

# NAE4-HA Member Services Handbook



## 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 and 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.

### **Goals**

While at the Galaxy II Conference our members, committees, and board further developed and adopted the following strategic goals to facilitate achievement of the revised mission:

- Meet the needs of youth development professionals by maximizing the use of 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.

***This association is committed to the active involvement of all its members regardless of race, color, sex, age, religion, national origin, handicap, or veteran status. All members are encouraged to participate in programs and activities and take leadership roles in the association.***

## **Professional Standards for NAE4-HA**

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

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

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

### **Our Commitment to Youth**

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

### **Our Commitment to Volunteers**

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

### **Our Commitment to our Partners**

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

### **Our Commitment to the Extension System**

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

### **Our Commitment to the Profession**

- Value and encourage lifelong learning for all people.
- Pursue growth and development in the practice of the profession; use and share that knowledge to improve educational opportunities, experiences and performance of youth, volunteers and colleagues.
- Uphold and defend positive youth development.
- Uphold and defend the youth development profession.
- Recognize the importance of professionalism in dress, oral and written communication and behavior.
- Promote a clear understanding of the principles of professional ethics.

### **Our Commitment to Self and Family**

- Recognize the need and right for personal, family and social development outside of the Extension role.
- Recognize the need and right to pursue emotional, physical and spiritual health.
- Actively seek to maintain a healthy balance within work and family.
- Advocate with peers, supervisors and administrators for consideration of personal and family needs within the work environment.

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## Social Media Policy for National Association of Extension 4-H Agents

*Adopted January, 2010*

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

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

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

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

1. All NAE4-HA presence on a public social network (e.g. Facebook, Twitter, YouTube, Flickr, etc.) must be approved by the NAE4-HA VP Council.
2. The NAE4-HA President's Council will grant permission to those who have authority to officially speak on NAE4-HA's behalf.
3. When a member communicates through social media, unless authorized to speak on behalf of NAE4-HA, they are representing themselves.

4. NAE4-HA reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue a member's access to any social media site approved by NAE4-HA, at any time, without notice and for any reason and at its sole discretion. NAE4-HA may remove, delete, block, filter, or restrict by any other means any materials at NAE4-HA's sole discretion. NAE4-HA may disclose any communications and/or activities with NAE4-HA in response to lawful requests by governmental authorities, including Freedom of Information Act requests, judicial orders, warrants and subpoenas, and for the protection of NAE4-HA rights. The member agrees that in the event that NAE4-HA exercises any of its rights hereunder for any reason, NAE4-HA will have no liability to the member.
5. By posting any content on a NAE4-HA-approved social media site, NAE4-HA is granted the irrevocable rights to reproduce, distribute, publish, and display such content, and the right to create derivative works from the content, edit or modify such content and use such content for any NAE4-HA purposes.
6. Those participating in any NAE4-HA social media sites shall defend, indemnify and hold NAE4-HA and its respective officers, directors, employees, contractors, agents, successors and assigns harmless from and against, and shall promptly reimbursement NAE4-HA for, any or all losses, claims, damages, settlements, costs and liabilities of any nature whatsoever (*including reasonable attorneys' fees*) to which any of them may become subject arising out of, based upon, as a result of, or in any way connected with, a member's posting of any content to a social media site, any third party claims of infringement or any breach of this Policy.
7. The member expressly acknowledges that he/she assumes all responsibility related to the security, privacy, and confidentiality risks inherent in sending any content over the Internet. By its very nature, a website and the Internet cannot be absolutely protected against intentional or malicious intrusion attempts. NAE4-HA does not control the third party sites and the Internet over which the member may choose to send confidential personal or health information or other content and therefore NAE4-HA does not warrant any safeguard against any such interceptions or compromises to personal information when posting any content on an internet site, the member must carefully consider his or her own privacy in disclosing detailed or private information about themselves or their family. Furthermore, NAE4-HA does not endorse any product, service, view or content displayed on the social media site.
8. The member may not provide any content to a social media site that contains any product or service endorsements or any content that may be construed as political lobbying, solicitations, or contributions or use the social media site to link to any sites or political candidates or parties or use the social media site to discuss political campaigns or issues or for taking a position on any legislation or law.
9. Write in first person. Where the member's connection with NAE4-HA is apparent, the member needs to make it clear that he/she is speaking for themselves and not on behalf of NAE4-HA. In those circumstances, the member may want to include a disclaimer "The views expressed on this (*blog, website, etc*) are my own and do not reflect the views of my employer or NAE4-HA." The NAE4-HA

member should consider adding this language in an “About Me” section of his/her blog or social networking profile.

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

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

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

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

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

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

***Adapted from Cleveland Clinic Social Media Policy, Department of Defense Media User Agreement, ASHA Social Media Guidelines for ASHA Employees, and Mayo Clinic Social Media Policy.***

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## NAE4-HA

### Social Media Site Proposal Form

NAE4-HA Group: \_\_\_\_\_

Contact Person for Group:

Name: \_\_\_\_\_

State: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What Social Media does your group want to start a site (example: Facebook, blogs, Twitter, etc)

What is the purpose of the social media site?

Who is going to administer the site and make sure the information is up-to-date and accurate?

Name of the site, once it is established (Example: 2010 NAE4-HA Annual Conference-Phoenix)

**Proposal forms are due to the Vice President for Professional Development. All proposals must be approved by the VP Council prior to the site being established.**

## Member Services Leadership Team

### Vice President for Member Services

MEGAN E. TIFFT

Cornell Cooperative Extension of Tompkins County

Ithaca, NY 14850

(607) 272-2292

[Met38@cornell.edu](mailto:Met38@cornell.edu)



### Member Recognition Committee Chair

CHRIS SCHRAEDER

825 N. McDonald St., Suite 150

McKinney, TX 75069

972-548-4232

[ceschraeder@ag.tamu.edu](mailto:ceschraeder@ag.tamu.edu)



### Life Member Liaison

CINDY BIGGER

CEO-Consultant, Educator and Owner

Bigger Associates

1018 Bridgeport Lane NW

Alexandria, MN 56308

[Cbigger@umn.edu](mailto:Cbigger@umn.edu)

218-770-4394



### Historian

BETTY GOTTLER

601 Corsbie St NW

Hartselle, AL 35640

Phone: (256) 221-6468

[gottlte@auburn.edu](mailto:gottlte@auburn.edu)



### Partner Member Liaison

BILL VIAR

American Income Life Insurance

PO Box 50158

Indianapolis, IN 46250

## Member Services Committee Description

The Member Services Committee is responsible for recruitment and enrollment of all NAE4-HA members. The committee focuses their work on informing members of professional opportunities in the association, recognizing members through an awards process, promoting donor-partner relationships and preserving history and archives that document where the association has been and where it is headed in the future. Efforts also include supporting, sharing, partnering and communicating with all members; including active, life, affiliate and student members.

### Position Descriptions *(Revised, 2013)*

Job Title	<i>Vice President for Member Services</i>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• Member Recognition Chair</li> <li>• Life Member Liaison</li> <li>• Partner Program Liaison</li> <li>• Historian</li> <li>• NAE4-HA Executive Director</li> </ul>
<b>Accountable to:</b>	NAE4-HA Executive 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, promote donor-partner relationships 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. Complete Impact Report for NAE4-HA Conference and post on NAE4-HA website.
5. Request booth space during the annual NAE4-HA Conference.
6. Co-coordinate (with V.P. of Marketing and Outreach) the booth space, including: gather interest from board members to place their information in the booth, enlist board members to “work in the booth”, design and display space.
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. Participate in monthly conference calls (1-1.5 hours each).
2. Attend two face-to-face board meetings per year (spring board and pre-conference board – prior to annual conference).
3. Time to connect with committee chairs/liaisons regarding work for the association.
4. Time to respond to questions from committee chairs/liaisons and members regarding issues that may arise.

**Training Required:**

1. Familiarization of MemberClicks 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.

<b>Job Title</b>	<b><i>Member Recognition Chair</i></b>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• Regional Contacts and Contact-Elects</li> <li>• Member Recognition Chair-Elect</li> </ul>
<b>Accountable to:</b>	VP 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.

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

<b>Job Title</b>	<b><i>Life Member Liaison and Contact Committee</i></b>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• Life Member Committee</li> <li>• Regional Directors</li> </ul>
<b>Accountable to:</b>	VP 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 serves 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 re-appointed or replaced after the two-year term is completed. The Life Member team has numerous duties as outlined below.

**Specific Duties/Relationships:**

<b>Life Member Contact Position</b>	<b>Year Appointed by VP ~ Member Services</b>
West	Odd years
South	Odd years
Northeast	Even years
North Central	Even years

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.

<b>Job Title</b>	<b><i>Historian</i></b>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• National 4-H Hall of Fame Committee</li> <li>• National 4-H History Preservation Committee</li> <li>• Jackson’s Mill West Virginia 4-H Camp</li> <li>• VP Finance</li> </ul>
<b>Accountable to:</b>	VP Member Services

**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 Historian 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 Assn. Mgt. to secure a place on the web site for Archives to be available to 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.

#### **Benefits:**

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

### **State Membership Information**

NAE4-HA is a globally recognized, culturally diverse network for 4-H youth development professionals. Membership is open to local, regional, state or national Cooperative Extension faculty and staff who work with 4-H youth development programs. Affiliate membership is available to other youth development professionals, former NAE4-HA members, and supporters (**\$80 annually for 2015 membership year**).

#### **Active Membership**

**National dues (\$80 annually for 2015 membership year) are paid annually for active membership. 4-H retirees are eligible for life membership (\$210 one-time fee).** You should also join the affiliated chapter in your state or location (*e.g. Outside US, National 4-H Council and USDA/NIFA*). The membership deadline for dues and rosters for new members and renewals (*for purposes of awards*) is **January 31**, of the current enrollment year. There are annual training sessions/webinars for state member contacts in preparation of the renewal process. These training dates will be posted on the NAE4-HA web site annually.

#### **Member benefits include:**

- Opportunities for professional recognition and awards at state, regional and national level

- Travel and educational scholarships and grants
- Annual NAE4-HA conference, featuring professional improvement seminars, poster sessions, research papers and exhibits.
- Leadership development opportunities through association leadership positions and leadership development conferences

**Contact the Regional Director for your state or location for membership information.**

**NORTHEAST:** New York, Pennsylvania, West Virginia, Maryland, Delaware, New Jersey, Connecticut, Rhode Island, Maine, Massachusetts, New Hampshire, Vermont, District of Columbia, USDA/NIFA, National 4-H Council and Eastern Canada (*Newfoundland, New Brunswick, Nova Scotia, Prince Edwards Is., Quebec, Ontario*)

**NORTH CENTRAL:** Ohio, Indiana, Michigan, Illinois, Wisconsin, Iowa, Minnesota, Missouri, Nebraska, Kansas, North Dakota, South Dakota

**SOUTH:** Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Arkansas, Texas, Oklahoma, Tennessee, Kentucky, Louisiana, Puerto Rico, and the Virgin Islands

**WEST:** Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Nevada, California, Oregon, Washington, Alaska, Hawaii, Western Canada (*British Columbia, Alberta, Saskatchewan, Manitoba, and West Pacific, Guam, American Samoa, Northern Marianas, Micronesia*)

### **Life Membership**

(a) Life - One-time dues, three times the current active member amount. Must retire from Extension (*not merely move out of 4-H youth position*). Life members have all rights and privileges of an active member. Active NAE4-HA members who retire may complete that membership year as active members, with full membership benefits. If a life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

(b) NAE4-HA Presidents' Life Membership - Upon completion of term of office will be awarded an active membership into NAE4-HA for as long as they are employed by the Extension Service and then, upon leaving, will receive a life membership.

### **Student Members**

An individual who is currently attending a college/university with full-time student status will pay one-half of the current dues amount. Student members may attend annual meeting activities.

### **Affiliate Membership**

Other Youth Development Professionals and former NAE4-HA members can be NAE4-HA affiliate members. By joining NAE4-HA, you'll meet other professionals who can share ideas for innovative programs, research and teaching methodologies. You will have access to high quality professional development opportunities; receive the Journal of Youth Development; and receive the member's discount on registration for our annual

professional development conferences. Affiliate membership in NAE4-HA means you can be a part of an association that focuses on the professionals who make a difference in the lives of youth.

### **Partner Members**

Partner members include donors, sponsors, and other contributors as outlined in the NAE4-HA Partner Member Application packet. Partner members do not qualify for other categories of membership and are non-voting, non-dues paying members of the association. Partner members may annually meet during the NAE4-HA Annual Conference to elect from amongst themselves one non-voting liaison to the NAE4-HA Board of Trustees.

Insert web site address here

## Member Recognition & Awards

Dear NAE4-HA members,

Each year the National Association of Extension 4-H Agents (NAE4-HA) offers a wide variety of award opportunities to recognize your outstanding contributions to the 4-H Youth Development profession. After a transition year where we saw a new application process, I would like to thank the past Chairman Donna Bradley and her committee for all of the hard work that they put in to make it a successful year. As we move forward the process should be easier and timelines should be back on schedule. It is my wish that you will take the opportunity to complete the necessary paperwork and submit your applications for consideration on the state level. I know that there is great work being done by each of you!

Please take some time to review all the great award and recognition opportunities our association offers. Whether you are a first timer applying for the First Time Conference Attendee Scholarship or a more tenured agent applying for one of the Service awards, there are recognition opportunities available for everyone, including a wide array of communicator, specialty, and professional development awards.

We want to take this opportunity to thank our 2014 NAE4-HA award donors once again for their continued support of the 4-H profession. These donors included National 4-H Supply, National 4-H Council, National 4-H Headquarters, A & T Industries, Rixstine Recognition, U. S. Air Force, U.S. Army, U. S. Navy, Mr. E. Neil & Mrs. Helen Carey, Fair Publishing House, Friends of Allan Smith, the Bergen County New Jersey 4-H Program, States 4-H International Exchange Program, Western Virginia State University Extension Service, Monsanto, and Tractor Supply Company. We look forward to working with you and other outstanding organizations and businesses in 2015.

Again, think about all that you do as 4-H professionals and how we need to tell our 4-H story. Now, find at least one award category that you can submit your outstanding program for recognition in 2015. We know that you work hard and we would love to share you and your programs as we recognize our members for your hard work!

Sincerely,

Chris Schraeder  
NAE4-HA Membership Recognition Chair

## **General Guidelines**

### **Deadlines:**

March 1, 2015 or your state awards deadline (whichever is earlier). All applications must be mailed to your state Membership Recognition contact by April 1, 2015. Winning state entries must be postmarked and submitted to the appropriate Regional Contact. NOTE: STATE ENTRIES NOT MEETING THE GUIDELINES OR POSTMARKED AFTER APRIL 1 WILL NOT BE JUDGED OR CONSIDERED!

### **Eligibility:**

All active and life members of NAE4-HA are eligible for regional and national awards. This includes all members of state associations and those members of NAE4-HA who are not eligible for membership in their state associations. Membership status is determined using the NAE4-HA database as of January 31, 2015, or your state membership deadline (whichever is earlier). For multi-state entries the state and region the award should be submitted through is that of the primary applicant. The primary applicant should come from the state with the majority of the team's members."

### **State M.R. Committees:**

It is the responsibility of the state designated committee to select state winners from all eligible members and submit those winners to the Regional Awards Contact by April 1. State entries must be of appropriate standards of excellence in order to qualify for the next awards level. State contacts are asked to document the number of entries received in each award category. The committee needs this information to assess the appropriateness of present award categories. (See state report form on the NAE4-HA page.)

### **Application Process:**

All submissions, except the Service Awards, must include the 2015 version of the NAE4-HA Member Recognition Application form with the appropriate signatures (electronic signature is acceptable) and include all the required information for that award. A separate application form must be completed for each award in which you are submitting. All forms and entries must be typed. Read the rules and guidelines for each award category.

You will not be able to add names to the team once your award application has been submitted. Please make sure that all team members are included on the original application.

**For the 25-Year, ASA, DSA, and MSA Service Awards, state winners must complete an online application by April 1.**

**If you received an award last year and have not sent a thank you note to the donor, please do so. We greatly appreciate the generosity of our donors, and it is important that they hear from award recipients! (Addresses will be on the National Website after national meeting).**

**If you received an award last year and have not sent a thank you note to the donor, please do so. We greatly appreciate the generosity of our donors, and it is important that they hear from award recipients!**

## 2015 NAE4-HA Awards Program

### **Service Awards (click for details)**

25 Years of Service Award  
Achievement of Service Award  
Distinguished Service Award  
Meritorious Service Award

### **Specialty Awards (click for details)**

4-H Military Partnership Award  
Beyond Youth Leadership Award  
Diversity Award  
Educational Technology Award (Individual and Team)  
Excellence in 4-H Club Support Award (Individual and Team)  
Excellence in Teamwork Award  
Excellence in Camping Award (Individual and Team)  
Excellence in Global Citizenship Programming  
Excellence in Natural Resources/Environmental Education Award (Individual and Team)  
Power of Youth Award  
World Citizenship in 4-H Youth Development Award  
Search For Excellence in Teen Programming Award (Individual and Team)  
Interactive 4-H Educational Web Site Award (Team)  
Denise Miller National 4-H Innovator Award  
Excellence in Urban 4-H Programming Award  
Excellence in Animal Science Programming Award  
Excellence in 4-H Volunteerism  
Excellence in Geospatial Programs Awards  
Life Member Award

### **Communicator Awards**

Educational Package  
a. Individual  
b. Team

Educational Piece  
a. Individual  
b. Team

Exhibit  
Feature Story  
Media Presentation  
News Story  
Periodical Publication  
a. Individual  
b. Team  
Personal Column  
Promotional Package  
a. Individual  
b. Team  
Promotional Piece  
a. Individual  
b. Team  
Published Photo  
Radio Program  
Video Program

**Professional Development Awards**

First Time Conference Attendee Scholarship  
Stiles Memorial Scholarship

## Member Recognition Committee

### Mission:

The responsibilities of the Member Recognition Committee are to market, select and manage the NAE4-HA national and regional recognition programs.

#### **Chair**

Chris Schraeder  
825 N. McDonald St., Suite 150  
McKinney, TX 75069  
972-548-4232  
[ceschraeder@ag.tamu.edu](mailto:ceschraeder@ag.tamu.edu)

#### **Chair Elect**

TBD

#### **Southern Region Contact**

Kathy R. Finley  
408 N. Main St.  
Springfield, TN 37172  
615-384-7936  
[kbinley@utk.edu](mailto:kbinley@utk.edu)

#### **Southern Region Contact Elect**

TBD

#### **Northeast Region Contact**

Jennifer R. Fetter  
Extension Educator – Watershed/Youth  
Development Renewable Natural Resources Team  
Penn State Extension  
Dauphin County Office  
1451 Peters Mountain Road  
Dauphin, PA 17018-9504  
Phone: 717-921-8803  
Email: [jrf21@psu.edu](mailto:jrf21@psu.edu)

#### **Northeast Region Contact Elect**

Suzanne Ault Boarts  
4-H Youth Development Coordinator  
Penn State Extension  
Armstrong County  
124 Armsdale Road  
Kittanning, PA 16201  
724-548-3447  
724-664-2882  
[sboarts@psu.edu](mailto:sboarts@psu.edu)

#### **Western Region Contact**

Julia Hurdelbrink  
9755 Henderson Rd  
Brighton, CO 80601 8114  
303-637-8108  
[jhurdelbrink@adcogov.org](mailto:jhurdelbrink@adcogov.org)

#### **Western Region Contact Elect**

Eric Larsen  
4210 N. Campbell Ave  
Tucson, AZ 85719  
520-626-5161  
[ericl@cals.arizona.edu](mailto:ericl@cals.arizona.edu)

#### **North Central Contact**

Melinda Morrison  
Educator, 4-H Youth Development  
County Director, Champaign County  
Suite B100, 1512 South US Highway 68,  
Urbana, OH 43078  
937-484-1526 Office / 937-869-6028 Mobile  
[morrison.300@osu.edu](mailto:morrison.300@osu.edu) [champaign.osu.edu](http://champaign.osu.edu)

#### **North Central Contact Elect**

Sally McClaskey  
2201 Fred Taylor Drive  
Columbus, Ohio 43210  
614-247-8141  
[mcclaskey.12@osu.edu](mailto:mcclaskey.12@osu.edu)

#### **2015 NAE4-HA VP for Member Services**

Megan E. Tiff  
CCETC  
615 Willow Ave.  
Ithaca, NY 14850  
607-272-2292  
[met38@cornell.edu](mailto:met38@cornell.edu)

The Member Recognition Committee Leadership Team Manual is updated by the Member Recognition Chair annually and is a separate document found under the Member Services document library.

### Life Membership

The Life Member Team consists of four regional contacts – one of these contacts serves as the Life Member Liaison (team leader). Each contact serves a minimum of one–two year terms giving leadership to a growing population of NAE4-HA members who desire to stay connected to the profession they love.

These contacts are connected to the Regional Directors for communication purposes. They help to answer questions, encourage members to continue participating with the national association and help to complete the job duties described in their job descriptions.

Life Member Contact Position	Year Appointed by VP ~ Member Services
West	Odd years
South	Odd years
Northeast	Even years
North Central	Even years

Life Member Contacts:

South: Kandy McWhorter Texas Association of Extension 4-H Agents 2506 Central Drive Big Spring, TX 79720 Phone: 806-674-7857 Email: <a href="mailto:kkmcwhorter@netscape.net">kkmcwhorter@netscape.net</a>	Northeast: Tom Davis New York Association of Extension 4-H Agents 188 Burlingham Rd. Pine Bush, NY 12566 Phone: 845-800-6636 Email: <a href="mailto:htd2@cornell.edu">htd2@cornell.edu</a>
North Central: <b>Board Liaison 2014-15</b> Cindy Bigger Minnesota Association of Extension 4-H Agents 1018 Bridgeport, MN 56308 Phone: 218-770-4394 Email: <a href="mailto:cbigger@umn.edu">cbigger@umn.edu</a>	West: Linda Webb 655 West Ashton Drive Meridian, ID 83646 Phone: 208-412-6526 Email: <a href="mailto:linda9918@gmail.com">linda9918@gmail.com</a>

Tasks accomplished by the NAE4-HA Life Member Team include:

- Secured donor for the award for 2014.
- Researched ways to raise funds to insure the award is funded in the future.
- Working on ways to involve more retirees in the assn.
- Hosting a workshop for retirees at the 2014 Conference. Organized the pinning ceremony and speaker for luncheon.
- Life member page active on NAE4-HA website.

VP Member Services will:

- Coordinate the Life Member Team convening meetings, phone calls, eliminate web calls, etc. to keep the momentum moving on these tasks listed above
- Draft two letters/newsletters – one for life members and the other for new members
- Order pins for the Life Member Pinning Ceremony

- Take 5-10 minutes to visit with Life Members at their luncheon during the national conference to help establish what they are hoping the team will work on
- Help the team write the seminar proposal for each national conference
- Help the team to find creative avenues to find donations for the Life Member award
- Set the budget for Life Member team

### **History and Archives**

The Historian for NAE4-HA is an appointed Liaison position, appointed by the VP Member Services. The Historian is responsible for preserving, cataloging and adding new historical treasures to the wealth of historical history previously collected. The following duties will be carried out by the Historian:

- Traveled to Jackson's Mill 4-H Camp WV in August, 2014. Purchased second file cabinet for Archives. Categorized and cleaned remaining files from the transfer from Chevy Chase, MD.
- Transferred VHS tapes to DVD for *50<sup>th</sup> Anniversary Celebration* and *The Difference We Make*.
- Processed the 50<sup>th</sup> Anniversary Quilts for the records of the National 4-H Preservation Committee.
- Documented American Income Life Insurance involvement with NAE4-HA since 1960 to present.
- Documented old financial records in Archives. Discussion on transfer of file boxes from management company to Archives.
- Explored a name that better suites the "Historian" position on NAE4-HA Board.

VP Member Services will:

- Work with the Historian to work collaboratively with faculty and staff at the Jackson's Mill Camp in West Virginia
- Oversee the travel budget for the Historian and work in budget amounts to cover expenses of preserving historical treasures
- Meet with the Historian on all issues during the year regarding the Archives
- Collaborate with the Historian to bring some items to the national conference for the enjoyment and education of the total NAE4-HA membership
- Enable communication pathways for the Historian to interface with the other members of the board and state associations

### **Awards and Recognition**

Accomplishments:

- Conducted an online training for the Recognition Committee and members over the 2014 Awards.
- Conducted a training for the new online awards system.
- Implemented the new online Awards System.
- Evaluated the new awards system.

## **Budget and Reimbursement Processes**

**Insert voucher here**