

NAE4-HA President's Council Handbook



Updated 2016

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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, creed, sex, age, religion, national or ethnic origin, disability, marital status, citizenship, sexual orientation, gender identity or expression, 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.

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.

NAE4-HA Social Media Policy

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.
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.



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: 2016 NAE4-HA Annual Conference-Louisiana)

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.

President's Council

President's Council is comprised of:

- Current President
- President-Elect
- Past-President

2015-16 President

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2015-16 President-Elect

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2015-16 Past President

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Description of President's Council

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

Position Descriptions

Revised, 2016

Job Title	President
Team Members	<ul style="list-style-type: none"> • Executive Council • State Relations Team • Committee Chairs • Liaisons • NAE4-HA Executive Director/Team
Accountable to:	President's Council and the Board of Trustees

Description of Responsibilities:

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

Specific Duties/Relationships:

1. Works directly with the NAE4-HA Executive Director on Board of Trustee and membership issues including items such as the web site, Partner Program, conference planning, member benefits and communication.
2. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP Board of Trustees.
3. Participates on State Relations Team calls and other calls as necessary. The President is responsible for coordinating and scheduling all Executive Council monthly calls. Schedules President Council calls as necessary (usually monthly but may be more often).
4. Appoints ad-hoc committees as appropriate for the membership.
5. Sets deadlines for annual Impact Reports by each VP team and committee chairs.
6. Writes scripts for all board meetings and speeches during the year.
7. Signs documents and contracts for the association (Executive Director contracts and conference contracts in particular).

8. Creates agendas for all NAE4-HA pre-board meetings, spring board meeting, President's Council Calls, Executive Council calls and special meetings during their year as President.
9. Works with the President's Council to work through finalization of MOA's and MOU's.
10. Schedules meetings with National 4-H Council and National 4-H Headquarters to reinforce a strong and positive partnership between the NAE4-HA board and partners.
11. Attends the JCEP Conference, NAE4-HA Spring Board, PILD, JCEP (winter & summer board meetings), Hall of Fame, NAE4-HA annual meeting, and other meetings as necessary.
12. Assists in overall NAE4-HA strategic planning.
13. Prepares official report for JCEP winter and summer meetings on behalf of NAE4-HA.

Qualifications:

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development.
2. Progressive prior experience with leadership at the state, regional, and national level is preferred.
3. Completing one full term (not including President-Elect) previously on the NAE4-HA Board of Trustees is highly recommended to help assure success in the Presidency.
4. Being knowledgeable of NAE4HA efforts, issues, challenges and in-depth understanding of the full operation of the Board of Directors.
5. Ability to focus on NAE4-HA business as needed. This may require approval from a supervisor to "release" time for this role.

Time Requirement:

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

Training Required:

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

Job Title	President-Elect
Team Members	<ul style="list-style-type: none"> • Executive Council • State Relations Team • NAE4-HA Executive Director/Team • Liaisons
Accountable to:	President's Council and the Board of Trustees

Description of Responsibilities:

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

Specific Duties/Relationships:

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

Qualifications:

1. Interest in serving NAE4-HA and moving the association forward for the future of youth development.
2. Progressive prior experience with leadership at the state, regional, and national level is preferred.
3. Completing one full term (not including President-Elect) previously on the NAE4-HA Board of Trustees is highly recommended to help assure success in the Presidency.
4. Being knowledgeable of NAE4HA efforts, issues, challenges and in-depth understanding of the full operation of the Board of Directors.
5. Ability to focus on NAE4-HA business as needed. This may require approval from a supervisor to “release” time for this role.

Time Requirement:

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

Training Required:

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

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

Description of Responsibilities:

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

Specific Duties/Relationships:

1. The Past-President and the OSC are responsible for recruiting candidates for leadership positions in NAE4-HA. Membership of the committee is made up of: NAE4-HA Immediate Past President serving as the chair and liaison to the Board of Trustees. The OSC is comprised of three members from each region (Northeast, North Central, South & West) serving three year terms with one rotating off/on each year.
2. The Past President must begin his/her work by starting with a full slate of members on the OSC.
3. Past-President will notify all candidates in regard to uploading their nomination form, picture, biography, candidate statement, two support letters and video by the deadline. Then, arrangements and notification will be made to alert membership to watch all videos and submit their ballots.
4. The Organizational Stewardship Committee will monitor the campaign and campaign regulations. Failure to abide by the regulations will be dealt with immediately by the President's Council and then presented by the Organizational Stewardship Committee to the whole Board of Directors during Annual Conference. The Board of Trustees have the final decision.
5. The Past-President will coordinate the "Celebration of Life" ceremony performed during one of the annual business meetings. Other duties include, but are not limited to, the installation of new officers, the NAE4-HA Board of Trustees Meet 'n Greet, OSC seminar and presentation of new officers for the association.
6. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP team.
7. The Past President executes his/her elected or appointed position with JCEP to the best of their ability.
8. Takes on assignments and special work as requested by the President.

Qualifications:

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

Time Requirement:

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

Training Required:

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

Monthly Duties for each Position:

	President	President-Elect	Past President
November	Have board members write thank you notes to all donors. Prepare monthly Executive Council agenda (done each month).	Study/Review MOA’s, MOU’s, Contracts, By-laws, Policies.	Verify members of the OSC and fill to capacity, if needed. Begin soliciting potential candidates with OSC.
December	Encourage VP’s to complete POW’s. Write President’s Message for Newsletter	Shadow President and accept assignments by President when asked. ☺ Additional duties will follow during the year, as needed.	Duties as a member and officer for JCEP heighten during the year. Hold monthly OSC meetings via GoTo technology.
January	Review POW’s and have Executive Director post on the website for the membership. Start process of visiting with Board Liaisons to prep for Spring Board meeting. Write NAE4-HA report for JCEP meeting.		Submit the NAE4-HA Seminar abstract.

February	Attend JCEP pre-board and Leadership Conference. Prepare welcoming for the NAE4-HA Leadership session work in cooperation with the RD's. Fulfill assigned JCEP duties on the JCEP Leadership Conference planning team. Prepare agenda for Spring Board and share with board two weeks prior to meeting. Follow-up with Board Liaisons concerning Spring Board meeting.	Attend JCEP pre-board and Leadership Conference. Observe conference team to prepare for the coming year when serving on the JCEP marketing committee.	Attend JCEP pre-board meeting- stay for conference ONLY IF invited by President or if serving as President of JCEP.
March	Preside at NAE4-HA Spring Board meeting. Touch base with the PILD committee liaisons for NAE4-HA meeting at PILD – schedule the 4-H section meeting and dinner. Plan, prepare the 4-H session. Contact National 4-H Council and 4-H Headquarters Liaisons to visit with the President's Council Write President's message for RD newsletter. Write NAE4-HA report for JCEP/ECOP luncheon & RSVP for JCEP/ECOP luncheon and other invites as needed.	Attend NAE4-HA Spring Board: Present whatever President assigns to you. Organize the "secrets" committee for the President's Board Party.	Attend NAE4-HA Spring Board. Make contact with current President's state for President's Party options.
April	Attend PILD. Present NAE4-HA report during JCEP/ECOP luncheon. Meet with D.C. partners.	Attend PILD (only if requested by President). Fill out and submit the JCEP Officer Interest Form.	Attend PILD (only if requested by President).
May	Recruit PILD two-year NAE4-HA representative & send to the Executive Director of JCEP. Work with President's Council for setting up online open business meeting for candidate nominations.		
June	Attend Summer JCEP Meeting. Write NAE4-HA report for JCEP meeting.	Attend Summer JCEP Meeting and run for officer position.	Attend Summer JCEP Meeting and perform officer duties as assigned.
July	Start the Annual meeting agenda.	Continue working with the committee for the President's	Participate in the open business meeting to present slate of

	<p>Preside over the open business meeting to accept the slate of candidates.</p> <p>Coordinate times needed with the 4-H Liaisons.</p> <p>Work closely with the conference.</p>	<p>Party.</p> <p>Observe the open business association meeting (online).</p>	<p>candidates.</p> <p>Write script for Installation.</p> <p>Review OSC handbook for edits & alterations.</p> <p>Draft evaluation tool for Management Company.</p>
August	<p>Finalize the All Board Meeting agenda.</p> <p>Prepare board member gifts.</p> <p>Assist with the evaluation process.</p> <p>Participate in evaluation of Management Company.</p>	<p>Select a State Relations Committee Chair for the coming year and plan for RD's to be responsible for Board Development.</p> <p>Participate in evaluation of Management Company.</p>	<p>Coordinate online voting in collaboration with by-laws, OSC and President's Council.</p> <p>Implement Management Company evaluation tool.</p> <p>Chair the evaluation of Management Company with President's Council.</p>
September	<p>Preside over the NAE4-HA All Board meeting.</p> <p>Communicate the transition process with the retiring officers.</p> <p>Finalize scripts for annual meeting in October/November.</p>	<p>Finalize information for Board Members/Transition.</p> <p>Actively participate in the All Board conference call meeting.</p>	<p>Actively participate in the All Board Meeting.</p> <p>Finalize seminar scripts, Celebration of Life P.Pt., installation ceremony & introductions for new officers.</p>
October	<p>Attend NAE4-HA Fall Board meeting.</p> <p>Attend Hall of Fame & prepare a welcome speech.</p> <p>Preside over business meetings.</p> <p>Welcome candidate elects.</p> <p>Prepare outgoing speech.</p> <p>Prepare materials for entire week of national meeting.</p>	<p>Attend NAE4-HA Fall Board meeting.</p> <p>Prepare for Transition.</p> <p>Meet with board teams/members during meeting.</p> <p>Prepare speech at end of installation.</p> <p>Prepare agenda for transition board meeting and yearly conference calls with Executive Council and RD's</p>	<p>Attend NAE4-HA Fall Board meeting.</p> <p>Work with OSC and oversee "Meet 'n Greet".</p> <p>Present OSC workshop for potential candidates.</p> <p>Perform the "Celebration of Life" with the OSC.</p> <p>OSC does the installation of new board.</p>

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

Professional Development Trips for President's Council

Trip	Month Held	Who Attends
JCEP Pre-Conference	February	Pres, Pres-EI, P. Pres
JCEP Leadership Conference	February	Pres, Pres-EI (<i>dependent on budget</i>)
NAE4-HA Spring Board Meeting	March	Pres, Pres-EI, P. Pres
PILD	April	Pres & Pres-EI (<i>dependent on budget</i>)
JCEP Summer Board Meeting	June	Pres, Pres-EI, P. Pres
Hall of Fame	October	President
JCEP Marketing Conferences (2/year)	Summer-Fall	President
NAE4-HA Annual Conference	October	Pres, Pres-EI, P. Pres

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