

# NAE4-HA

## Procedures for Elections and Appointments to Leadership Positions

Organizational Stewardship  
Committee

(Revised: November 12, 2017)

## **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:

- A third-year representative to the OSC serves as chair.
- NAE4-HA Immediate Past President serves as liaison to the Board of Trustees.
- 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, recruiting qualified candidates from across the nation. Elections will be held utilizing the NAE4-HA website system approximately two to one and half months ahead of the NAE4-HA annual conference.

**1 Hour After Polls Closed** – Results sent out by Executive Director to OSC, President’s Council, and Policy & Resolutions Committee Chair for verification. / Vote breakdown to remain CONFIDENTIAL between the said parties.

**Within 4 Hours of Verified Results** – All Candidates Notified of Results by OSC

**Day After All Candidates Contacted** – Results Released to Membership

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 levying sanctions up to and including candidate disqualification. The Organizational Stewardship Committee has the final decision.

NAE4-HA members with a possible concern regarding a campaign violation will need to contact the OSC Chair within 24 hours of the violation. Documentation (e.g., screen shot of social media post) must also be included. OSC Chair will convene the full committee as needed to address the concern. Communication with the candidate(s) regarding the concern will occur. Any correction will be determined by the OSC.

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)

West Region - Communication role (two-year term elected on even years)  
Finance 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.

<b>Committee</b>	<b>Appointed Chair-Elect (1 year term)</b>	<b>Moves to Chair (2 year term)</b>
Public Relations & Information	Odd years	Even year
Research & Evaluation	Odd years	Even years
Member Recognition	Even years	Odd years
Policy & Resolutions	Even years	Odd years
Professional Development	Even years	Odd years
Life Member	Even years	Odd 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 by the first business session 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. Follow chart of service (*Addendum 1*).

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

Any NAE4-HA member seeking an Executive Officer, Regional Director or Committee Chair-elect position must submit a call for nomination form and required supporting documents (candidate statement, candidate bio, and video) to the Organizational Stewardship Committee (OSC) by the following schedule:

Deadlines are number of days out from the Opening Day of the NAE4-HA Annual Conference. Days out might vary just a little to ensure due dates fall on a business day (Monday – Friday).

**90 Days Out** – Candidate Paperwork/Applications Due – 8/15/17 and 7/9/18

**60 Days Out** – Candidate Videos Due & Posted to Website / OSC Reminders Out to Membership to Check-Out Candidate Videos & Comments (Release about 3 – 4 reminders between this time and on-line business meeting.) – 9/14/17 and 8/8/18

The OSC committee will present candidates having met the required documentation at the open business meeting conducted on-line. A complete slate of candidates can be presented and approved with one motion and second. The schedule for the on-line business meeting and voting window is as follows:

**45 Days Out** – On-Line Business Meeting to approve slate of candidates. (*Preferably held on a Monday or Tuesday so voting and results can be conducted within the business week.*) / Candidates Begin Campaigning and Continue through Voting – 9/29/17 (meeting rescheduled for Tuesday 10/3/17) and 8/23/18 (possibly Tuesday 8/21/18 for meeting)

**1 Hour After Slate is Approved** – Polls Opened for minimum of 30 Hours if not longer

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

Each candidate will be asked to provide a color photo, biographical statement (maximum of 100 words) and a candidate statement (maximum of 300 words) for the NAE4-HA 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 in the midst of 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**

The OSC committee will present candidates who have met the required documentation at the ~~summer~~ web-based NAE4-HA membership meeting approximately 45 days out from the start of the NAE4-HA Annual Conference (~~mid-late July~~). A complete slate of candidates can be presented and approved with one motion and second. The President shall then ask for any further nominations from the floor. Any individuals nominated must have their required documentation previously submitted to the OSC chair by deadline established by the OSC each year depending on date of the web-based meeting ~~July 1<sup>st</sup>~~; Failure for a floor nominee to ~~de-se~~ provide said documentation by the deadline will constitute a withdrawal of the candidate's intent to run for that given position.

All candidates vying for an elected position who have submitted their required documentation and video will have their information posted to the NAE4-HA website **60 Days Out from start of NAE4-HA Annual Conference** – Candidate Videos Due & Posted to Website / OSC Reminders Out to Membership to Check-Out Candidate Videos & Comments (*Release about 3 – 4 reminders between this time and on-line business meeting.*) – 9/14/17 and 8/8/18

## Section 6: Campaigning

Campaigning may begin after all candidate's information has been posted to the NAE4-HA website. The use of mass mailings or mass/blast electronic communications to the NAE4-HA membership (regionally or nationally) prior to the actual election is prohibited – beyond the biographical, candidate statement and campaign speech video submitted to the Organizational Stewardship Committee. However, candidates may send direct communications to NAE4-HA friends/colleagues asking for their vote and support via e-mail, text messages, and social media platforms including, but not limited to, Facebook, Twitter, Messenger, Snap Chat, and Instagram.

Social media platforms promoting the positive attributes of candidates will be allowed after the ~~July~~ annual online business meeting announcing candidates seeking election. NAE4-HA member's social media platforms should ~~only~~ provide a positive perspective regarding a candidate's qualifications, ~~and~~ promote beneficial engagement with membership, and/or provide a reflection of the candidate's personality, family/home life, personal interests, professional work, etc. (Similar to items previously featured in on-site candidate displays for on-site elections.) Candidates may not to use social media platforms for any negative or derogatory comments/thoughts/suggestions regarding other candidates and are expected to ask their friends/colleagues to do the same. (See Section I of the OSC Handbook in regards to campaign monitoring by OSC.) Social media platforms promoting, campaigning and marketing candidates will be limited to candidate's and/or NAE4-HA member's personal social media accounts. The NAE4-HA social media accounts are limited to the Organizational Stewardship Committee posting reminders of elections and posting the slate of candidates providing non-biased, informative updates about the election process.

## **Section 7: Electronic Balloting and Procedure**

All members in NAE4-HA will have an opportunity to vote for their NAE4-HA leadership. The election process will be conducted via electronic voting. Members will vote for their respective NAE4-HA Regional Director(s) as well as casting ballots for President-Elect and Vice President positions.

The full election timeline schedule for NAE4-HA as revised on 1/17/17 is as follows:

Deadlines are number of days out from the Opening Day of the NAE4-HA Annual Conference. Days out might vary just a little to ensure due dates fall on a business day (Monday – Friday).

**90 Days Out** – Candidate Paperwork/Applications Due – 8/15/17 and 7/9/18

**60 Days Out** – Candidate Videos Due & Posted to Website / OSC Reminders Out to Membership to Check-Out Candidate Videos & Comments (*Release about 3 – 4 reminders between this time and on-line business meeting.*) – 9/14/17 and 8/8/18

**45 Days Out** – On-Line Business Meeting to approve slate of candidates. (*Preferably held on a Monday or Tuesday so voting and results can be conducted within the business week.*) / Candidates Begin Campaigning and Continue through Voting – 9/29/17 (meeting scheduled for Tuesday 9/26/17) and 8/23/18 (possibly Tuesday 8/21/18 for meeting)

**1 Hour After Slate is Approved** – Polls Opened for minimum of 30 Hours if not longer

**1 Hour After Polls Closed** – Results sent out by Executive Director to OSC, President’s Council, and Policy & Resolutions Committee Chair for verification. / Vote breakdown to remain CONFIDENTIAL between the said parties.

**Within 4 Hours of Verified Results** – All Candidates Notified of Results by OSC

**Day After All Candidates Contacted** – Results Released to Membership

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



## **Section 8: National Board of Trustees and Incoming Trustees Transition**

**30-15 Days Out from the NAE4-HA Annual Conference** – Transition of Outgoing with Elects Begins with Vice Presidents/Committee Chairs / Orientation of Incoming Board held by President and President-Elect

**1-2 Days Out** – Elects attend Pre-Conference Board Meeting if available financially and schedule wise.

**Week of Annual Conference** – Elects attend Team & Other Meetings as directed by current President and President-Elect / Elects participate in all Business Meetings / Elects participate in Board Installation

During the first business meeting of the NAE4-HA Annual Conference, the OSC will do brief introductions of the successful candidates. At the closing business meeting and following installation of the incoming NAE4-HA Board of Trustees, comments will be provided by the new President-Elect and Vice Presidents. Incoming Regional Directors will have an opportunity to provide comments during the Regional Meetings if time allows.

## Section 9: NAE4-HA Position Descriptions

### President's Council

Job Title	President (Revised 2017)
Team Members	<ul style="list-style-type: none"> <li>• President's Council (President-Elect &amp; Past President)</li> <li>• Executive Council</li> <li>• State Relations Team</li> <li>• Committee Chairs</li> <li>• Liaisons</li> <li>• NAE4-HA Executive Director Team</li> </ul>
Accountable to:	President's Council and the Board of Trustees

#### **Description of Responsibilities:**

The President serves as the leader, official representative, and spokesperson for NAE4-HA members and the NAE4-HA Board of Trustees. They serve as the leader of the President's Council, Executive 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 Trustees and serves the association to the best of his/her ability. The President also serves as a member of the JCEP Board of Directors and serves as the primary facilitator/planner (in collaboration with the Executive Director) for two face-to-face annual meetings.

#### **Specific Duties/Relationships:**

1. Works directly with the NAE4-HA Executive Director on Board of Trustees and membership issues including items such as the website, Partner Program, conference planning, member benefits and communication.
2. Participates actively in monthly conference calls, planning meetings, and two face-to-face annual meetings 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 Executive Council 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 and State Relations Teams.
6. Writes scripts for all board meetings and speeches during the year.
7. Signs documents and contracts for the association (NAE4-HA Executive Director, Conference Planner, and annual conference contracts in particular).
8. Creates agendas for all NAE4-HA pre-board meetings, spring board meeting, President's Council Calls, Executive Council calls and special meetings during their year as President.
9. Works with the President's Council to work through finalization of MOAs and MOUs.
10. Schedules meetings with National 4-H Council and 4-H National Headquarters to reinforce a strong and positive partnership between the NAE4-HA board and partners.
11. Attends the JCEP Leadership Conference, NAE4-HA Spring Board, PILD, JCEP (winter & summer board meetings), Hall of Fame (or appoints a designee to attend the ceremony as needed), NAE4-HA Annual Meeting, and other meetings as necessary.
12. ~~Assists in overall~~ Provides the lead on NAE4-HA strategic planning.
13. Prepares official report for JCEP winter and summer meetings on behalf of NAE4-HA.
14. Participates with Past President and President-Elect in conducting a formal evaluation of the NAE4-HA Executive Director and his/her company as well as Conference Management contractors (as appropriate) of NAE4-HA as appropriate.

15. During term as President, serves on JCEP Marketing Committee and completes from President-Elect term serving on JCEP Leadership Conference Planning Committee.

**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 and/or NAE4-HA Board of Trustees is preferred.-Successfully completes NAE4-HA President Elect term to meet qualification of previous Board of Trustees experience.
3. Must 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 (1-2 hours each for President’s Council, Executive 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 meeting), one board meeting via technology to accept the slate of candidates and one all-board conference call in approximately a month or so prior to the NAE4-HA Annual Meeting.
3. NAE4-HA specific travel to:, NAE4-HA Spring Board meeting, PILD, , Hall of Fame (unless a designee is sent), NAE4-HA Annual Conference and Pre-Conference Board meeting, Transition Board meeting, and any other as deemed necessary to carry out NAE4-HA business.
4. Time and travel for JCEP including monthly conference calls, committee calls, emails, winter and summer meetings, committee/officer roles, JCEP Leadership Conference/JCEP Winter Board Meeting, and JCEP Summer Board meeting. Additionally, the President will travel to two (2) JCEP sister association’s annual conferences as a JCEP Marketing Committee member.
5. Time to connect with Committee Chairs and 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.

**Training Required:**

1. Familiarization of NAE4-HA’s membership management system (*the membership database*).
2. Familiarization with the President’s Council Handbook, by-laws, contracts, finances, MOAs, MOUs, and 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	President-Elect (Revised 2017)
Team Members	<ul style="list-style-type: none"> <li>• President’s Council (President &amp; Past President)</li> <li>• Executive Council</li> <li>• State Relations Team</li> <li>• NAE4-HA Executive Director Team</li> <li>• Liaisons</li> </ul>
Accountable to:	President’s Council and the Board of Trustees

**Description of Responsibilities:**

The President-Elect serves in a supportive/advisory 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, plans, and accepts assignments from the President when asked to lead a team or project. The President-Elect also serves as a member of the JCEP Board of Directors.

**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 Team on Board of Trustees and membership issues including items such as the website, 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 NAE4-HA Annual Meeting.
5. Submits an officer interest form and accepts an officer or an appointed Committee Chair role on JCEP Board of Directors during the JCEP summer meeting their first year on the JCEP Board.
6. Participates on Executive Council 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 and State Relations Team.
8. Is aware of the President signing documents and contracts for the association (NAE-HA Executive Director, Conference Planner, and annual conference contracts in particular).
9. Works with the President’s Council to work through finalization of MOAs and MOUs.
10. As requested by the President. attends meetings as a member of the President’s Council with National 4-H Council and 4-H National Headquarters to reinforce a strong and positive partnership between the NAE4-HA board and partners,
11. Attends the JCEP Leadership Conference, NAE4-HA Spring Board, PILD (if asked by the President), JCEP (Winter & Summer Board meetings) and NAE4-HA Annual Meeting.
12. Assists in overall NAE4-HA strategic planning.
13. Selects the Incoming State Relations Chair at the end of the President-Elect term in preparation for their Presidential year.
14. In collaboration with the President, writes script for the Annual Business Meeting after they are installed as President. Typically, this is the closing session for the NAE4-HA Annual Conference.
15. Plans and conducts the Transition Board meeting in conjunction with the Executive Director.
16. Articulates a “vision” speech which will be presented to the entire membership after installation as President.
17. Serves on the JCEP Leadership Conference Planning Committee during part of President-Elect term into term as President.

18. Participates with Past President and President in conducting a formal evaluation of the Executive Director and his/her company as well as Conference Management contractors (as appropriate).
19. The President-Elect assists the State Relations Chair as needed during the planning of the annual JCEP Leadership Conference with the Regional Directors, as well as, the State Officer Workshop during the NAE4-HA Annual Conference.
20. Coordinates the *Association's Night Out* during the PILD Conference in spring.

**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. 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 (1-2 hours each for President's Council, Executive Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference), one board meeting via technology to accept the slate of candidates and one all-board conference call in approximately a month or so prior to the NAE4-HA Annual Meeting
3. Travel to: JCEP Leadership Conference/JCEP Winter Board Meeting, NAE4-HA Spring Board meeting, PILD (by invitation of the President), JCEP Summer Board Meeting, NAE4-HA Annual Conference, Pre-conference Board meeting, NAE4-HA Transition Board, and other travel as needed and asked by President to conduct.
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 and 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.

**Training Required:**

1. Familiarization of NAE4-HA's membership management system (*the membership database*).
2. Familiarization with the President's Council Handbook, by-laws, contracts, finances, MOAs, MOUs, and 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>Immediate Past President (Revised 2017)</b>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• President' Council (President &amp; President-Elect)</li> <li>• Executive Council</li> <li>• State Relations Team</li> <li>• NAE4-HA Executive Director Team</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 Immediate Past President serves as a member to the NAE4-HA Board of Trustees. They also serve as the Board of Trustees Liaison for the NAE4-HA Organizational Stewardship Committee (OSC). The Immediate Past President also serves as a member and Officer or appointed Committee Chair of the JCEP Board of Directors. The major role of the Immediate 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. NAE4-HA Immediate Past President serves as the OSC liaison to the Board of Trustees. The OSC is comprised of and three members from each region (Northeast, North Central, South & West) serving three year terms with one rotating off/on each year.
2. The Immediate Past President is to work with the OSC Chair in filling any committee vacancies.
3. The OSC is responsible for all aspects of NAE4-HA election process including recruiting candidates; securing all candidate paperwork; oversight of campaigns; verification of election results; "Celebration of Life" (aka In Memoriam ceremony) at the Annual Conference; installation of Board of Trustees; and other duties/responsibilities as needed.
4. The Immediate Past President will serve as an active and supportive member of OSC during their one-year term.
5. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP Board of Directors.
6. The Immediate Past President executes his/her elected or appointed position with JCEP to the best of their ability.
7. Takes on assignments and special work as requested by the President.
8. Serve on State Relations Team and assist that team as needed.
9. In collaboration with the President and President-Elect, the Immediate Past President takes the lead in the creation, implementation and formal evaluation of the Executive Director Team. Annual formal evaluations are to be conducted of the Executive Director and his/her company as well as Conference Management contractors (as appropriate) of NAE4-HA.

**Qualifications:**

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development
2. Successfully completed one year as NAE4-HA 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 (1-2 hours each for President's Council, Executive Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Time dedicated to the fulfillment of OSC responsibilities including, but not limited to, conference calls, candidate correspondence, planning/facilitating for Annual Conference specific OSC items, etc.
3. Attend two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference), one board meeting via technology to accept the slate of candidates and one all-board conference call in August/September approximately a month or so prior to the NAE4-HA Annual Meeting.
4. Travel to: JCEP Winter Board Meeting, NAE4-HA Spring Board meeting, JCEP Summer Board meeting, NAE4-HA Annual Conference and Pre-Conference Board meeting, and 4-H Hall of Fame Ceremony. Other travel as needed and asked by President including JCEP Leadership Conference, and/or PILD.
5. Time for JCEP including monthly meetings, committee calls, emails, winter and summer meetings, and committee/officer roles.
6. Time to connect with Committee Chairs and Liaisons regarding work for the association.
7. Time to respond to questions from Committee Chairs and Liaisons and members regarding issues that may arise.

**Training Required:**

1. Familiarization of NAE4-HA's membership management system (*the membership database*).
2. Familiarization with the President's Council Handbook, by-laws, contracts, finances, MOAs, MOUs, and 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.

## **Finance & Operations Team Position Descriptions**

**Job Title:** Vice President for Finance & Operations (Revised 2011)

**Team Members:** Policy & Resolutions Committee  
Finance Regional Directors

**Accountable to:** NAE4-HA President's Council

### **Description of Responsibilities:**

The VP for Finance & Operations will work with team members (as described above) to ensure the Board of Trustees operates within the status as a not-for-profit Association for professional 4-H Youth Development and volunteer development workers.

### **Specific Duties/Relationships:**

1. Serve a two-year voting term on the NAE4-HA Board of Trustees and as a member of the Executive Committee and Vice Presidents Council.
2. Work to ensure the Board of Trustees operates within the status as a not-for-profit Association for professional 4-H youth development and volunteer development workers.
3. Oversee the work of the Audit, Policy & Resolutions, and Legal Affairs Committees and Financial Services.
4. Participate in monthly Vice Presidents Council conference calls, Spring Board meeting, and Pre & Post Conference Board meetings.
5. 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.
6. 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.
7. Work with Conference Treasurers. Review budgets of future conference bids.
8. 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.
9. Review Association insurance policies.
10. Develops budget proposals and recommends contracts, financial and in-kind solicitations for the Association and annual conferences.
11. Review all bids for services prior to Board of Trustees approval.
12. Other duties as assigned by the NAE4-HA President's Council.

### **Qualifications:**

1. Prior experience managing \$250,000 or greater budget is desired.
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 in order to complete NAE4-HA business.

### **Time Requirement:**

1. 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.
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. Ability to participate in monthly conference calls
4. Ability to approve expenses vouchers from the Executive Director on a weekly basis.
5. Ability to review monthly financial statements and report to membership as needed.

**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:      **Policy & Resolutions Committee Chair (Revised 2015)****

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.

**Responsibilities:**

- 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, Chair- elects 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 regional JCEP workshops.
- 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 (Chair Elect).

**Job Title:      Policy & Resolutions Committee Chair-Elect (Revised 2015)**

**Responsibilities:**

- Assist Chair with responsibilities.
- Serve on the Leadership Team of the National Committee.
- May attend Pre-Conference Board meeting (at own expense) held prior to the Annual Conference where they become Chair.
- Secure names, business addresses, telephone and FAX numbers, and e-mail address of all regional contacts and contact-elects.
- Serve as Committee Recorder for committee meetings. Work with the Chair should circumstances arise that would prevent the Chair Elect from serving as the Committee Recorder to assure this task is assigned to another committee members as is appropriate.

## **Professional Development Team Position Descriptions**

**Job Title:** Vice President for Professional Development (Revised 2016)

**Team Members:** Chair(s) of Conference Committee Chairs (total of three which includes the current conference and the next two conferences)  
Chair of Professional Development Committee  
Chair of Research & Evaluation Committee Chair  
Chairs of Professional Development Task Forces

**Accountable to:** NAE4-HA President's Council

### **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 (Conference Committee Chairs, Professional Development Committee Chair, Research & Evaluation Committee Chair, and Chairs of Professional Development Task Forces.
- 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 Strategic Plan Goals.
- Develop/establish a relationship with state associations that enhances professional development throughout the profession.
- Establish communication with committee chairs to support their program plans of work.
- Coordinate with team members (as listed above) to ensure professional development needs of the association are met through conference program offerings and events.
- Solicit topics (and presenters), review and select board supported seminars that will be offered during the annual conference. These should also meet the needs of our membership with a focus on our mission, vision and goals.
- With the team, (as listed above), review/update annually all documents related to conference planning and professional development.

### **Qualifications:**

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

### **Time Requirement:**

- The term of office is two years; elected in even-numbered years. It begins with the post-conference Board meeting of the annual conference where elected and concludes at the end of the annual conference two years later.
- Requires the ability to travel to attend two face-to-face board meetings per year (one in the spring at the upcoming annual conference location and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) via conference call.
- Ability to participate in monthly conference calls

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

**Benefits:**

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

**Training Required:**

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

**Job Title: Professional Development Committee Chair & Chair Elect (Revised 2017)**

**Accountable to: VP for Professional Development – Team Leader**

**Description of Responsibilities:**

The Chair for Professional Development will work as a member of the Professional Development team (as described above) to promote, enhance and present professional development opportunities for the NAE4-HA membership. The chair provides coordination and leadership for the Professional Development Committee task forces.

**Specific Duties/Relationships:**

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

**Qualifications:**

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

**Time Requirement:**

- Attendance at two face-to-face board meetings per year (pre-board at annual conference and Spring board). Ability to participate in Board conference calls - up to two per year.
- Time to solicit, review and follow-up with task force chairs.
- Term of office is two years, preceded by one year as chair-elect. Participate in team conference calls on a monthly basis

**Benefits:**

- 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.

**Job Title:      Professional Development Committee Chair-Elect**

**Responsibilities:**

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

**Job Title:      Research & Evaluation Committee Chair (Revised 2016)**

**Spirit of the Role/Description:**

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

### **Specific Duties/Relationships:**

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

### **Qualifications:**

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

### **Time Requirement:**

- The term of office is two years; elected in odd-numbered years. It, begins with the post-conference Board meeting of the annual conference where elected and concludes at the end of the annual conference two years later.
- Requires the ability to travel to attend two face-to-face board meetings per year (one in the spring at the upcoming annual conference location and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) via conference call.
- Requires the ability to participate in monthly conference calls.
- Requires the ability to participate in quarterly conference calls for the *Journal of Youth Development* Publications Committee. Requires additional time to communicate with team members and complete other tasks as needed relative to the VP role.
- Participate in team calls on a monthly basis

### **Benefits:**

- Opportunity to develop connections to colleagues around the country Opportunity to share knowledge and skills with colleagues.
- Opportunity to strengthen one's knowledge and skills while making a positive difference for NAE4-HA.
- Opportunity to give back to the association and enhance the youth development profession

### **Training Required:**

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

## **Member Services Team Position Descriptions**

**Job Title:** Vice President for Member Services (Revised 2017)

**Team Members:** Member Recognition Chair  
Life Member Committee Liaison – *As of 11/11/17, this is in process of being updated to reflect Life Member Committee Chair vs Liaison.*  
Partner Program Liaison – *As of 11/11/17, this position inactive.*  
Archivist (Formerly known as Historian)

**Accountable to:** President’s Council

### **Description of Responsibilities:**

The VP for Member Services will work with team members (*as described above*) to inform members of professional opportunities in the association, recognize members through an awards process, and preserve history and archives that document where the association has been and where it is headed in the future.

### **Specific Duties/Relationships:**

1. Work directly with the NAE4-HA Executive Director on membership issues including database, communication with states and collection of dues.
2. Work directly with the NAE4-HA Executive Director on website issues, including transition of pages, updates of information and member only resources.
3. Work with Chair and Chair-elect of the Member Recognition Committee; keep communication open and get information about member recognition program posted to website.
4. Work with Chair and Chair-Elect of Life Member Committee; keep communication open and get information about Life Member program for newsletter, Facebook group, and posted to the website.
5. Complete Impact Report for NAE4-HA Conference and post on NAE4-HA website.
6. Coordinate NAE4-HA Booth space during NAE4-HA Conference with VP of Marketing & Outreach including shifts for Board members to work, display space, and working with committees on promotion.
7. Prepare team plan of work and team reports.
8. Work with Regional Directors regarding newsletter information in a timely manner for publishing.
9. Participate in monthly VP Conference Calls.
10. Prepare a budget for Member Services with input from committee members.
11. Work with Committee Chairs/Liaisons to provide plans of work, reports of accomplishment and Impact Reports as requested by the President.
12. Assist committee members as needed to coordinate the tasks of their committees.
13. Develop methods of communication for those without email (*i.e. life members/retirees*).
14. Answer questions from state associations, members and prospective members regarding membership related issues or related committee work.
15. Assist overall NAE4-HA strategic planning.

### **Qualifications:**

1. Interest in Member Services and enhancing the benefits of NAE4-HA membership.
2. Prior experience with leadership at the state association, regional or national level is highly desired.
3. The 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. 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.
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. Participate in monthly conference calls
4. Attend two face-to-face board meetings per year (Spring Board meeting and pre-conference board, prior to the annual conference).
5. Time to connect with committee chairs regarding work of the committee
6. Time to respond to questions from committee chairs and members regarding issues that may arise

**Training Required:**

1. Familiarization of NAE4-HA's association management program (*the membership database*).
2. Familiarization with the Member Recognition Handbook and Member Recognition program.
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.
5. Familiarization with on-line awards system and procedures.

**Job Title:** Member Recognition Committee Chair (Revised 2013)

**Team Members:** Regional Contacts and Contact-Elects  
Member Recognition Chair-Elect

**Accountable to:** VP of Member Services

**Description of Responsibilities:**

Serves a 2-year term and is elected by Regional Contacts in even years. This position works with the Regional Contacts and Contact-Elects to review the Member Recognition handbook, promote the member recognition process, work with state member recognition contacts, ensure the selection process occurs in each award category, and support the on-line awards system.

**Specific Duties/Relationships:**

1. Promote the Member Recognition program and encourage members to apply and nominate others for awards.
2. Review and update the Member Recognition handbook annually and post results to the website.
3. Work with Regional Contacts and Contact-Elects to review and judge applications from all regions and send results forward for further consideration.
4. Order awards for the NAE4-HA banquet.
5. Review awards and organize the awards for the NAE4-HA Awards banquet.
6. Work with conference awards committee members on scripts, award order, and rehearsal.
7. Work with NAE4-HA Executive Director on the Partner Program regarding award donors.
8. Work with the VP Member Services on the budget for Member Recognition.
9. Plan and present a webinar for state association awards contacts.



**Qualifications:**

1. Interest in the Member Recognition program.
2. Prior experience as a Regional Contact-Elect or Chair-Elect of Member Recognition.
3. The ability to focus on the member recognition process, develop the resources and procedures for members to apply for awards and ability to effectively communicate information to the membership.
4. The 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. Time to respond to questions from the membership regarding Member Recognition.
2. Time to communicate with Member Recognition committee members regarding questions, timelines and expectations of submissions.
3. Time to work with the NAE4-HA Executive Director related to the ordering of awards.

**Training Required:**

1. Familiarization with the Member Recognition Handbook.
2. Work with the NAE4-HA Executive Director regarding the observation of timelines and guidelines for posting the handbook, ordering awards, printing certificates, etc.

**Job Title:**

**Life Member Committee Chair** – *As of 11/11/17, this needs to be updated since current wording in Member Services Handbook is related to when Liaison position was in place and focuses on responsibilities for the Life Member Regional Contacts.*

**Team Members:**

Regional Contacts and Contact-Elects  
Life Member Chair-Elect

**Accountable to:**

VP of Member Services

**Description of Responsibilities:**

Each Contact serves a 2-year term (*chart below*). This team works together as Regional Contacts. One of these four individuals serve as a Board of Trustees Liaison to represent NAE4-HA Life Members. It is desirable for the Liaison to serve two terms for continuity and history of the team. Each Contact position can be reappointed or replaced after the two-year term is completed. The Life Member team has numerous duties as outlined below.

**Specific Duties/Relationships:**

1. Coordinate leadership efforts with each member contact serving on the Life Member Team, with the Life Member Liaison, the VP Member Services and the Board of Trustees for NAE4-HA.
2. Serve as a regional contact to help welcome life members, answer life member questions regarding benefits and future involvement in NAE4-HA as a life member, coordinate efforts and build a relationship with the Regional Directors in their region.
3. Select topic for the board seminar at the national conference. Help to organize, publicize and evaluate each seminar presentation.
4. Promote and encourage life members to apply for the Life Member Recognition Award. Help to advertise the award and solicit monetary donations for the awards account which funds the annual \$500 award.
5. Evaluate applicants and choose winner of the Life Member Award (regional level).

6. Work with the VP Member Services to invite life members attending the current year national conference to participate in the Life Member Pinning Ceremony, held at the end of the VP Member Services report during the board meeting. Pinning only happens once and members must be in attendance to be pinned.
7. Work through the VP Member Services and the Life Member Liaison to create a program for Life Members at each national conference (*seminars, lunch, and lunch presenter*).

**Qualifications:**

1. Life Members interested in building opportunities for life members in NAE4-HA.
2. Prior experience with leadership at the state, regional or national levels of NAE4-HA is desired.
3. The ability to complete tasks for NAE4-HA in a timely manner.
4. Ability to work with a team and have passion to help move life member issues to the forefront of the NAE4-HA board.

**Time Requirement:**

1. Time to respond to questions from the membership and Regional Directors regarding Life Membership.
2. Time to communicate with all committee members regarding questions, timelines and accomplishing tasks of the team.
3. It is not required, but is desired, for the team members to attend the national conferences held during their term. It is required that the Liaison attend the annual NAE4-HA conference and participate in the Leadership Transition Team meeting.
4. Ability to participate in conference calls/on-line, as necessary.

**Training Required:**

1. A willingness to listen and respond in an appropriate manner.
2. Work together to complete all tasks and pursue training if desired by the team.

**Job Title:**                      **Archivist (Formerly Known as Historian)**

**Team Members:**              National 4-H Hall of Fame Committee  
National 4-H History Preservation Committee  
Jackson’s Mill West Virginia 4-H Camp  
VP for Finance & Operations

**Archives Housed:**

The historical items cataloged and recorded as NAE4-HA’s history and archives transferred in 2013 & 2014 to Jackson’s Mill 4-H Camp in West Virginia.

**Description of Responsibilities:**

The NAE4-HA Archivist will work with team members to preserve the history and archives of NAE4-HA. This will include, but not be limited to, the NAE4-HA Annual Conference, annual trip to update the archives, electronic communication regarding document preservation, answering inquiries as received regarding requests for information in the archives.

**Specific Duties/Relationships:**

1. Coordinate efforts with critical committees including Public Relations and Information, NAE4-HA Board of Directors and credential information for NAE4-HA Stewardship Committee.
2. Develop/establish a relationship with state associations through the NAE4-HA Board to preserve the accomplishments of Extension professionals in 4-H youth development work.

3. Coordinate with team members and VP of Member Services to develop a budget and schedule the annual trip to the archives. This will include payment of expenses incurred through the VP of Finance and Operations.
4. Provide an annual report of accomplishments to the VP of Member Services for the annual Impact Report.
5. Serve as a collection point when items are submitted for archiving and appropriately filing during the annual visits to the archives. Request documents from Annual Conferences and Board of Directors.
6. Work with W.V. Cooperative Extension to solicit an intern to copy and upload web documents to the NAE4-HA web site. Work with the Executive Director team to secure a place on the web site for Archives to be available to the membership.
7. Awareness of historical markers within Extension, 4-H, and NAE4-HA. Examples include the signing of the Morrill Act in 1913; signing of Smith Leaver Act in 1914; 75<sup>th</sup> Anniversary of NAE4-HA in 2021.

**Qualifications:**

1. Interest in the history of NAE4-HA, the Board of Trustees and membership. Interest in the preservation of documents for the use of future 4-H Professionals.
2. Prior experience with leadership at the state, regional or national levels of NAE4-HA is desired.
3. The ability to complete NAE4-HA business in a timely manner.

**Time Requirement:**

1. Ability to spend a week, including travel to the archives, to maintain archives and do critical research from requests received that year.
2. Attend the annual NAE4-HA conference and participate in the Annual Leadership Transition meeting.
3. Ability to participate in conference calls as scheduled.
4. Time to review and follow-up on requests for key historical information needed by committees in NAE4-HA.
5. Maintain contact with the National 4-H History Preservation Committee, National Agricultural Library Collections and the Elsie Carper Collection at the National Agricultural Library.

**Training Required:**

1. A willingness to listen and respond in an appropriate manner.
2. Being comfortable with transmitting key historical information by electronic means and sharing key information in face-to-face meetings when necessary.
3. The ability to work as a team member.
4. Spending time with previous person in the position as well as reviewing documents to acquaint oneself with large volumes of history stored in the NAE4-HA Archives.

## **Marketing & Outreach Team Position Descriptions (Revised 2011)**

**Job Title:** Vice President for Marketing & Outreach (Revised 2011)

**Team Members:** Public Relations & Information Chair

- Hall of Fame Task Force
- First Timers' Orientation Task Force
- 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 donor support for NAE4-HA. Only donations 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 task force 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. Write section for Annual Impact Report – provide list of donors, Get into Gear (PR&I) promotional piece to encourage membership participation, Hall of Fame laureate class members, update of 4-H Stories from the Heart book sales
5. Prepare board reports for spring and preconference board meetings
6. Prepare Marketing & Outreach report for national conference attendees and present during business meeting
7. Work NAE4-HA Booth during conference
8. Acknowledge annual conference donors 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 donors and to further develop marketing efforts.
12. Participate in monthly VP conference calls
13. Work with Member Recognition Chairperson to confirm list of donors – 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 in order 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 elected 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 Vice-Presidents Council
5. Attend two face-to-face board meetings per year (Spring Board in March and Pre-Conference Board)
6. Encouraged to participate in task force conference calls, as appropriate.
7. Work with Executive Director to identify and recruit potential donors 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:**                      **Public Relations and Information Committee Chair**

**Team Members:**              P R & I Committee Chair-elect  
Task Force 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 Task Forces and coordinates communications among Task Force 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 Task Force 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 Task Force 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 Task Force Chairs/Chair-Elects.
6. Participate in all Committee Task Force Conference calls including Hall of Fame and 4-H Stories.
7. Provide articles for NEWS & VIEWS and 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 Task Force 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 through Research, Evaluation and Programs
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. Total commitment is three years. Members must first be applying for (and being appointed) to a 1 year chair-elect position in odd numbered years. The chair-elect then assumes a two-year committee chair leadership position on the Board in even-numbered years; this begins with the post-conference Board meeting of the even-numbered year annual conference 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. 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.

## **Programs Team Position Description (Revised 2017)**

**Job Title:** Vice President for Programs

**Team Members:** Programs Task Force Chairs

**Accountable to:** NAE4-HA President's Council

### **Description of Responsibilities:**

The Vice President for Programs works Task Force chairs to advance the Plans of Work for the NAE4-HA Task Forces group that benefit all membership. These opportunities include participation on program task forces and professional development to enhance competency in programming areas. Together with the Executive Committee, the VP of Programs works to achieve NAE4-HA's Vision, Mission, and Goals.

### **Specific Duties/Relationships:**

1. Establish communication with Task Force Chairs to support their plans of work and serve as a channel of communication with the President's Council.
2. Assist Task Forces with development of their Plan of Work during the annual meeting and ensure that the plan and a task force membership lists are posted on the NAE4-HA website.
3. Convene and preside at all sessions of the committee and/or leadership team meetings during Annual Conference. Provide agenda to Task Force chairs. Develop Task Force reports and progress reports with assistance of Task Force Leadership Teams.
4. Participate in monthly conference calls of the Executive Council.
5. Participate in association Board meetings, both face-to-face and via conference call.
6. Prepare a progress report prior to the Spring Board meeting and contribute to the association's annual impact report.
7. 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.
8. Approve budget expenditures for committees and task forces as they arise.
9. Attend NAE4-HA Board of Trustees meetings.
10. Provide committee reports and progress of work for distribution. This includes to NAE4-HA Board of Trustees, Regional Contacts/Editors and Task Force Chairs/Chair-Elects.
11. Develop budget for NAE4-HA Vice President for Finance and Operations by specified date before the Fall Board meeting.
12. Keep in regular contact with Programs Chair-Elect, Regional Contacts/Editors, Regional Contact-Elects and Task Force Chairs/Chair-Elects.
13. Provide information on committee work to Regional Contacts for their reports to Programs state contacts.
14. Provide orientation for incoming VP and provide for an orderly transfer of duties and materials.
15. Work with Regional Contacts and Task Force Chairs to identify potential nominees for committee leadership positions for recommendation of appointment by the board.
16. Keep committee handbook up-to-date and place appropriate records on the NAE4-HA website. Include a brief summary report prior to orientation of new VP.
17. Serve on special board/ad hoc committees as appointed or needed.
18. At Annual Conference, check meeting room schedule list to see that all have the appropriate rooms and visual aids, etc. required.

### **Qualifications:**

1. Have a commitment to the mission, vision, and values of NAE4-HA.
2. Have an interest in promoting research, evaluation, and programs as an ongoing effort for the NAE4-HA membership.



3. Have an understanding of the journal review and publication process or a willingness to become familiar with the process.
4. Prior experience with leadership at the state association, regional, or national level is desired.
5. Have the ability to complete NAE4-HA business in a timely manner.
6. Possess initiative and critical thinking, leadership, and communication skills.
7. Serve one year as chair-elect of a Task Force.

**Time Requirement:**

1. 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.
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. Requires the ability to participate in monthly conference calls.
4. Requires additional time to communicate with task force chairs and complete other tasks as needed relative to the VP role.
5. Generally, about 40 days annually, including board meetings and annual conference. More hours concentrated right before and after annual conferences.

**Benefits:**

1. Opportunity to develop connections to colleagues around the country.
2. Opportunity to share knowledge and skills with colleagues.
3. Opportunity to strengthen one's knowledge and skills while making a positive difference for NAE4-HA membership.
4. Opportunity to give back to the association and enhance the youth development profession & membership.
5. Develop and use leadership and management skills.

**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.

## **State Relations Team Position Descriptions – Revised 2017**

**Job Title:** Regional Director (RD)

**Team Members:** Regional Directors from four regions (North East (2), North Central (2), Southern (3), and Western (2))

**Accountable to:** NAE4-HA Membership  
NAE4-HA Board of Trustees  
NAE4-HA Executive Committee

### **Description of Responsibilities:**

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.

### **Specific Duties/Relationships:**

- 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 or lunch as determined by the conference planning committee.
- Actively communicate with State Association Leadership in your region.

### **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.

### **Time Requirement:**

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

Estimated time required 31-37 days per year:

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

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