

# NAE4-HA

## Procedures for Elections and Appointments to Leadership Positions

### Organizational Stewardship Committee

*(Effective: January 8, 2014)*

## **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 chair and liaison to the Board of Directors.
- 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. After all candidates have been notified, the committee chair shall notify the entire membership of the election results. Elected candidates will be introduced at the first session of the next annual business meeting.

The Organizational Stewardship Committee will monitor the campaign and campaign regulations. Failure to abide by the regulations may result in the Organizational Stewardship Committee levying sanctions up to and including candidate disqualification. 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> (1 year term)	<u>Moves to Chair</u> (2 year term)
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
Historian	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**

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 to the Organizational Stewardship Committee (OSC) by May 1<sup>st</sup> of the year in which they seek election or appointment.

President-Elect, Vice-President and Regional Director candidates must submit a video, containing their campaign speech, to the Organizational Stewardship Committee chair no later than June 1. The format must be suitable for posting to the NAE4-HA website and less than 5 minutes in length.

**Section 4: Statement for Publication**

Each candidate will be asked to provide a color photo, biographical statement (maximum 100 words) and candidate statement (maximum 300 words) for 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 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 having met the required documentation at the summer web-based NAE4-HA membership meeting (mid-late June). A complete slate of candidates can be presented and approved with one motion and second. The President shall then ask for any additional nominations from the floor. Any individuals nominated must have their required documentation submitted to the OSC chair by July 1; failure to do so will constitute a withdrawal of the candidate's intent to run for that given position.

All candidates for elected positions who have submitted their required documentation and video requirements will have their information posted live to the NAE4-HA website in early July for viewing by the entire membership.

### **Section 6: Campaigning**

Campaigning may begin after candidate's information has been posted to the NAE4-HA website. The use of mass mailings or mass electronic communications to 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.

As the elections will occur prior to the annual conference, candidates will not have to prepare candidate displays. Those candidates elected will need to make themselves available to the membership in the designated area for a "meet & greet", normally following the first session of the annual business meeting.

## **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.

**From early July until the end of the designated voting period**, members can go to the NAE4-HA website at <http://www.nae4ha.com> and read about the candidates and listen to their campaign videos. 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 vice presidents and president-elect positions.

**30-Hour Voting Window** – In consultation with the OSC, the president shall establish a 30-hour window during which all NAE4-HA members may cast their ballot for the positions open for election. The membership shall be notified of this voting period via a blast e-mail approximately 1 week prior to the voting period; the times shall also be posted under the candidate section of the NAE4-HA website.

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

## **Section 8: Incoming Trustee “Meet & Greet”**

The Organizational Stewardship Committee will arrange for an opportunity to meet and greet the newly elected individuals who will be going on to the NAE4-HA Board of Trustees following their installation at the conclusion of the annual business meeting. This event will normally take place at the conclusion of the first session of the annual business meeting, but may vary based on individual conference schedules. The purpose of this event is to enable all interested members to directly interact with these incoming Board members.

## **Section 9: NAE4-HA Position Descriptions**

The following pages contain the position descriptions for each of the elected and appointed members of the NAE4-HA Board of Trustees.

## **NAE4-HA Position Description (Revised 2013)**

**Job Title:**                    **President**

**Team Members:**            President's Council, Vice President's Council, State Relations, Committee Chairs, Liaisons

**Accountable to:**            NAE4-HA Board of Directors and Members

**Description of Responsibilities:**

The President serves as the official representative and spokesperson of 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 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. Appoint committees members, planning groups, and other board representatives with advice from the board.
2. Serve as the leader and coordinator for the VP Council, Board meetings, and business meetings.
3. Serve as a representative and spokesperson for NAE4-HA and 4-H professionals.
4. Work with the conference committee to provide an effective annual conference.
5. Work with VP Council to ensure committees are functioning at high levels and representing the 4-H Youth Development Profession.
6. Review all relevant contracts and documents.
7. Serve as a member of JCEP board and actively participate in all parts of JCEP which includes PILD, JCEP leadership, and other board functions.
8. Review all Plans of Work, Conference documents and contracts, and Memorandums of Understandings relevant to the association.
9. Develop and foster relationships with stakeholders and partners as necessary.
10. Serve as an advocate for the 4-H Youth Development Professional.
11. Provide and/or coordinate professional development opportunities for members.
12. Coordinate communication and information from the NAE4-HA Board and members so that one message is being conveyed.
13. Work with VP Finance and Operations to ensure a balanced budget.

**Qualifications:**

1. Interest in Professional Development as an ongoing effort for the NAE4-HA membership.
2. Prior service on the NAE4-HA National Board is desirable, but not required.
3. Ability to look at the "big picture" as it relates to NAE4-HA and serve as an advocate for its membership.
4. Prior experience with leadership at the state association, regional or national level is desired.
5. The ability to "set aside" some of your local program focus if necessary in order to complete NAE4-HA business.
6. Ability to make decisions that are for the good of the group, even if it is not the popular choice.

**Time Requirement:**

1. Attend two face-to-face board meetings per year (one being just prior to the annual conference)
2. Travel to other national association meetings and present on behalf of JCEP.
3. Serve JCEP through board work which includes, but is not limited to two face to face meetings annually and monthly conference calls.

4. Participate in monthly VP Council conference calls and Regional Director calls (as needed).
5. Handle daily emails and phone calls from members, board members, and stakeholders.
6. Time to work on documents and business of the Association. (1-2 days per week)
7. Attend PILD and Hall of Fame presentation.

**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.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** President Elect

**Team Members:** Regional Directors, President, VPs

**Accountable to:** NAE4-HA President

### **Description of Responsibilities:**

The President Elect serves in a support role to the State Relations team and is a member of the President's Council. They assist in planning 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. Work with the State Relations team to plan JCEP leadership conference presentations.
2. Work with the State Relations team to plan officer training at annual meeting.
3. Serve as a member of the President's Council to review all relevant contracts and documents.
4. Serve as a member of JCEP board and actively participate in all parts of JCEP which includes PILD, JCEP leadership, and other board functions.
5. Shadow and collaborate with the President and set goals relevant to the mission and goals of the organization.
6. Review all Plans of Work, Conference documents and contracts, and Memorandums of Understandings relevant to the association.
7. Develop and foster relationships with stakeholders and partners as necessary.

### **Qualifications:**

1. Interest in Professional Development as an ongoing effort for the NAE4-HA membership.
2. Prior service on the NAE4-HA National board is desirable, but not required.
3. Ability to look at the "big picture" as it relates to NAE4-HA and serve as an advocate for its membership.
4. Prior experience with leadership at the state association, regional or national level is desired.
5. The ability to "set aside" some of your local program focus if necessary in order to complete NAE4-HA business.

### **Time Requirement:**

1. Ability to attend two face-to-face board meetings per year (one being just prior to the annual conference)
2. Ability to serve JCEP through board work which includes, but is not limited to two face to face meetings annually and monthly conference calls.
3. Ability to participate in monthly conference calls both Regional Director and VP Council.

### **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.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Vice President for Finance & Operations

**Team Members:** Policy & Resolutions Chair  
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 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. 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.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Vice President for Professional Development

**Team Members:** Conference Committee Chair  
Professional Development Committee Chair  
Research & Evaluation Committee Chair  
Representatives from conferences (total of three which includes the current year's conference and the next two conferences)

**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, accessing and publishing in the *Journal of Youth Development*, electronic communications and social media as possible format for professional development.

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

1. Foster diversity through task forces and other applicable means to insure inclusivity for all members, in keeping with NAE4-HA's purpose and mission.
2. Coordinate leadership efforts for professional development with team members (Conf. Committee Chairs, Professional Development Committee Chair)
3. 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 SLRP goals.
4. Develop/establish a relationship with state associations that enhances professional development throughout the profession.
5. Establish communication with committee chairs to support their program plans of work.
6. Coordinate with team members (as listed above) to ensure professional development needs of the association are met through conference program offerings and events.
7. 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 SLRP goals.
8. With the team, (as listed above), review/update annually all documents related to conference planning and professional development.
9. 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.
10. Serve as the point of contact for the Susan Barkman Research and Evaluation Award.
11. 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.

### **Qualifications:**

1. Interest in Professional Development as an ongoing effort for the NAE4-HA membership.
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. 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 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. Ability to participate in monthly conference calls
4. Time to solicit, review and follow-up with seminar presenters for board supported seminars.

**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.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Vice President for Programs

**Team Members:** Program Committee Task Force Chairs

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

### **Description of Responsibilities:**

The Vice President for Programs works with team members to promote and enhance program opportunities for the NAE4-HA membership. These opportunities include, but are not be limited to, participation on program task forces, and professional development to enhance competency in the areas of programs.

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

1. Foster diversity through task forces and other applicable means to insure inclusivity for all members, in keeping with NAE4-HA's purpose and mission.
2. Coordinate leadership efforts for programs with team members.
3. 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
4. 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.
5. Establish communication with task force chairs to support their plans of work and serve as a channel of communication with the President's Council.
6. 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.
7. Develop budget for NAE4-HA Vice President for Finance and Operations by specified date before the Fall Board meeting.
8. Participate in monthly conference calls of the Executive Council.
9. Participate in association Board meetings, both face-to-face and via conference call.
10. Prepare a progress report prior to the Spring Board meeting and contribute to the association's annual impact report.
11. 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.
12. Approve budget expenditures for committees and task forces as they arise.
13. Keep committee handbook up-to-date
14. 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. Prior experience with leadership at the state association, regional, or national level is desired.
3. Have the ability to complete NAE4-HA business in a timely manner.
4. Possess initiative and critical thinking, leadership, and communication skills.

### **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 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. Requires the ability to participate in monthly conference calls.

4. Requires the ability to participate in quarterly conference calls for the *Journal of Youth Development* Publications Committee.
5. Requires additional time to communicate with team members and complete other tasks as needed relative to the VP role.

**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
4. Opportunity to give back to the association and enhance the youth development profession

**Training Required:**

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

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Vice President for Member Services

**Team Members:** Historian  
Member Recognition Chair  
NAE4-HA Executive Director

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

### **Description of Responsibilities:**

The VP for Member Services will work with team members (as described above) to inform members, recognize members and preserve the history of NAE4-HA.

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

1. Work directly with NAE4-HA Executive Director on membership issues including database, communication with states and collection of dues
2. Work directly with 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 Member Recognition Committee; keep communication open and get information about member recognition program posted to website
4. Complete Impact Report for NAE4-HA Conference and post on NAE4-HA website
5. Request exhibit booth space for NAE4-HA Board during NAE4-HA Conference
6. Coordinate NAE4-HA Booth space during NAE4-HA Conference 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 Director team regarding newsletter information and timelines for publishing
9. Participate in monthly VP team phone calls
10. Prepare a budget for Members Services with input from committee chairs
11. Work with Committee Chairs to provide plans of work, reports of accomplishment and impact reports as requested by the President
12. Assist Committee Chairs as needed to coordinate the tasks of their committees
13. Develop methods of communication for those without email and when special messages are designed for select audiences (i.e. retirees)
14. Establish criteria for the use of blast messages, use of membership data, etc.
15. Answer questions from state associations, members and prospective members regarding membership related issues or related committee work
16. Assist with 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 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 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. Participate in monthly conference calls

4. Time to connect with committee chairs regarding work of the committee
5. Time to respond to questions from committee chairs and members regarding issues that may arise

**Training Required:**

1. Familiarization with Member Clicks program regarding the NAE4-HA membership database
2. Familiarization with Member Recognition Handbook and Member Recognition Leadership Manual regarding the Member Recognition process
3. Spending time with the person who previously held the position to ask questions and become familiar with the position
4. Review budget reports and proposed budgets to become familiar with the expenses and income that will be associated with this role and committee work

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Vice President for Marketing & Outreach

**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 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 Vice-Presidents Council
5. Encouraged to participate in task force conference calls, as appropriate.
6. 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.

## NAE4-HA Position Description (Revised 2013)

**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 Executive Committee

### **Description of Responsibilities:**

The Regional Director 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:**

1. Work with leadership development/communications or membership/finance as defined by region.
2. Strengthen and assist in formation of various associations or units.
3. Coordinate and conduct NAE4-HA section of JCEP Leadership Conference (regional officer workshops).
4. Work closely with Executive Services.
5. Actively communicate with NAE4-HA membership.
6. Utilize various methods to communicate.
7. Conduct state supported visits.
8. Orientate state presidents, president-elects, and new regional director(s).
9. Attend and participate in all scheduled National Board meetings and annual conference.
10. Coordinate regional meeting at National Conference. This is the regional breakfast, brunch, or lunch as determined by the conference planning committee.
11. Actively communicate with Regional State 4-H Leaders.

### **Qualifications:**

1. Be a current and active member of NAE4-HA.
2. Secure staff and colleague support.
3. Recommendation from state association.
4. Written support from State Extension Director.
5. Ability to incur some personal expenses.
6. Ability to communicate by e-mail and/or fax.
7. Available to travel as needed.

### **Time Requirement:**

1. The term of office is two years; 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. Conference calls, planning for programs, and other related duties are done at your "home office" v. travel out-of-state.

*Estimated Time Required: 32-35 days per year including Annual Conference*

- JCEP Regional Workshop – 3 days
- Spring Board Meeting – 3 days
- Fall Board Conference Call – 1 day
- Annual Conference Pre-Board Meeting – 1 day
- Annual Conference - 5 days
- Annual Conference Post-Board Meeting – 1/2 - 1 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 RDs. Please see *Duties of the Chair of Regional Directors* for more information.

**Benefits:**

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

**Training Required:**

1. Communication with previous Regional Director to learn more about the position.
2. Working with other Regional Directors who serve in your specific role (i.e. Communications or Finance roles).
3. New Board Orientation for Jr. Regional Directors

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Chair, Professional Development Committee

**Team Members:** Task Force chairs & chair-elects  
Interested NAE4-HA members

**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 committee task forces.

### **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. Serves under the leadership of the VP for Professional Development.
3. Coordinate leadership efforts for professional development with task force chairs.
4. Assist task force chairs to conduct their meetings during the annual NAE4-HA conference as a quality professional development event. Develop/establish a relationship with state associations that enhances professional development throughout the profession.
5. Establish communication with task force chairs to support their program plans of work.
6. Provide other assistance and counsel to VP as requested.
7. Develop an annual Committee plan of work and report.
8. Develop budget for NAE4-HA Treasurer by specified date before the Fall Board Meeting.
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. Orient the chair-elect and maintain ongoing communication of professional development activity.
11. At Annual Conference, check meeting room schedule list to see that all have the appropriate rooms and visual aids, etc. required.
12. Provide leadership in the development of new task forces and the dissolution of task forces after they have accomplished their work.

### **Qualifications:**

1. Interest in Professional Development 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. 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 even numbered years; preceded by one-year as chair-elect (which is appointed by the president in odd numbered years)
3. Time to solicit, review and follow-up with task force chairs.

### **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.

**NAE4-HA Professional Development Committee Chair-Elect**

**Responsibilities:**

1. Term will be for one year.
2. 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.
3. 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.
4. Will serve as recorder for the Professional Development Committee Leadership Team.
5. Assist Committee in carrying out responsibilities.
6. Participate in all meetings of the Professional Development Committee during Annual Conference.
7. Participate in the orientation of Professional Development Committee membership at the Annual Conference.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Chair, Member Recognition Committee

**Team Members:** Interested NAE4-HA members

**Accountable to:** NAE4-HA Vice-President for Member Services

### **Description of Responsibilities:**

**Member Recognition Chair** serves a 2 year term beginning in even years. This position works with regional contacts and contact-elects to review the member recognition handbook, promote the member recognition process, work with state member recognition contacts and ensure the selection process occurs in each award category.

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 to the NAE4-HA website
3. Work with regional contacts and contact-elects to review and judge applications from regions and send results forward
4. Order awards for NAE4-HA Awards Banquet
5. Review awards and organize for the NAE4-HA Awards Banquet
6. Work with Conference Awards committee on scripts, award order, rehearsal as needed
7. Work with NAE4-HA Executive Director on the Partner Program regarding award donors
8. Develops a budget for Member Recognition

### **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 even numbered years; preceded by one-year as chair-elect (which is appointed by the president in odd numbered years)

**{Nothing for Member Recognition Chair-elect }**

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Chair, Research and Evaluation Committee

**Team Members:** Interested NAE4-HA members

**Accountable to:** NAE4-HA Vice-President for Research, Evaluation and Programs

### **Description of Responsibilities:**

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

The Research and Evaluation Chair will work with the Professional Development team and Executive Committee to develop a liaison relationship with all Research and Evaluation Committees of affiliate State Organizations, and encourage State Associations to maintain active Research and Evaluation Committees. The committee will keep membership advised of current research and evaluation practices, including new methods, current trends in research, etc. The committee chair will work with the Annual Conference Planning Committee and the Professional Development Committee to ensure development of strong professional development programs at NAE4-HA Conference, particularly in the area of research. The committee chair will explore other avenues for delivery of research and evaluation information to NAE4-HA members. In addition the committee chair serves as the liaison to the *Journal of Youth Development* Board.

### **Specific Role/Responsibilities:**

1. Convene and preside at all sessions of the committee during Annual Conference.
2. Provide agenda to Committee Members. Develop committee reports and progress of work.
3. Provide committee reports and progress of work for distribution. This includes NAE4-HA Board of Trustees, Regional Contacts/Editors, and Task Force Chairs.
4. Develop budget for NAE4-HA Treasurer by specified date before the Fall Board Meeting.
5. Keep in regular contact with Research and Evaluation Committee Chair-Elect, and Vice-President for Professional Development.
6. Provide leadership to request to the Board for items pertaining to research and evaluation.
7. Oversee request to use the member database and provide information to principal investigator.
8. Write committee report for "NAE4-HA Highlight Report".
9. Provide information on committee work to Regional Contacts for their reports to Research and Evaluation state contacts.
10. Provide orientation for incoming Chair, as well as other members of the Committee and provide for the orderly transfer of duties and materials.
11. Work with Regional Contacts and Task Force Chairs to identify potential nominees for committee leadership positions for recommendation of appointment by the board.
12. Keep Committee Handbook up-to-date and place appropriate records in the NAE4-HA files at the National 4-H Center. Include a one-page summary report prior to orientation of new Committee Chair.
13. Prepare and submit written reports for the Board meetings.
14. Serve on special board/ ad hoc committees as appointed or needed.
15. At Annual Conference check meeting room schedule list to see that all have the appropriate rooms and visual aids, etc. required.
16. Explore alternative avenues for the delivery of research and evaluation practices for NAE4-HA members.

17. Promote the use of the Professional Research, Knowledge Competencies Taxonomy as a tool for designing professional development and research plans
18. Keep members apprised of research and evaluation practices of other youth development or related associations
19. Seek outside funding sources to support the work of the NAE4-HA Research and Evaluation Committee.
20. Serve as a liaison between NAE4-HA and *Journal of Youth Development* Editorial Board.
21. Serve as voting member of the *Journal of Youth Development* Editorial Board.

**Qualifications:**

1. Be committed to the Vision and Mission of NAE4-HA through member services.
2. Be prepared to participate in the NAE4-HA Conference during your years of service.
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.

**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 20 days annually. This includes board meetings and annual conference.

**Benefits:**

An opportunity to:

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

## **Research and Evaluation Committee Chair Elect**

**Responsibilities:**

1. Serve a one year term beginning at the last Committee meeting of the Annual Conference of which appointment is made.
2. Disseminate information of committee work from the National Chair to state committee contacts and vice-versa as needed.
3. Serve on the Leadership Team of the National Committee.
4. Attend all committee meetings during Annual Conference and serve in a leadership role in sub-committees.
5. Provide orderly transfer of committee materials to successor.
6. Assist in the recruitment for new chair-elect.

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Chair, Policy and Resolution Committee

**Team Members:** Interested NAE4-HA members

**Accountable to:** NAE4-HA Vice-President for Finance and Operations

**Description of Responsibilities:**

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 Role/Responsibilities:**

1. Convene and preside at committee meetings and serve as a voting member of the NAE4-HA Board of Trustees.
2. Provide written committee reports to the Vice President, Finance and Operations for the Board meetings and for other appropriate groups and individuals.
3. Develop a budget with the VP Finance and Operations and that committee
4. Keep in contact with Chair-elect, regional contacts and contact-elects and provide information for appropriate newsletters.
5. 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.
6. Keep governance policies and bylaws up to date and distribute to Board members, State Presidents, Chair- elects and P&R Committee Leadership Team or inform them of web posting of the document.
7. Keep Committee leadership Manual up to date, and have it posted on website. Instruct regional contacts in any topics for discussion at regional JCEP workshops.
8. With assistance of Executive Services, update committee list-serve at least once a year.
9. Secures names, business addresses, telephone and FAX numbers, and e-mail address of all regional contacts and contact-elects.
10. Provide a written report to Regional Directors for the Regional Leadership Workshops as needed.
11. Serve as Parliamentarian for NAE4-HA Business and Board of Trustees meetings.
12. Communicate with committee members throughout the year.

**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 even numbered years; preceded by one-year as chair-elect (which is appointed by the president in odd numbered years)

### Policy and Resolution Chair-elect

**Specific Role/Responsibilities:**

1. Assist Chair with responsibilities.
2. Serve on the Leadership Team of the National Committee.
3. Provide orderly transfer of Committee materials to successor.

4. May attend Pre-Conference Board meeting (at own expense) held prior to the Annual Conference the year he/she is to become Chair.
5. Appoint one regional contact-elect as Committee Recorder, if needed.

**Time Requirement:**

1. Term is one year, appointed by president in odd numbered years

## NAE4-HA Position Description (Revised 2013)

**Job Title:** Chair, Public Relations and Information Committee

**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 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
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.

**{Nothing for Public Relations and Information Chair-elect }**

**NAE4-HA Position Description (Revised 2013)**

**Job Title:** NAE4-HA Historian

**Team Members:** Interested NAE4-HA members

**Accountable to:** NAE4-HA Vice-President for Member Services

**Description of Responsibilities:**

**Historian** is an appointed position and maintains the history and archives of NAE4-HA.

1. Archives the history of NAE4-HA
2. Develops a budget for the work of the Historian
3. Travels to National 4-H Center each August to review archived material
4. Serves as a collection point when historical items are submitted

### **Commonly Used Abbreviations**

**JCEP** Joint Council of Extension Professionals

**NAE4-HA** National Association of Extension 4-H Agents

**NACAA** National Association of Agricultural Agents

**NEAFCS** National Extension Association of Family and Consumer Sciences

**ESP** Epsilon Sigma Phi

**ANREP** Association of Natural Resources Extension Professionals

**NACDEP** National Association of Community Development Extension Professionals

**SLRP** Strategic Long Range Plan

**N4-HYDC** National 4-H Youth Directions Council

**ECOP** Extension Committee on Organization and Policy

**CYFAR** Children, Youth and Families At Risk

**ASA** Achievement in Service Award

**DSA** Distinguished Service Award

**MSA** Meritorious Service Award

**4-HPRKC** 4-H Taxonomy for Cataloging Research & Presentations

**JOE** Journal of Extension

**APLU** Association of Public and Land-grant Universities

**NIFA** The National Institute of Food and Agriculture

**PILD** Public Issues Leadership Development Seminar

**USDA** United States Department of Agriculture

**[www.nae4ha.com](http://www.nae4ha.com)**