communicates through social media, unless authorized to speak on behalf of NAE4-HA, they are representing themselves.
4. NAE4-HA reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue a member's access to any social media site approved by NAE4-HA, at any time, without notice and for any reason and at its sole discretion. NAE4-HA may remove, delete,

block, filter, or restrict by any other means any materials at NAE4-HA's sole discretion. NAE4-HA may disclose any communications and/or activities with NAE4-HA in response to lawful requests by governmental authorities, including Freedom of Information Act requests, judicial orders, warrants and subpoenas, and for the protection of NAE4-HA rights. The member agrees that if NAE4-HA exercises any of its rights hereunder for any reason, NAE4-HA will have no liability to the member.

5. By posting any content on a NAE4-HA-approved social media site, NAE4-HA is granted the irrevocable rights to reproduce, distribute, publish, and display such content, and the right to create derivative works from the content, edit or modify such content and use such content for any NAE4-HA purposes.
6. Those participating in any NAE4-HA social media sites shall defend, indemnify and hold NAE4-HA and its respective officers, directors, employees, contractors, agents, successors and assigns harmless from and against, and shall promptly reimbursement NAE4-HA for, any or all losses, claims, damages, settlements, costs and liabilities of any nature whatsoever (including reasonable attorneys' fees) to which any of them may become subject arising out of, based upon, as a result of, or in any way connected with, a member's posting of any content to a social media site, any third party claims of infringement or any breach of this Policy.
7. The member expressly acknowledge that he/she assumes all responsibility related to the security, privacy, and confidentiality risks inherent in sending any content over the Internet. By its very nature, a website and the Internet cannot be absolutely protected against intentional or malicious intrusion attempts. NAE4-HA does not control the third party sites and the Internet over which the member may choose to send confidential personal or health information or other content and therefore NAE4-HA does not warrant any safeguard against any such interceptions or compromises to personal information when posting any content on an internet site, the member must carefully consider his or her own privacy in disclosing detailed or private information about themselves or their family. Furthermore, NAE4-HA does not endorse any product, service, view or content displayed on the social media site.
8. The member may not provide any content to a social media site that contains any product or service endorsements or any content that may be construed as political lobbying, solicitations, or contributions or use the social media site to link to any sites or political candidates or parties or use the social media site to discuss political campaigns or issues or for taking a position on any legislation or law.
9. Write in first person. Where the member's connection with NAE4-HA is apparent, the member needs to make it clear that he/she is speaking for themselves and not on behalf of NAE4-HA. In those circumstances, the member may want to include a disclaimer "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of my employer or NAE4-HA." The NAE4-HA member should consider adding this language in an "About Me" section of his/her blog or social networking profile.

10. If members communicate in the public Internet about NAE4-HA or NAE4-HA-related matters, they must disclose their connection with NAE4-HA and their role within 4-H Youth Development. Members are to use good judgment and strive for accuracy in their communications; errors or omissions reflect poorly on NAE4-HA and the 4-H Youth Development profession.
11. The member should follow the Code of Professionalism that NAE4-HA adopted and promotes; the code can be found on the NAE4-HA website at [www.nae4ha.com](http://www.nae4ha.com).
12. This policy may be updated at any time without notice, and each time a user accesses a social networking site, the new policy will govern usage, effective upon posting. To remain in compliance, NAE4-HA suggests that members review the policy, as well as other website policies, at regular intervals. By continuing to post any content after such new terms are posted, the member accepts and agrees to all such modifications to this Policy.

### **NAE4-HA Social Media Guidelines:**

1. NAE4-HA regards blogs and other forms of online social networking as primarily a form of communication and relationship between individuals. When NAE4-HA wishes to communicate publicly, whether to its members, the media, or to the public, it has a well-established means of doing so. Only those officially designated by NAE4-HA have the authorization to speak on behalf of NAE4-HA.
2. Respect the audience. As an association that values diversity, NAE4-HA would expect that members would not use ethnic slurs, personal insults, or obscenity, or engage in any conduct that would not be accepted by NAE4-HA. Also, don't talk down to the readers and communicate clearly.
3. Be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and exercise caution when disclosing personal information.
4. Use a disclaimer. If you write anything related to your work within NAE4-HA on a blog or some other online social network, make it clear that what you say there is representative of your views and opinions and you are not presenting yourself as a spokesperson for NAE4-HA. Use a disclaimer such as: "I am a member of the National Association of Extension 4-H Agents; however, this is my opinion," or something to that effect. Of course, this would only apply to writings that mention NAE4-HA business-related topics.
5. NAE4-HA respects members' right to free speech. Members are free to express themselves and their opinions in whatever way they see fit if they are clearly representing themselves as individuals and not members of NAE4-HA. Again, members only need to disclose their affiliation with NAE4-HA if they are writing specifically about NAE4-HA.
6. Board members or those in Working Team leadership positions have a unique responsibility. A standard disclaimer does not by itself exempt NAE4-HA board members

or Working Team leaders from a special responsibility when blogging or otherwise communicating in online public spaces. By virtue of their position, NAE4-HA board members and/or Working Team leaders must consider whether their personal thoughts may be misunderstood as an official NAE4-HA position.

7. Be accurate and factual. It is important to stick to the facts and to identify your actual NAE4-HA affiliation. Here, and in other areas of public discussion, make sure that what you are saying is factually correct, and do not make inflammatory statements or attempt to engage in an aggressive or defensive way. When you are replying to a question regarding a policy for 4-H Youth Development programs, be sure to preface your response with the fact that this is how it is done in your state/county programs. Remember that not all states have the same guidelines and you don't want to give someone the impression that your policy is the only way something is done. An example of that could be related to volunteer screening. If someone asks a question about if a volunteer's background check can be accepted from another institution, you might answer: "In Idaho, it is not acceptable to accept a background check from another agency—all 4-H volunteers must be sent through the approved company for their 4-H background check-- but check with your State 4-H Office for the official guidelines for your particular state." When you see a misrepresentation or inaccurate information made about NAE4-HA or 4-H Youth Development on a NAE4-HA-approved social media site, you should inform an authorized NAE4-HA spokesperson, and they will decide if or how to respond. While you may certainly use your blog/social media site-or join someone else's-to point out discrepancies, do so respectfully, factually and with the disclaimer that the views you are expressing are your own and you are not speaking on behalf of NAE4-HA.
8. Use your best judgment. Remember that there can be consequences to what you publish in any format. Assume that what you post on social media sites or blogs will be part of a permanent public record, accessible to members, colleagues, friends and members of the media. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think twice about posting it. If you are still unsure, and it is related to NAE4-HA business, refrain from commenting and discuss it with a member of the NAE4-HA Vice President's Council. Ultimately, you have sole responsibility for what you post on your blog or publish in any form of online social media.
9. Remember your day job. Engagement in social media will vary, depending on its relevance to a person's job in NAE4-HA. Discuss with your supervisor what the computer and communications usage policy is for your university, especially as it related to time spent online while at work.
10. Be respectful and professional to fellow NAE4-HA members and youth development professionals. Avoid using unprofessional online personas.
11. It is a good rule of thumb to think of all social media as the same as writing a signed letter to the editor of a newspaper. Don't speak for NAE4-HA, clearly state who you are and your relationship to the topic, make it clear you are representing your own ideas,

and finally, don't write anything that you would be embarrassed to see on the front page of a print publication.

12. If you are not sure about pursuing a form of social media outreach, or have a question about it, discuss it with a member of the NAE4-HA Vice President's Council. You should use the same good judgment about discussing NAE4-HA information online as you would in an elevator or any location where non-member/4-H Youth Development professional may overhear.

For a copy of the Social Media, click [HERE](#)