



NAE4-HA POLICY

AND

RESOLUTIONS

COMMITTEE

LEADERSHIP TEAM

MANUAL

2015 - 2016

NAE4-HA GENERAL INFORMATION

Mission

NAE4-HA offers youth development professionals the best in:

- Professional development
- An inclusive and supportive network
- Integration of scholarship, research & practice

Vision

The National Association of Extension 4-H Agents is the first choice of the youth development professional for building professional and personal competencies.

Values

Accomplishing our vision and mission requires many values. We choose to focus on the values of:

- Learning
- Inclusion
- Excellence

and the actions reflected in our professional standards.

POLICY AND RESOLUTIONS COMMITTEE

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

Committee LIST SERVE: To be generated and utilized by Chair

DISCUSSION BOARD: Utilize member communication options found on home page for NAE4-HA

NAE4-HA HOME PAGE: <http://www.nae4ha.com/>

POLICY AND RESOLUTIONS LEADERSHIP TEAM 2015-2016

COMMITTEE CHAIR

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CHAIR-ELECT

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REGIONAL CONTACTS

REGION

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POSITION DESCRIPTIONS

Chair

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).

Chair-elect

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.

Regional Contact

Responsibilities:

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

Regional Contact-elect

Responsibilities:

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

State Committee Contacts

Responsibilities:

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

FINANCES

2015- 2016 NAE4-HA Budget - Policy and Resolutions Committee \$50.00

The following items are normal expenses. Other expenses may occur and the Leadership Team will recommend how the money will be spent.

Committee Chair expenses: Covered by the Board

- Spring Board Meeting
 - Airfare/Mileage
 - Lodging
 - Meals

- Annual Conference
 - Chair normally receives board member pre-conference stipend to attend the pre-conference board meeting

- Printing/copying
 - Computer memory sticks as needed and ideally a central web-based location.
 - Letters
 - Reports
 - Annual Conference reports

- Postage
 - Mailing of reports
 - Correspondence

- Supplies
 - Memory sticks and ideally access to central web-based storage location.
 - Labels
 - Roberts Rules of Order (new edition)

- Promotional Materials
 - Fliers
 - Stickers for first conference attendees' orientation.

Telephone expenses are part of the general budget.

ANNUAL CONFERENCE MEETING SCHEDULE

(may vary)

FIRST MEETING

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

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

Full Committee	Leadership Team	Continue to work in sub-committees & general membership or, if work is completed, full committee will convene for final recommendations for Post Board meeting.
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FOURTH MEETING IF NECESSARY

Leadership Team	New leadership team	Orientation of new members. Prepare report for Post Board. Discuss plans for the coming year and/or concerns.
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REPORT FOR JCEP LEADERSHIP MEETING

(Suggested Format)

- Introduce Committee Leadership (Chair, Chair – Elect, Regional Contacts and Regional Contact Elects)
- Describe committee based on the following description:

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- Report on committee topics of discussion, and pertinent recommendations to Board of Trustees. Include high lights of some major accomplishments for past year. NOTE: You can base/relate report on Strategic Goals:
 - Meet the needs of youth development professionals by maximizing technology.
 - Provide progressive levels of professional development.
 - Elevate the quality of youth development work through scholarship, research and practice.
 - Advocate for the 4-H youth development profession.
 - Facilitate networking throughout the association and the youth development profession.

TIME LINE FOR COMMITTEES

Ongoing	Regional Contacts and Contact-elects assist the National Chair in collecting information for committee work.
January 1	National Chair updates list of state contacts in each region, updates List-serve with Executive Services (if information is available before Spring Board).
January 1	National Chair distributes to the Leadership Team, the committee work synopsis including the strategic long-range plan and any changes or corrections to leadership team roster. Assure Post Conference minutes are posted on the Web by executive secretary
January 15	National Chair provides Vice President of Finance and Operations with a written report for JCEP Leadership Workshop.
March 30	Refer Leadership Team to the Spring Board minutes which should be posted on the web.
May 30	National Chair distributes to Leadership Team and state contacts, via list serve, an update of committee activities and recommend attendance at Annual Conference and possible leadership roles.
July 1	National Chair and Regional Contacts recruit new regional Contact-elects.
October 10	National Chair and Leadership Team distributes to state contacts, via list serve, an update of committee activities, schedule of meeting times during annual conference, possible agenda items and remind state contacts to attend committee meetings.
October	Attend NAE4-HA Annual Conference.