



NAE4-HYDP Organizational Handbook

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NAE4-HYDP General Information

About NAE4-HYDP

The **National Association of Extension 4-H Youth Development Professionals** (NAE4-HYDP) is the professional's organization for those dedicated to promoting, strengthening, enhancing, and advocating for the 4-H youth development profession. The National Association of Extension 4-H Youth Development Professionals is an internationally recognized, non-profit, non-partisan association of professional youth development educators. NAE4-HYDP is one of the largest professional associations for youth development professionals with a diverse membership of nearly 4,000.

History

4-H Club Agents from twelve states, Maine, New Hampshire, Vermont, Massachusetts, Connecticut, New Jersey, New York, Delaware, West Virginia, Minnesota, Michigan, and Kansas, in a special meeting during the Twenty-Fifth Anniversary National 4-H Club Congress (1946), formed an organization to be known as the National Association of 4-H Club Agents.

These representatives were unanimous in their feelings that the work of the county 4-H club agents on a full-time basis is a profession of its own with problems common only to themselves. They believed that an organization within their own group was also necessary to bring about an opportunity to promote this occupation as a profession.

1946, December 3 -- Twenty agents met at the Union League Club of Chicago. At 2:10 pm, on motion of Andy Olson of Michigan, which was seconded by Florence Thayer of New York, the group voted for forming a national association.

1946, December 4 – At a meeting on the Mezzanine of the Stevens Hotel in Chicago, officers were unanimously elected: President, Donald Stiles, Massachusetts; Vice-President, James Childers, Kansas; Vice-President, Nancy Thayer, New York; Secretary-Treasurer, B.E. Henry, Michigan; Executive Committee, Jack Tyree, West Virginia; Ruth Weston, New Hampshire; James Bishop, Oregon. They accepted the purpose and objectives report.

1947 – First organized meeting. Thirty-seven members from eleven states attended. Sears Roebuck Foundation gave the association their first sponsored meal. The Constitution was adopted. Distinguished Service Awards were discussed. C.W. Pence of Kansas was elected president.

From these beginning, the National Association of Extension 4-H Youth Development Professionals moved forward. The organization name changed at least three times. It moved from the association meeting in connection with the National 4-H Club Congress in Chicago to being hosted by state and regional groups across the nation. It expanded membership to all fifty states and internationally.

NAE4-HYDP celebrated its 75th Anniversary in 2021.

Mission

NAE4-HYDP is an inclusive, diverse organization engaging youth development professionals by:

- Providing cutting edge professional development through a variety of delivery methods
- Encouraging leadership development and mentoring across generations
- Cultivating networking to strengthen positive youth development programming globally
- Integrating scholarship, research, and practice

Vision

NAE4-HYDP is the global leader in building positive youth development professionals.

Values

- Learning
- Inclusivity
- Excellence
- And the actions reflected in our professional standards

Opportunity Areas

Member Engagement

Overall Vision

- Provide a meaningful experience by contributing to the youth development profession

Events/Professional Development

Overall Vision

- To provide timely cutting-edge professional development thru a variety of delivery modes

Sponsor Development

Overall Vision

- Develop funds to support membership by keeping annual membership and conference registration fees financially reasonable.
- Secure outside support through partnership development
- Donations to the association are easy to make, tax deductible, and designated appropriately

Expanding Communication and Branding

Overall Vision

- To develop engaging communication and branding opportunities for NAE4-HYDP across a variety of technology platforms

Professional Standards for NAE4-HYDP

We, as NAE4-HYDP 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-HYDP 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.
- All interactions between children and adults will be respectful, appropriate, and supportive of each child's age, gender, culture, language, ethnicity, and family composition.
- 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 Diversity

- Diversity is an integral part of the NAE4-HYDP mission, history, culture, and identity. Inclusion is the way we treat and perceive all differences. We strive to create an inclusive culture where all forms of diversity are seen as real value.

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-HYDP 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.

Adopted by the NAE4-HYDP Board October 25, 2001

President's Council

The President's Council is composed of the following members.

- Current President
- President-Elect
- Past-President

**For a list of the current President's Council, [click here](#).*

Description of the President's Council

The President's Council is responsible for coordinating all aspects of the National Association of Extension 4-H Youth Development Professionals. 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-HYDP, equaling a three-year commitment. They also serve on the Joint Council of Extension Professionals (JCEP) over the three-year span.

During the first year, the President-Elect becomes a JCEP Board member on May 1 following the year they were elected. They may run for one of the elected officer positions or an appointed committee chair position at the Spring/Summer JCEP meeting following their first full year as a member of the JCEP Board. Each of these officers actively participates in JCEP national meetings/conferences at the discretion of the current President, including but not limited to the NAE4-HYDP Spring Board Meeting, JCEP Professional Issues Leadership Development (PILD) conference, JCEP Extension Leadership Conference (ELC), the National Hall of Fame, JCEP (winter & summer board meetings), and the NAE4-HYDP Annual Meeting.

The President's Council members serve as mentors to incoming board members as well as provide senior input as it relates to institutional memory of the association. These individuals serve as role models for the 4-H association, present reports, updates, announcements, run board meetings, and manage other duties 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-HYDP positions, as well as their full-time paid employment.

Position Descriptions

Revised, 2014

Job Title	President
Team Members	● President's Council (Past President & President-Elect) ● Executive Committee ● State Relations Team ● Committee Chairs ● Liaisons ● NAE4-HYDP Executive Director
Accountable to	President's Council and the Board of Trustees

Description of Responsibilities: The President serves as the official representative and spokesperson for NAE4-HYDP members and the NAE4-HYDP Board of Directors. The President serves as the leader of the President's Council, Executive Committee, and works with the State Relations Team. The President appoints committee chairs, utilizes the NAE4-HYDP by-laws for all final decisions, gives direction to the Executive Director hired by the Board of Directors, 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 serving 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-HYDP Executive Director on Board of Trustees and membership issues including items such as the website, Partner Program, conference planning, member benefits, and communication.
2. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP Board of Directors.
3. Participates on State Relations Team calls and other calls as necessary.
4. The President is responsible for coordinating and scheduling all Executive Committee monthly calls.
5. Schedules President Council calls as necessary (usually monthly but may be more often).
6. Appoints ad-hoc committees as appropriate for the membership.
7. Sets deadlines for annual Impact Reports by each VP team and committee chairs.
8. Writes scripts for all board meetings and speeches during the year.
9. Signs documents and contracts for the association (Executive Director contracts and conference contracts in particular).
10. Creates agendas for all NAE4-HYDP pre-board meetings, Spring Board Meeting, President's Council Calls, Executive Committee calls, and special meetings during the presidential term.
11. Works with the President's Council to work through finalization of Memo of Agreement (MOA) and Memo of Understanding (MOU) documents.
12. Schedules meetings with National 4-H Council and National 4-H Headquarters to reinforce a strong and positive partnership between the NAE4-HYDP board and partners.
13. Attends JCEP ELC, NAE4-HYDP Spring Board Meeting, PILD, JCEP (winter & summer board meetings), Hall of Fame, NAE4-HYDP annual meeting, and other meetings as necessary.
14. Assists in overall NAE4-HYDP strategic planning.
15. Prepares official report for JCEP winter and summer meetings on behalf of NAE4-HYDP.

Qualifications

1. Interest in serving NAE4-HYDP and moving the association forward for the future of youth development.
2. Prior experience with leadership at the state and regional level is preferred.
3. Prior service, preferably for one full term on the Board of Trustees in an elected position for the association is preferred.
4. Ability to focus on NAE4-HYDP 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 Committee, State Relations Team, JCEP, committee, and ad-hoc calls as deemed necessary).
2. Attends two face-to-face board meetings per year (Spring Board Meeting and pre-conference board – prior to annual conference) and one all-board conference call typically held in September.
3. Travel to: JCEP ELC, JCEP Winter Board Meeting, NAE4-HYDP Spring Board Meeting, PILD, JCEP Summer Board Meeting, Hall of Fame, NAE4-HYDP Annual Conference, and Pre-conference board meeting, and any other as deemed necessary to carry out NAE4-HYDP business in consultation with the President's Council.
4. Time for JCEP, including monthly meetings, committee calls, emails, winter and summer meetings, committee/officer roles and JCEP ELC and PILD conferences.

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-HYDP.

Training Required

1. Familiarity with the association membership database program.
2. Familiarity with the President's Council Handbook, by-laws, contracts, finances, MOA/MOU's, policies, and procedures for NAE4-HYDP, and JCEP.
3. Spending time with the person who previously held this position to ask questions and receive training.
4. Review budget reports and proposed budgets to become familiar with the expenses and income that are associated with this role, committee work, and the overall association.

Job Title	President-Elect
Team Members	● President's Council (Past-President & President) ● Executive Committee ● State Relations Team ● NAE4-HYDP Executive Director ● Liaisons
Accountable to	President's Council and the Board of Trustees

Description of Responsibilities: The President-Elect serves in a 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 ELC meeting with the Regional Directors as well as the officer training at the 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-HYDP Executive Director on Board of Trustees and membership issues including items such as the website, Partner Program, conference planning, member benefits, and communication.
4. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP team. Participation starts with JCEP the next May 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 Committee 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-HYDP board and partners, as requested by the President.
11. Attends the JCEP Extension Leadership Conference (ELC), NAE4-HYDP Spring Board Meeting, PILD (if asked by the President), JCEP (winter & summer board meetings) and NAE4-HYDP annual meeting.
12. Assists in overall NAE4-HYDP 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. Participates in executing the transition board meeting.
16. Articulates a "vision" speech which will be presented to the entire membership after initiation.

Qualifications

1. Interest in serving NAE4-HYDP and moving the association forward for the future of youth development
2. Prior experience with leadership at the state and regional level is preferred.
3. Prior service, preferably one full term, on the Board of Trustees in an elected position for the association is preferred.
4. Ability to focus on NAE4-HYDP 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 Committee, State Relations Team, JCEP, committee, and ad-hoc calls as deemed necessary).
2. Attend two face-to-face board meetings per year (Spring Board Meeting and pre-conference board – prior to annual conference) and one all-board conference call in September.
3. Travel to: JCEP ELC, JCEP Winter Board Meeting, NAE4-HYDP Spring Board Meeting, PILD (by invitation of the President), JCEP Summer Board Meeting, NAE4-HYDP Annual Conference, and Pre-conference board meeting.
4. Time for JCEP, including monthly meetings, committee calls, emails, winter and summer board 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-HYDP.

Training Required

1. Familiarity with the association membership database program.
2. Familiarity with the President's Council Handbook, by-laws, contracts, finances, MOA/MOU's, policies, and procedures for NAE4-HYDP and JCEP.
3. Spending time with the person who previously held this position to ask questions and receive training.
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
Team Members	● President' Council (President & President-Elect) ● Executive Committee ● State Relations Team ● NAE4-HYDP Executive Director ● 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-HYDP. Membership of the committee is made up of: NAE4-HYDP Immediate Past President serving as the chair and liaison to the Board of Directors. The OSC is composed 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. The Past-President will work with the Executive Director to ensure notification to all candidates regarding uploading their picture, biography, candidate statement, and video by the deadline.
4. Arrangements and notification will be made to alert membership to watch all videos and submit their ballots.
5. 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 Directors has the final decision.
6. The Past-President will coordinate the *In Memoriam* ceremony performed during one of the annual business meetings.
7. Participates actively in monthly conference calls, planning meetings, and two face-to-face meetings annually with the JCEP team.
8. The Past President executes his/her elected or appointed position with the JCEP Board to the best of their ability through the April after they have concluded the NAE4-HYDP Past-President duties.
9. Takes on assignments and special work as requested by the President.

Qualifications

1. Interest in serving NAE4-HYDP 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-HYDP 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, Vice President's Council, State Relations Team, JCEP, committee and ad-hoc calls as deemed necessary).
2. Attends two face-to-face board meetings per year (Spring Board Meeting and pre-conference board – prior to annual conference), and one all-board conference call in September.
3. Travel to: JCEP ELC, JCEP Winter Board Meeting, NAE4-HYDP Spring Board Meeting, PILD, JCEP Summer Board Meeting, NAE4-HYDP 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 ELC or PILD conferences.
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-HYDP.

Training Required

1. Familiarity with association membership database program.
2. Familiarity with the President's Council Handbook, by-laws, contracts, finances, MOA/MOU's, policies, and procedures for NAE4-HYDP and JCEP.

3. Spending time with the person who previously held this position to ask questions and receive training.
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 - Participate in evaluation of Management Company - Prepare monthly VP agenda	- Study/Review MOA's, MOU's, Contracts, By-laws, Policies - Participate in evaluation of Management Company	- Verify members of the OSC - Chair the evaluation of the Management Company with the President's Council.
December	- Encourage VP to complete POW's - Write President's Message for Newsletter - Prepare monthly VP agenda	Shadow President and accept assignments by President when asked - Additional duties will follow during the year, as assigned	Duties as a member and officer for JCEP heighten during the year
January	- Review POW's - Prepare monthly VP agenda - Start process of visiting with Board Liaisons to prep for Spring Board Meeting - Write NAE4-HYDP report for JCEP meeting		
February	- Attend JCEP pre-board and ELC - Prepare welcoming for the NAE4-HYDP Leadership session work in cooperation with the RD's - Serve on the JCEP ELC planning team - Prepare monthly VP agenda - Prepare agenda for Spring Board Meeting and share with BOD - Follow-up with Board Liaisons concerning Spring Board Meeting	Attend JCEP pre-board and ELC	Attend JCEP pre-board meeting-stay for conference if invited by President or if serving as President of JCEP. This is at the President's discretion based on budget and the roles at the conference.

March	• Preside at NAE4-HYDP Spring Board Meeting • Touch base with the PILD committee liaisons for NAE4-HYDP meeting at PILD <i>Schedule the 4-H section meeting and/or dinner</i> • Plan, prepare the 4-H session • Contact National 4-H Council and 4-H Headquarters Liaisons to visit with the President's Council or sharing with the 4-H section • Write President's message for RD newsletter • Prepare monthly VP agenda • Write NAE4-HYDP report for JCEP/ECOP luncheon • RSVP for JCEP/ECOP luncheon and other invites as needed	• Attend NAE4-HYDP Spring Board and present what President assigns • Organize the "secrets" committee for the President's Board Party	• Attend NAE4-HYDP Spring Board Meeting • Contact the current President's state for President's Party options
April	• Attend PILD • Present NAE4-HYDP report during JCEP/ECOP luncheon • Prepare monthly Executive Committee agenda • Meet with D.C. partners	• Attend PILD (if requested by resident). This is at the President's discretion based on budget and the roles at the conference • Fill out JCEP Officer Interest Form	• Attend PILD (if requested by President). <i>This is at the resident's discretion based on budget and the roles at the conference</i>
May	• Prepare monthly VP agenda • Recruit PILD two-year NAE4-HYDP representative • Work with President's Council setting up online meeting for candidate nominations		
June	• Attend Summer JCEP Meeting • Write NAE4-HYDP report for JCEP meeting • Prepare monthly Executive Committee agenda	• Attend Summer JCEP Meeting and run for officer position	• Attend Summer JCEP Meeting
July	• Prepare monthly VP agenda • Start the Annual meeting agenda	• Continue working with the committee for the President's Party.	• Work with the President to present candidates at business association meetings (online).

	- Coordinate times needed with the 4-H Liaisons - Work closely with the conference		
August	- Prepare monthly VP agenda - Finalize the All-Board Meeting agenda - Board member gifts - Assist with the evaluation process	Select a State Relations Committee Chair for the coming year and plan for RD's to be responsible for Board Development	Coordinate online voting in collaboration with OSC and President's Council
September	- Preside over the NAE4-HYDP All Board meeting - Communicate the transition process with the retiring officers	- Finalize Jump Drives or notebooks for Board Members/ Transition. - Actively participate in the All-Board conference call meeting	- Draft evaluation tool for Management Company - Actively participate in the All-Board Meeting - Review President's Council handbook for edits/changes
October	- Attend NAE4-HYDP Fall Board - Attend Hall of Fame - Preside over business meetings - Welcome candidate elects - Prepare outgoing speech	- Attend NAE4-HYDP Fall Board: Prepare for Transition - Meet with board teams/members during meeting - Prepare speech at end of installation - Prepare agenda for transition board meeting and yearly conference calls VP and RD's (Thursday)	- Attend NAE4-HYDP Fall Board - Implement Management Company evaluation tool - Work with OSC and oversee "Meet 'n Greet" - Present workshop for potential candidates - Perform the <i>In Memoriam</i> with the OSC.

- All three positions participate in monthly calls with the JCEP Board of Directors, Regional Directors, Executive Committee, 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 the 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 Board Meeting	February	Pres/Pres-El/ P. Pres
JCEP ELC	February	Pres/Pres-El/ P. Pres
NAE4-HYDP Spring Board Meeting	March	Pres/Pres-El/ P. Pres
JCEP PILD	April	Pres/Pres-El/P. Pres and P Past Pres.* (dependent on budget)
JCEP Summer Board Meeting	June	Pres, Pres-El, P. Pres
Hall of Fame	September/October	President

NAE4-HYDP Annual Conference	October	Pres, Pres-El, P. Pres
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- *President (Pres), President-Elect (Pres-El), Past President (P. Pres) Past- Past President (P. Past Pres*). This is due to the change in JCEP Board terms (2022).*
- *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.*

State Relations/Regional Directors

NAE4-HYDP Regional Director Position Description: Regional Directors must have a strong commitment to NAE4-HYDP and serve as the communication link between the Board of Trustees and the members. They must be committed to member services as it relates to the mission and vision of NAE4-HYDP. They must also be a strong advocate for the association and represent their region.

**For a list of current Regional Directors, [click here](#).*

General Duties

- In addition to the duties below, each Regional Director is responsible for working with leadership development/communications or membership/finance as defined by region. The year elected determines the duties as defined by region. Specific duties are included under section Specific Duties of all NAE4-HYDP Regional Directors.
- Strengthen and assist in formation of various associations or units.
- Coordinate and conduct NAE4-HYDP section of JCEP ELC (Joint Council of Extension Professionals, Extension Leadership Conference.)
- Work closely with the NAE4-HYDP Executive Director.
- Actively communicate with NAE4-HYDP membership.
- Utilize various methods to communicate.
- Conduct state supported visits.
- Orient state Presidents, President-Elects, and new Regional Director(s).
- Attend and participate in all scheduled National Board of Trustee meetings and Annual Conference.
- Coordinate the regional meeting at Annual Conference. This is the regional breakfast, brunch or lunch as determined by the conference planning committee.
- Actively communicate with State Association Leadership in your region.
- Mentor new Regional Directors by teaching, advising, encouraging, challenging, and sharing common goals for effective and seamless transitions.

Accountability

NAE4-HYDP Board of Trustees and Members

Qualifications:

- Be a current Active or Life member of NAE4-HYDP.
- Have been an active member for at least three years and highly recommended attendance at a minimum of two Annual meetings.
- Secure staff and colleague support.
- Recommendation from State Association President or designee.
- Written support from the State Extension Director.
- Understand financial obligations will incur some personal or home university budget expenses such as extra days at the annual meeting.
- Need to be able to communicate effectively using multiple tools or strategies.
- Available to travel as needed.

Mentoring: As a mentor you will be instrumental in welcoming new Regional Directors; you will teach, advise, encourage, challenge, and share common goals. An effective mentor has a positive attitude, an open mind, is willing to help, and is an effective communicator. You may guide NAE4-HYDP members interested in running for your office through the election process and after they join the Board to create an effective and seamless transition. Outgoing Regional Directors should be prepared to share contact lists, correspondence, financial transactions, or any other materials that could aid new Regional Directors.

Length of Commitment

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

Estimated time required 31-37 days per year.

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

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

Rewards

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

Risk and Liabilities - Regional Directors, please be aware that when you are traveling on behalf of NAE4-HYDP you are still on your own university's time so therefore liability for any accident or incident that may occur will fall on your university. If your university requires you to be on your own time when traveling on behalf of NAE4-HYDP, then liability for any accident or incident defers to you. NAE4-HYDP Travel Policy does allow Regional Directors to purchase insurance on any airline tickets purchased if you must cancel a state visit at the last minute or the state association changes the dates of their meeting. NAE4-HYDP Travel Policy also allows you to purchase insurance when renting a car during a state visit as well.

Specific Duties of All NAE4-HYDP Regional Directors

Board of Trustees Meetings

The Regional Directors are to attend Board of Trustees Meetings as requested by the President. The Spring Board meeting is usually a full board meeting held in the spring at a location determined by the NAE4-HYDP President. The Fall Board meeting has been a conference call with web access usually in September. The Directors are required to attend the pre-conference Board meeting conducted prior to the Annual meeting. The Directors should submit reports via e-mail and then bring a printed copy that includes accomplishments, items to be discussed by the Board and items that need to be voted on to all these meetings. The Executive Director will provide membership numbers.

Expenses incurred during the Spring Board meetings are paid or reimbursed in accordance with current NAE4-HYDP Travel Policy. All other expenses are the individual's responsibility. All Regional Directors should review the consent calendar and issue a recommendation process utilized to conduct Board of Trustee business. A complete description can be found at <https://nae4hydp.org>.

State Support Visits

- When the NAE4-HYDP budget allows, each Regional Director is highly encouraged to make at least two state visits per year either in-person or virtually. Visits to the RDs “home state” is acceptable. Please ask for at least one hour on the program. The purpose of the state visit is to:
- Bring NAE4-HYDP Board happenings to the state membership.
- Assist state organizations with membership concerns or questions pertaining to their involvement with NAE4-HYDP.
- Conduct educational seminars or programs as requested by the host state.
- Work with the host state officers to enhance or encourage national involvement and leadership by the host state's membership.
- Promote the NAE4-HYDP Annual Conference and JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) (when appropriate).

The host state can either request or suggest visits by the Regional Director team. It is suggested for Regional Directors to set up a rotational system to organize and keep record of state visits, which includes the state visited, the year of visitation, and whether the visit was in-person or virtual.

For states not visited by a Regional Director in several years, it is suggested to work with that state to set up a time for a visit in the current year. Regional Directors may visit states within their region even if another NAE4-HYDP Board member resides in that state. The Chair of the State Relations Team has a file of past visits for all regions.

Whether completing a state visit virtually or in-person, Regional Directors are responsible for annually updating the “State Visit” presentation materials.

If performing an in-person state visit, funding is available in the NAE4-HYDP budget. The Regional Directors may make more than two state visits per year if the budget allows and/or the Regional Director personally funds their travel for the visit. When a Regional Director travels to a state as a member of the NAE4-HYDP Board, their travel expenses to and from the host state are paid for from the State Leadership Development line item of the NAE4-HYDP annual budget. The expenses while in the host state (i.e.: lodging, meals, etc.), are paid for by the host state.

Whether completing a state visit virtually or in-person, Regional Directors are responsible for annually updating the “State Visit” presentation materials.

State Association Leadership Orientation and Development

Regional Directors are responsible for developing state association officers’ orientation and leadership development sessions. Delivered virtually in February and in-person during the annual conference, these sessions should provide organizational support to state association leadership members to better connect with NAE4-HYDP outside the annual conference.

Regional Meeting During Annual Conference

It is the responsibility of the Regional Directors to plan and facilitate the regional meeting during Annual Conference (host committee determines specific times). The regional meetings have been as a breakfast or brunch in recent years.

- There is no budget for regional meetings; therefore, funds for speakers, etc., are the responsibility of the Regional Directors to find donors and/or use the Region’s Hospitality account funds.
- Newly elected Regional Directors will have the opportunity for an introduction.
- You may wish to form a committee of State Presidents to assist with this planning.
- You will need to work out details of set-up with the Conference Planner.

- It is the responsibility of the Regional Directors to put together the program and have those printed per region. The host state may provide program covers. (The expense to cover printing of programs for regional meetings is through either the Region's Hospitality account or regular regional budget if approved.)
- Regional Directors need to turn in any related requests or forms to the host state planning committee. This may include a number of program covers, food/beverage sheets (if needed), equipment, and room set-up.

Membership Recruitment

Assist state associations within your respective region to promote the benefits for 4-H and youth development professionals to join NAE4-HYDP.

Leadership Recruitment

Completed nomination packets for NAE4-HYDP leadership positions are due August 1 to the Past President, who serves on the Organizational Stewardship Committee (OSC) for all leadership positions. Regional Directors should work with State Presidents and through their regional representatives on the Organizational Stewardship Committee to help obtain nominations for all offices.

The Regional Directors should work throughout the year to encourage members to consider running for a leadership position. Some directors have sent out letters following the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) where they obtained some names of prospective candidates. Personal contact calls are the most effective.

Regional Directors are encouraged to provide the Past President or OSC committee members the names of prospective candidates for all elected positions.

Duties of Communication Regional Directors

North Central – Elected in even-numbered years.

West and Northeast Regions – Elected in odd-numbered years.

Southern Region – Two RDs elected in odd-numbered years. One RD will provide communications to state association leadership while the other will provide leadership to the NAE4-HYDP's e-newsletter, "The Pulse."

Regional Responsibilities

Specific duties are assigned to each region as follows:

- Southern Region – Coordinates national newsletter content for all regions with the newsletter distributed by the Executive Director in the most appropriate format. Currently this is called "The Pulse."
- Southern Region (States) – Updates the First Timer Scholarship application and publicity information.
- Western Region – Updates State Officer information in Organizational Handbook
- North Central Region – Updates State Relations Team information in Organizational Handbook
- Northeast Region – Develops the Annual Conference Workshop descriptions for submission to the Professional Development Committee.

Correspondence to The Region

In addition to the duties outlined above, communication RDs should provide frequent regional communication using the methods outlined below as well as new and creative methods.

Electronic Mail

This form of communicating is highly effective, very quick and the primary form of communication with membership. To set up a mailing group to Presidents/President-Elects or your region's committee contacts, contact the NAE4-HYDP Executive Director for further instruction.

Throughout the year, the Regional Directors will find that they will be sending electronic correspondence to Presidents/President-Elects and keeping them up to date on the latest happenings of the Board. The Regional Directors

should also keep in contact with the committee chairs in their region by requesting them to write articles for The Pulse, reports for regional officer's workshops, and to present a brief report at the regional meetings at the Annual Conference.

Quarterly Video Conference

Regional Directors convene regular virtual conference calls with state association leadership. NAE4-HYDP Executive Director can assist in establishing a connection method and adding to the events calendar on the website. Regional Directors may use the platform provided by their "home" university and are encouraged to add it to the event calendar online.

Virtual meetings should occur *at least* quarterly, and topics should include relevant and timely information from NAE4-HYDP related to deadlines, news, and happenings. Time should also be set aside for leadership to connect through idea sharing and fellowship.

Social Media

A supplemental means of association communication is through social media. Regional Directors with an interest in, and knowledge of, social media marketing may request to be added as an administrator of the official NAE4-HYDP Facebook page. Regional Directors should familiarize themselves with the NAE4-HYDP Social Media Policy which can be found on the NAE4-HYDP website. Official association social media accounts include:

<https://www.instagram.com/nae4hydp>

<https://www.facebook.com/nae4hydp>

<https://twitter.com/nae4hydp>

<https://www.youtube.com/nae4hydp>

Fall/Winter

- Highlights from pre-conference board meeting
- JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) - including dates and importance of attending
- Remind Presidents to encourage State membership chairs to update their membership database through the Executive Director to establish State service awards quota. Changes can be made on the database throughout the year.
- Introduce the "new" Regional Director(s) elected in the fall
- Introduce new Regional Committee Contacts
- Encourage presidents to have State membership chairs send \$1 per active member (excluding lifetime members) to the Finance Regional Director for regions who collect these fees for their Regional Hospitality accounts.
- Discuss State support visits
- PILD Conference information
- Feature programming highlights of members

Winter/Spring

- Promote award application submissions
- Highlight JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) / minutes from the workshop
- Highlight Spring Board meeting
- Report Membership Status
- Promote Annual meeting location
- Discuss State Visits

- Highlight logistics for State's Night Out and other activities at Annual Meeting
- Reminder on early bird registration deadline for Annual Meeting
- Regional Meeting plans at Annual Meeting if applicable
- Feature First-Timers Scholarship winners
- Feature programming highlights of members

Spring /Summer

- Reminders about NAE4-HYDP Annual Conference – Early Bird Registration, State's Night Out, etc.
- PILD follow-up report
- State Visit highlights / reminders
- Feature programming highlights of members

Summer/Fall

- Remind Presidents about NAE4-HYDP Annual Conference
- Remind Presidents about Regional Meeting, State Officers' Workshop at the Annual Conference
- Remind Presidents to update membership database by 1/31 (for next year's – DSA & ASA quota)
- Remind President to complete the State Leadership form on the NAE4-HYDP website
- Remind Membership Chairs to make membership changes on NAE4-HYDP database
- Provide dates and locations of the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference)
- Contact Annual Committee Chairs for names of members serving in leadership positions. This info will be used in Regional Meeting programs and for recognition.
- Feature programming highlights of members

Throughout Year

- Journal of Youth Development feature articles
- Virtual professional development opportunities
- News from National 4-H Council

State Leadership Information

State leadership information is readily available to Regional Directors and Committee Chairs from the NAE4-HYDP Executive Director's office.

State Membership Chairs and State Presidents need to make sure that membership database updates are complete by **January 31** to determine DSA and ASA allocations for each state.

Addition of new members, address changes, etc. can be updated at any time during the year.

Communication Regional Directors can request a list of their region's State Presidents and President-Elects by contacting the NAE4-HYDP Executive Director in early January. Providing this information electronically and in print at the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) to State Officers is appropriate.

Communication Regional Directors should do the following:

1. Communicate with the State Presidents about the need for accurate information, state leadership roles, and the importance of identifying who in each state serves as an officer or national committee contact.
2. State Presidents communicate with their respective Membership Chair to ensure they enter the leadership information into the online membership database **by January 31**.
3. Regional Directors should use the database to request lists of various leadership roles in their respective regions. This information can be printed for each region and shared through regional newsletters and at regional meetings.

4. Regional information should be posted to the NAE4-HYDP website to ensure it is easily accessed.

First Timer Scholarship

A total of 16 scholarships are awarded to current NAE4-HYDP members who have never attended the NAE4-HYDP Annual Conference. The exception is if a member's only participation in an Annual Conference has been when his/her state hosted an Annual Conference. Each scholarship will be for one full-time registration at the Early Bird rate, paid to the member after attending the conference. The scholarship funds will need to be included in the annual NAE4-HYDP budget.

- Applications are to be submitted through the awards portal by March 1st. Communication Regional Directors will be responsible for promotion to each state.
- Information will be included with the NAE4-HYDP awards information.
- The goal is for each region to award four scholarships. If a region does not have four applicants, the Regional Directors will determine what region will receive the funds.
- The West and North Central will judge each other's applications while the Northeast and Southern will judge each other's. Each region's Communication Regional Director will be responsible for coordinating judging with their Finance Regional Director, notifying the other region of their selection along with an alternate list if the scholarship winner cannot attend the conference.
- Applications should be judged by the deadline set by the National Recognition Chair. The Finance RD will be responsible for confirming the winners' attendance at the Annual conference and submit appropriate expense vouchers to the Vice President of Finance and Operations for reimbursement. The State Relations Chair will prepare the expense voucher and give it to the Finance Regional Directors for the winners to complete.

Duties of Finance Regional Directors

North Central – Elected in odd-numbered years.

West and Northeast Regions – Elected in even-numbered years.

Southern Region – Elected in even numbered years.

Financial Guidelines for Regional Directors

One Regional Director per region will have certain duties related to finances. The duties include processing state contact travel voucher approvals for the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference), as it relates to NAE4-HYDP requisitions budget, and working with the NAE4-HYDP Vice President for Finance & Operations (VPFO).

Budget Requests

1. The Regional Director Budget--this includes items such as travel, lodging, meals for each Regional Director to attend the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) and state visit expenses for travel. (NAE4-HYDP picks up travel expenses while the host state is responsible for registration fees, meals, and lodging.)
2. At any time, the Finance Regional Directors may request a printout with the breakdown of the expenses for their respective Regional Hospitality Account from the Vice President of Finance and Operations and/or NAE4-HYDP's Executive Director. A complete description of NAE4-HYDP budget information and line-item descriptions are available from the Vice President of Finance and Operations.
3. JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) Budget--This includes cost of attendance for one officer per state in your region. Use the reimbursement process as outlined in the current NAE4-HYDP State Officer Handbook and current NAE4-HYDP travel policies. This process may change upon direction from the NAE4-HYDP Vice President of Finance and Operations.

Budget Note –The Vice President of Finance and Operations may ask for the estimated number of members you expect in the following year. Use Active members (not Life Members) in this estimated total.

Reminder – Please use appropriate vouchers, deposits, and budget request forms.

Hospitality Account

Regional Hospitality Accounts are established for on-going hospitality efforts. Funds are raised through a variety of efforts including:

- Regions may collect \$1 per Active member per year (not Lifetime)
- National Meeting auctions
- Online Regional Fundraising Battles

Funds raised for Regional Hospitality accounts may be used for conducting hospitality sessions during National Meeting, regional scholarships (see below) and other promotions. Finance RDs are responsible for collecting the monies and passing them on to the appropriate person (VP of Finance or Executive Director.)

Finance RDs are responsible for collecting the monies from their region and submitting to the NAE4-HYDP Executive Director and/or Vice President of Finance & Operations. Deposit must be coordinated with NAE4-HYDP Executive Director and Vice President of Finance & Operations.

Refer to the “Finance and Operations Handbook” on the NAE4-HYDP website for more specific Hospitality Account policies for each region. At any time, Regional Directors can request a detailed transaction list and Hospitality Account balance.

Scholarship Fund

Some regions have elected to establish an on-going scholarship fund to use for promoting first-time attendees and other members to attend the annual conference or pursue leadership opportunities. This is usually a promotion for the next annual conference in your region. These regions have a fundraiser(s) at their Regional Meeting during Annual Conference. If your region uses these monies for scholarships, you are responsible for collecting, monitoring, and awarding the scholarship monies to participants/states. Monies are part of the Regional Hospitality accounts. All payments are coordinated with the NAE4-HYDP Vice President for Finance & Operations and the NAE4-HYDP Executive Director.

Membership List/Payment

Membership dues are collected and accounted for by the NAE4-HYDP Executive Director. **The membership list and payment deadline are January 31 for award purposes.** States send dues to NAE4-HYDP and make their own updates to the online database system. The Executive Director reconciles the payments with updates and notifies when discrepancies occur. The Executive Director provides membership reports to the Vice President of Member Services and Vice President of Finance & Operations.

JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) Reimbursement Policy

NAE4-HYDP Budget provides the following reimbursements:

- One NAE4-HYDP Official Representative to attend the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) as determined by NAE4-HYDP President.
- Regional Directors to attend the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference).
- One Officer per state will be reimbursed to attend the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference). (Name of this person sent to the Finance Regional Director by date set by Finance Regional Directors.)
- Funds are reimbursed as the budget allows. The VP of Finance provides details to attendees in advance of the JCEP ELC to ensure understanding of expenses eligible for reimbursement. Receipts are required for all expenses including meals.

For the most recent Travel Policy, consult the VP of Finance & Operations.

Public Issues Leadership Conference (PILD)

NAE4-HYDP will provide a stipend for one delegate per state to attend the PILD Conference. To receive the scholarship, the following criteria will be used.

1. The Finance Regional Director from each region is to collect the names of those attending PILD from their region that are representing NAE4-HYDP. The mailing address for where the scholarship is to be mailed also needs to be collected.
2. If a state has more than one delegate attending, they must designate which person is to receive the scholarship as only one person from each state can claim this.
3. Regional Directors are to submit the names/states and mailing address who will be receiving this scholarship to the VP of Finance and Operations by the deadline.
4. The Executive Director will compile a list, by region, of those who have been approved by the Regional Director to receive the scholarship. If no one has been approved from a state, they will note that information on the delegate scholarship form.
5. The Executive Director will provide the delegate scholarship form to the NAE4-HYDP President or designee, who will take this to the PILD Conference.
6. At an appropriate time during the conference, the NAE4-HYDP President or designee will have each preapproved delegate to sign this form as proof of attendance. No names can be added to this form at conference, as all delegates receiving the stipend must be pre-approved by their Regional Director.
7. Immediately following the conference, the president will return the signed form to the Executive Director.
8. The Executive Director will include this in the next set of voucher claims for processing and checks will be mailed to the individuals at the mailing address indicated on the sign-in form.

Duties of The Chair of The State Relations Team

Each year, the team recommends a returning RD to serve in the role of “Chair of the State Relations Team.” The team’s recommendation is provided to the NAE4-HYDP President-Elect for confirmation.

This does require more time since the duties include:

- Organize and facilitate the monthly State Relations Team conference calls – agendas, reminders, approval/distribution of minutes, etc.
- Participate on the monthly Executive Committee conference calls as directed by the NAE4-HYDP President.
- In coordination with the President Elect, serve as the communication link between the Regional Directors and Vice Presidents.
- Oversee agenda development for the NAE4-HYDP meetings at the JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference).
 - In partnership with NAE4-HYDP Past-President, develop agenda
 - All Regional Directors are responsible for developing individual regional meeting agendas including time for state reports.
- Coordinate/develop the State Relations Team section of the annual NAE4-HYDP Impact Report.
- Present the State Relations Team report during one of the business meetings held at the NAE4-HYDP annual conference.
- Present the State Relations budget request to the Vice President for Finance and Operations.
- Present the Regional Director travel budget for JCEP-ELC (Joint Council of Extension Professionals Extension Leadership Conference) attendance to the Vice President for Finance and Operations.
- Present the First Timer Scholarship budget to the Vice President for Finance and Operations. Work with the NAE4-HYDP Executive Office to ensure that First Timer Scholarship claim vouchers are distributed to,

and completed by, the selected winners from each region.

- Oversee and encourage RD participation in the publication of “The Pulse”

Each year, the incoming NAE4-HYDP President will ask two of the returning Regional Directors to serve in the role as “Board Development”. This does require more time since the duties include:

- The two Regional Directors will lead activities during face-to-face Board of Trustees meetings to help the Board get to know each other better.
- Many of these activities are challenge based and need only a few items to conduct the activity.
- The length of time varies with each meeting but generally, these activities will take about 20 to 30 minutes.
- These development opportunities can include purposeful lunch and dinner meetings or other creative approaches to team building.

Vice President of Professional Development and Education

This leadership role and committee are made up of members who are interested in maintaining and promoting professional development and education standards through conferences, virtual opportunities, and other delivery modes. The Vice President provides support to the Chairs of Professional Development, Educational Programs, and Research and Evaluation as they work with their respective working groups to define topics relevant to meeting professional development and programmatic needs and growth of the association. These leadership positions work closely with designated conference chairs, conference management team, and the Presidents and Vice Presidents Council to ensure professional development needs of members are ongoing and promoted annually.

Position Descriptions

Job Title	Vice President of Professional Development and Education
Team Members	● Research and Evaluation Committee Chair ● Professional Development Committee Chair ● Educational Programs Committee Chair ● Working Groups
Accountable to	Board of Trustees

Description of Responsibilities

The VP for Professional Development and Education will work with team members (as described above) to promote, enhance, and present year-round professional development and educational opportunities for the NAE4-HYDP membership. This includes, but is not limited to, the NAE4-HYDP Annual Conference, regional workshops, electronic communications, virtual webinars, and social media as possible formats for professional development and education.

Specific Duties/Relationships

- Coordinate leadership efforts for professional development with team members (Professional Development Committee Chair, Educational Programs Committee Chair, Research & Evaluation Committee Chair).
- Assist VP Conferences and Events with conducting the annual NAE4-HYDP conference as a quality professional development event. Solicit topics, presenters, reviewers, and select educational sessions and posters offered during the annual conference. These should meet the needs of the membership while focusing on NAE4-HYDP's Mission, Vision and Goals
- Develop/establish a relationship with state associations to enhance professional development throughout the profession.
- Establish communication with committee chairs to support their program plans of work.
- Coordinate with team members (as listed above) to ensure professional development needs of the association are met through conference program offerings and events.
- With the team, (as listed above), review/update annually all documents related to conference planning, professional development, and education.

Qualifications

- Interest in professional development, education, and research and evaluation as an ongoing effort for NAE4-HYDP's membership.
- Prior experience with leadership at the state association, regional, or national level is desired.
- The ability to "set aside" some of your local program focus if necessary to complete NAE4-HYDP business.

Time Requirement

The term of office is two (2) years; elected in even-numbered years, beginning with the post-conference Board meeting of the annual conference where elected and concluding at the end of the annual conference two years later. Requires the ability to travel to attend two (2) face-to-face board meetings per year (one in the spring/summer and one immediately prior to and/or following the annual conference) Participate in monthly Executive Board Meetings via conference call. Time to solicit, review, and follow-up with presenters at the annual conference.

Benefits

- Sharing your knowledge and skills with colleagues.
- Strengthening your own skills and knowledge while making a positive difference for NAE4-HYDP.
- Giving back to the association.
- Build your personal and professional resume.

Skills Required

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

Timeline

Year One

Every Month	-Participate in monthly conference call with President's Council -Participate in Extension Leadership Conference planning committee calls
Quarterly	-Participate in conference call with VP of Conference and Events -Participate in conference call with Chairs of Professional Development, Educational Programs, and Research & Evaluation Committees
September/October	-Election of positions during Annual Conference
October-December	-Learn procedures and duties of position -Establish communication with Committee Chairs and Working Group Chairs -Assist the VP of Conferences and Events with the process of soliciting, reviewing, and selecting conference educational sessions and poster proposals. -Communicate and work with VP of Conferences and Events to establish seminar process for following year's conference -Encourage board & Working Group members to be proposal reviewers
January-March	-Assist the VP of Conferences and Events with the review and selection process of conference proposals -Communicate with Committee Chairs and Working Group Chairs the plan of work due date -Develop and submit plan of work to President -Attend Extension Leadership Conference as board representative (February)
April/May	-Attend and participate in Spring Board Meeting

March-July	-Communicate with Committee Chairs, Working Group Chairs, & management team
July/August	-Update plan of work -Work with VP of Conferences and Events to ensure professional development hours and diversity efforts are considered -Develop "Impact Report" for conference proceedings
August/September	-Participate in all-board conference call -Work with Committee Chairs to develop conference meeting agendas
October/November	-Attend pre-board and national meeting, Present Impact Report -Co-host working group meetings w/ Committee Chairs, assist with Working Groups

Year Two

October-December	-Promote and coordinate process of educational session and poster proposals for annual conference -Communicate and work w VP Conferences and events and Committee Chairs to establish seminar process for following year's conference -Encourage board & Working Group members to be seminar reviewers January-March -Communicate with Committee Chairs and Working Group chairs regarding plan of work due date
January-March	-Develop and submit plan of work to President -Attend Extension Leadership Conference as board representative (February)
April/May	-Attend and participate in Spring board meeting
March-July	-Communicate with Committee Chairs, Working Group Chairs, & management team
July/August	-Update plan of work -Work with VP of Conferences and Events to ensure professional development hours and diversity efforts are considered -Develop impact report for conference proceedings
August/September	-Participate in all-board conference call -Work with Committee Chairs to develop conference meeting agendas
October/November	-Attend national meeting, Present impact report -Co-host working group meetings w Committee Chairs, assist with Working Groups Facilitate communication and board transition process w/newly elected Vice President

Job Title	Research and Evaluation Committee Chair
Team Members	Liaison, Journal of Youth Development

	• Liaison, Journal of Extension
Accountable to	VP for Professional Development and Education

Description of Responsibility

The Research and Evaluation Chair demonstrates a strong commitment to NAE4-HYDP's Vision, Mission, and strategic long-range plans. The Research and Evaluation Committee Chair is a member of the Professional Development and Education Work Team and works with the Chair of the Professional Development Committee and Chair of the Program and Educations Committee, VP of Conference & Events, and the Vice President for Professional Development and Education in the pursuit of association goals.

Specific Duties/Relationships

- Coordinate leadership efforts for research, evaluation, and programs with team members.
- Establish communication with committee chairs to support their plans of work and serve as a channel of communication with the President's Council.
- Assist committees and Work Teams with development of their plans of work during the annual meeting and ensure that the plan and a committee/Work Team roster are posted on the NAE4-HYDP website.
- Serve as the point of contact for individuals desiring to use the association membership as a population for research studies and bring such requests to the President's Council for approval.
- Participate in monthly conference calls of the Executive Committee.
- Participate in association board meetings, both face-to-face and via conference call.
- Serve as a member of the Journal of Youth Development Publication Committee and participate in conference calls.
- Prepare a progress report prior to the Spring board meeting and contribute to the association's annual impact report.
- Work with team members to prepare and submit a budget in support of the plan of work to the NAE4-HYDP VP for Finance and Operations in August.
- Approve budget expenditures for Research and Evaluation Work Group as they arise.
- Coordinate a consistent evaluation instrument to be used annually at the NAE4-HYDP Conference; summarize and share evaluation results with the NAE4-HYDP Board.
- Support the efforts of reviewing the NAE4-HYDP conference proposals that are submitted.

Qualifications

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

Time Requirement

- The term of office is two (2) years; appointed in odd-numbered years. It begins with the post-conference Board meeting of the annual conference where appointed and concludes at the end of the annual conference two years later.
- Requires the ability to travel to attend two face-to-face board meetings per year (one in the Spring at the upcoming annual conference location and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) via conference call.
- Participate in quarterly conference calls with VP for Professional Development and Education.
- Requires the ability to participate in monthly conference calls.

- Requires the ability to participate in quarterly conference calls for the Journal of Youth Development Publications Committee.
- Requires additional time to communicate with team members and complete other tasks as needed. Participate in team calls monthly.

Benefits

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

Skills Required

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

Job Title	Professional Development Committee Chair
Team Members	• Professional Development Committee, Chair-Elect • Chair, Creating a Healthier You Working Group • Chair, Teaching & Learning Working Group • Chair, Virtual Professional Development Working Group • Chair, Volunteerism Working Group
Accountable to	VP for Professional Development and Education

Description of Responsibilities: The Professional Development Committee Chair demonstrates a strong commitment to NAE4-HYDP's Vision, Mission, and current strategic long-range plans. The Chair for Professional Development will work as a member of the Professional Development and Education team to promote, enhance, and present year-round professional development opportunities for NAE4-HYDP's membership. The chair provides coordination and leadership for Professional Development Working Groups.

Specific Duties/Relationships

- Convene and preside at all sessions of the Professional Development Working Groups and/or leadership team meetings during Annual Conference. Provide agenda to Working Groups. Develop committee reports and progress reports with assistance of Working Group leadership teams.
- Serves under the leadership of the VP for Professional Development and Education.
- Coordinate leadership efforts for professional development with Working Group chairs.
- Assist Working Group chairs with conducting their meetings during the annual NAE4-HYDP conference as a quality professional development event. Develop/establish a relationship with state associations to enhance professional development throughout the profession.
- Establish communication with Working Group chairs to support their program plans of work.
- Provide other assistance and counsel to the VP as requested.
- Develop an annual committee plan of work and report.
- Develop budget for NAE4-HYDP VP of Finance and Operations by specified date before the Fall board meeting.

- Provide orientation for the incoming Chair, as well as other members of the committee and provide for an orderly transfer of duties and materials.
- Orient the chair-elect and maintain ongoing communication of professional development activities.
- At the annual conference, check the meeting room schedule list to see that all Working Groups have the appropriate rooms and visual aids, etc. required.
- Provide leadership in the development of new Working Groups and the dissolution of Working Groups after they have accomplished their work.

Qualifications

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

Time Requirement

- Attendance at two face-to-face board meetings per year (pre-board at annual conference and Spring Board Meeting).
- Ability to participate in board conference calls - up to two per year.
- Time to solicit, review and follow-up with Working Group chairs.
- Term of office is two (2) years, preceded by one year as chair elect.
- Participate in team conference calls monthly

Benefits

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

Skills Required

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

Position Title: Professional Development Committee Chair-Elect

Responsibilities

- Term will be for one (1) year.
- Appointed by the President in the second year of the current Committee Chair’s term: Official duties as Chair will begin at the end of the succeeding annual conference.
- Serve on the Leadership Team of the Professional Development Committee. Once assuming chair, will become a member of the Professional Development and Education Working Team serving under the leadership of the VP for Professional Development and Education.
- Will serve as recorder for the Professional Development Committee Leadership Team.
- Assist committee in carrying out responsibilities.
- Participate in all meetings of the Professional Development Committee during the annual conference.
- Participate in the orientation of Professional Development Committee membership at the annual conference.

Position Title: Professional Development Working Group Chair & Chair-Elect

Responsibilities of Chair

- Chair on of the four following working groups: Creating a Healthier You, Teaching and Learning, Virtual Professional Development, or Volunteerism

- Lead Work Group breakout meetings during the NAE4-HYDP Annual Conference
- Determine if there is a continued need for the Work Group to remain active
- Review the mission, goals, and objectives of the Work Group annually during the NAE4-HYDP conference and update or redirect as needed
- Bring together ideas to guide Work Group members in developing goals and objectives pertinent to the mission of the Work Group
- Correspond with Work Group members throughout the year to accomplish goals and objectives
- Work with chair-elect to bring up to speed on the direction of the Work Group as they prepare to take on the role of Work Group Chair

Responsibilities of Chair-Elect

- Assist in carrying out Work Group responsibilities
- Work with the Chair on the direction of the Work Group
- Prepares to take on role of Work Group Chair

Working Group Descriptions

Creating a Healthier You

A working group where NAE4-HYDP members can learn about finding balance and various life management tools to be more effective in our daily professional and personal lives and better our wellness. The group's mission is: To help in retaining and growing membership as professionals and increase the longevity of members in our career field and in life.

Teaching & Learning

This committee supports creating relevant professional development webinars and communities of practice based upon the PRKC.

Virtual Professional Development

The virtual professional development Work Team delivers ongoing professional development throughout the year for NAE4-HYDP association members by utilizing educational technologies for delivery.

Volunteerism

The volunteerism Work Team strives to meet the needs of youth development professionals as they work with volunteers to deliver programming.

Job Title	Educational Programs Committee Chair
Team Members	● Chairs of Programs Working Groups ● Chair-Elects of Programs Working Groups
Accountable to	VP for Professional Development and Education

Description of Responsibilities: The Educational Programs Committee Chair coordinates programs and education working groups in support of NAE4-HYDP membership and demonstrates a strong commitment to NAE4-HYDP's Vision, Mission, and current strategic long-range plans. The Educational Programs Committee Chair will work as a member of the Professional Development and Education team to promote, enhance, and present year-round educational opportunities for NAE4-HYDP's membership. The chair provides coordination and leadership for Programs Working Groups.

Specific Duties/Relationships

- Responsible for advocating, supporting, sharing, partnering, and communicating, using up-to-date methodologies to enable the membership in the performance of their jobs as professionals in 4-H Youth Development.
- Serves under the leadership of the VP for Professional Development and Education.
- Coordinate leadership efforts with Working Group chairs.
- Assist Working Group chairs with conducting their meetings during the annual NAE4-HYDP conference and beyond.
- Establish communication with Working Group chairs to support their program plans of work.
- Provide other assistance and counsel to the VP as requested.
- Develop an annual committee plan of work and report.
- Develop budget for NAE4-HYDP Treasurer by specified.
- Provide orientation for the incoming Chair, as well as other members of the committee and provide for an orderly transfer of duties and materials.
- At the annual conference, check the meeting room schedule list to see that all Working Groups have the appropriate rooms and visual aids, etc. required.
- Provide leadership in the development of new Working Groups and the dissolution of Working Groups after they have accomplished their work.

Qualifications

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

Time Requirement

- Attendance at two face-to-face board meetings per year (pre-board at annual conference and Spring Board Meeting).
- Ability to participate in board conference calls - up to two per year.
- Time to solicit, review and follow-up with Working Group chairs.
- Term of office is two (2) years

Benefits

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

Skills Required

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

Programs Working Groups

Work of the Educational Programs Committee is achieved through Working Groups, which are designed to meet the immediate and/or long-range personal and professional development of the membership. The NAE4-HYDP Programs Working Groups were established as action groups. As such, NAE4-HYDP members who serve on Working Groups are expected to be active contributors, not just advisors.

The main responsibilities of Working Groups Members are:

- Attend and participate in the appropriate Working Group meetings during the NAE4-HYDP Annual Conference.

- Attend and participate in additional Working Group meetings, conference calls, or electronic communications throughout the year (between Annual Conferences) as needed to complete Working Group business.
- Assist in the identification of Working Group Leadership (Chair and Chair-Elect)
- Terms of service are not limited.

Active Programs Working Groups:

- Afterschool
- Ag Literacy
- Animal Science
- Camping and Environmental Education
- Civic Engagement
- Communication and Expressive Arts
- Diversity and Inclusion
- Geospatial
- Healthy Living
- Shooting Sports
- STEM
- Urban Programming
- Workforce Development and Career Exploration
- Youth Empowerment

Establishing New Programs Working Groups:

- Working Groups may be added at the annual meeting by a vote of the Professional Development and Education Leadership Team.
- Recommendation to form a new Working Groups requires individuals identified for the chair and chair-elect position and at least one additional member.

Dissolution of Programs Working Groups:

- Recommendation for dissolution for Working Groups who have been inactive (no Plan of Work, updated member roster, and/or work completed) for a period of two years will occur at the annual meeting by a vote of the Professional Development and Education Leadership Team.

Position Title: Programs Working Group Chair, Chair-Elect, and Past-Chair

Responsibilities of Chair:

- Term will be for one year as a Chair.
- Convene and preside at Working Group meetings during Annual Conference.
- Assist Working Group to identify concerns, set goals, determine courses of action, assign responsibilities, set deadlines, and establish procedures for communication between conferences.
- Submit the Working Group membership list, and Plan of Work to the Educational Programs Committee Chair within two weeks of the end of the National Conference meetings.
- Submit a conference report, annual budget, and progress reports as requested by the Educational Programs Committee Chair.
- During the year, arrange for at least one conference call or other virtual meeting with Working Group members
- Submit expense vouchers to the Educational Programs Committee Chair in a timely manner for reimbursement.
- Serve as keeper of the notebook/files with historical information about the Working Group and update the notebook as needed.
- Provide orientation and orderly transfer of duties and materials to the new Working Group Chair.
- Forward all developed materials, brochures, flyers, survey forms, questionnaires, etc. to the Educational Programs Committee Chair before distributing.

Responsibilities of Chair-Elect:

- Term will be for one year as a Chair-Elect.
- Elected during Annual Conference. Begins term as Working Group Chair at the close of the Annual Conference following the meeting at which elected.
- Attend all meetings of the Working Group at Annual Conference.
- Serve as recorder of the Working Group.
- Assist the Working Team Group with responsibilities.
- Assist with transfer of duties and materials to the new Working Group Chair-Elect.

Responsibilities of Past-Chair:

- Term will be one year immediately following the year of service as a Working Group Chair.
- Attend Working Group meetings.
- Serve as an advisor for the Chair and Chair-elect.
- Assist the Working Group Chair with responsibilities when needed.

Vice President of Conferences and Events

Accountable to: NAE4-HYDP President's Council

Team Members: Conference Committee Co-Chairs, Capitol Hill staff (Executive Director, Conference Planner), NAE4-HYDP Conference Committee, 4-H Hall of Fame committee

Responsibilities: Oversee annual professional development conference planning; ensure continuity between annual conferences; liaison to all team members listed above

- Meet regularly with Host Conference Committee, NAE4-HYDP Conference Committee, Board of Trustees, Hall of Fame Committee and Management Team
- With Executive Director, serve as liaison to conference facility
- With NAE4-HYDP Conference Committee, solicit and confirm keynote/capnote speakers
- Coordinate all general session scripts with final copies due to participants one-week prior to conference
- With chair of 4-H Hall of Fame Committee, coordinate 4-H Hall of Fame efforts

Purpose of the NAE4-HYDP Conference

The annual NAE4-HYDP Conference serves the association membership through four key functions:

- 1) Providing professional competency building opportunities for 4-H professionals.
- 2) conducting the formal business of the association.
- 3) facilitating networking and professional affiliations; and
- 4) recognizing the accomplishments and contributions of association members.

Professional Competency Building Opportunities

The focus of peer-reviewed conference sessions is on professional development across the competencies required for high-quality 4-H youth development work, and for advancing priorities in the 4-H profession. Professional competencies are articulated in the Professional Research and Knowledge Competencies (PRKC). Priorities for advancing 4-H work are reflected in the national 4-H Strategic Plan and in working groups chartered by the Program Leaders' Working Group (PLWG).

Proposals for peer-reviewed conference sessions are solicited annually from the membership. Review and selection of the proposals is based on criteria derived from the PRKC, the National 4-H Strategic Plan, and priorities identified by the PLWG.

Conducting the Formal Business of the Association

Conducting the business of the association includes keeping the membership informed of association business and related developments, facilitating thoughtful deliberation, providing opportunities for learning from partners and stakeholders, providing opportunities for debate and collaborative decision-making processes.

Facilitating Networking, Professional and Social Affiliations

Networking, professional, and social affiliation activities are a way for members to enhance the confidence, pride, sense of personal worth, sense of belonging and commitment of members to the 4-H profession. This is accomplished through social events, regional gatherings, learning sessions, committee work, affinity groups, and dedicated time for informal interaction.

Recognizing the Accomplishments and Contributions of Association Members

Recognition of professional accomplishments and contributions to the association is an important aspect of the annual conference. This is accomplished through dedicated opportunities for program award winners to share, formal recognition for service and excellence awards, and recognition of leadership contributions.

The NAE4-HYPD Board of Trustees, the annual conference chair, and the NAE4-HYPD conference management team, are jointly responsible for ensuring that activities proposed for the conference contribute to one or more of these four priorities.

CONFERENCE CO-CHAIRS

State/Region Host recommends a Conference Co-chair to the NAE4-HYPD Board of Trustees for appointment.

State/Region Host recommends two individuals to serve as state conference co-chairs.

The NAE4-HYPD Conference Committee is appointed by the NAE4-HYPD President and is composed of three individuals who have prior Board experience. Their role is to serve in an advisory capacity to the VP of Conferences and Events; reviews conference evaluations, making recommendations for future events; assists with overall financial accountability. They will serve a three-year term and serve as a board appointed conference co-chair the final year of their term on the committee.

Attend the Fall Transition Board meeting the year prior to the conference they are representing. Year of conference: attend Spring Board meeting and Fall Transition Board meeting. Post-conference: Attend Spring Board Meeting the year following the conference they represented.

CONFERENCE ROTATION & SITE SELECTION

2022 North Central

2023 North East

2024 Western

2025 Southern

Site Selection

A state or region may host the conference. The VP of Conferences and Events, with the assistance of the conference management team, will reach out to states in the given region, 3-4 years prior to the event to solicit their interest in serving as the host. Once a state/region has submitted a letter of interest, citing support from their institution(s), the VP of Conferences and Events will work with the management group to solicit RFPs for a site location. Host state/region will recommend sites for consideration with final determination of the conference site made by the NAE4-HYPD Board with the recommendation of the VP of Conferences and Events.

CONFERENCE TIMELINE

It is preferred that the annual conference be held during October, but not before September 15 and no later than November 15.

Three-Four Years Out

- Host state/region identified
- Letters of intent and support to Board
- RFPs to potential sites
- Site selection reviewed by VP Conference and Events and Executive Director with recommendation to Board
- Board approves host site
- MOA signed by host state/region and NAE4-HYPD
- Conference site and hotel contracts signed

Two Years Out

- State/Region co-chairs selected and approved by Board
- Co-chairs select committee chairs (see COMMITTEES)

One Year Out

- Video promotion and invitation at conference proceeding host year
- Co-chairs attend the Fall Transition Board meeting the year prior to hosting. Year of conference: attend Spring Board meeting and Fall Transition Board meeting. Post-conference: attend Spring Board meeting the year following host year
- Spring site visit attended by VP Conferences and Events, Conference co-chairs, one member NAE4-HYDP Conference Committee, Executive Director
- Monthly meetings (increasing as needed prior to conference date) of conference committee chairs, also attended by VP, Executive Director

RELATED TIMELINE

- Call for proposals and reviewers issued December 1 and close on January 31
- Call for annual awards issued: Jan. 15-March 1
- Reviewers assigned and proposals submitted for review by Feb. 28
- Review awards submissions: March 1-30
- Proposal reviews received by March 31
- Proposal acceptances sent by April 15
- Notify award recipients:
- Conference registration opens June 1
- By Aug. 15, VP of Professional Development asks Working Group chairs if meeting at conference
- By Sept. 1, email to attendees indicating choice of sessions

HOST STATE/REGION RESPONSIBILITIES

State/Region Co-chairs

- Coordinate regular meetings of state/regional conference committee
- Assign committees and chairs/co-chairs
- Monitor conference budget and expenses
- Attend the following:
 - Year prior to conference: Fall Transition Board meeting.
 - Year of conference-site visit, Spring Board meeting, Fall Transition Board meeting
 - Year post-conference-Spring Board meeting
- Recommend local speakers with 4-H connection to NAE4-HYDP Conference Committee for consideration as keynote/capnote speaker
- Invite university/college/government officials as appropriate to extend greetings prior to General Sessions on Tuesday, Wednesday, and Thursday
- Welcome conference attendees at General Session on Tuesday
- With **VP of Conferences and Events Professional Development**, finalize food selections (Opening Event, Regional Brunch, Awards Banquet)
- Pre-conference, understand evaluation results from previous conference to guide development for upcoming year
- Post-conference, solicit evaluation comments from committee co-chairs
- With **VP of Conferences and Events Professional Development** and **NAE4-HYDP Conference Committee**, compile Conference Report for presentation to Board

Under the direction of state/region co-chairs, implement the following Conference Committees (sub-committees created at host discretion):

- Hospitality
- Outreach and Promotions

- Opening Event / Entertainment
- Fund Development
- Volunteer Coordination

Hospitality

- Airport greeters
- Swag bags
- Connect with local convention and visitor's bureau for local information (bag handouts, walking tours, shopping, etc.)
- With Member Services create conference-in-a-box for virtual attendees
- Provide state association chairs with list of local florists for their honorees
- Promote suggestions for dining, transportation, lodging and local sites
- Recommend professional photographer for Awards Reception to Assoc Management (Thursday)
- Create and Implement Conference Service Project
- Family/Retirees/Life Members Program
- Help with Exhibit Hall vendors
- Optional: stage décor, centerpieces for regional brunch and recognition dinner

Outreach and Promotions

- Work with Association Management to create theme (optional) and logo
- Create welcome video for official invitation and NAE4-HYDP website [see TIMELINE]
- Promote conference in Exhibit Hall at the conference proceeding host year [see TIMELINE]
- With Hospitality, solicit donations of local products and send conference-in-a-box to virtual attendees
- Beginning June 1 (conference registration opens), create and schedule social media posts with increasing frequency close to conference date
- Optional: photos during event to post on social media/app

Opening Event/Entertainment

- Recommend location with approval from NAE4-HYDP Conference Committee
- Select entertainment for Opening Event
- Recommend food options to Association Management for Opening Event
- Select state/region youth to speak/entertain before General Sessions on Tuesday, Wednesday, and Thursday
- Identify and invite musicians for Awards Reception music and Dinner music

Fund Development

- Solicit and track local sponsors to meet conference financial agreement
- Solicit and track in-kind donations (bag items, recognition dinner item, etc.) -
- Identify external stakeholders to invite as participants

Volunteer Coordination

- Create sign-up process for volunteers
- Greeters at site airport/hotels on Sunday, Monday (liaise with **Hospitality**)
- On-site registration on Monday, Tuesday, and Wednesday
- Opening event (liaise with **Opening Event**)
- Greeters at Small Bites, General Sessions, Regional Brunch, Awards Banquet
- Room Stewards to assist session presenters with troubleshooting
- Assist vendors in Exhibit Hall with set-up, during hours, and tear-down Tuesday-Thursday (liaise with **Sponsors**)
- Service project (liaise with **Hospitality**)
- Lead/Host Informal Walking Tours
- Support decoration set-up as needed

- Greet and host youth Entertainers/Emcee's/University Dignitaries

ASSOCIATION MANAGEMENT TEAM

Under the direction of the Executive Director:

- Coordinate RFP for conference sites based on Board recommendations
- Conference registration process
- Recommends best practices for site selection, facilities, and daily conference proceedings
- Meets regularly with **VP of Professional Development & Education** and attends host conference committee meetings
- With **VP of Professional Development & Education** serves as on-site liaison to conference facility
- Issues conference evaluation (see TIMELINE) and collates results
- With **VP of Professional Development & Education** and **VP of Finance and Operations**, creates and oversees conference budget
- Create conference prospectus and distribute to host state
- Solicit and confirm national sponsors
- With **VP of Conferences and Events** and state/region conference co-chairs, create conference logo
- Coordinate app development and implementation
- Work with **Member Services Marketing & Outreach** to promote conference
- Monitor hotel room blocks for capacity and seek additional rooms as needed

CONFERENCE-RELATED NAE4-HYDP BOARD RESPONSIBILITIES

President

- Convenes General Sessions
- Appoints NAE4-HYDP Conference Committee
- Present for Awards Reception Photos

President-elect

- Shadows the President and completes tasks as assigned

Past President

- Assists the President to make sure all conference responsibilities are carried out.

VP Finance and Operations

- With VP for Conferences and Events and Management Team, creates conference budget
- With Management Team, provides monthly financial updates to VP Conferences and Events and Conference Co-chairs
- Assist with reconciliation of final conference bill

VP Professional Development and Education

- With Chair of Research and Evaluation, develop the conference evaluation and summarize results for use by the VP of Conferences and Events. Evaluation to be sent one day post-conference by the management team.
- With Chair of Educational Programs, coordinate call for proposals and reviewers, and proposal selection process, including sessions, posters, and Small Bites* presentations (see TIMELINE)
- Assign sessions to Tracks
 - Teaching and Learning
 - Volunteerism
 - Access, Equity, and Opportunity
 - Effective Organizational Systems
 - Power of Youth

- Research and Evaluation
- By August 15, ask Working Group chairs if they need to meet during conference
- Sponsored by NAE4-HYDP

VP Member Services

- With Chair of Awards, coordinate call for awards, selection process, notification, and recognition banquet
- Host Conference Orientation for new attendees on Monday

Regional Directors

- Host Monday night networking event

Host State Revenue

Upon securing \$60,000 in Exhibitor and Sponsor sales (cash not in-kind) for the conference NAD4-HYDP will distribute \$15,000 to the host state's/region's selected organization, regardless of the final conference profit/loss.

If the state/region secures more than \$60,000 in Exhibitor and Sponsor sales (cash), then the state/region does not receive \$15,000. Instead, the state receives a 33% commission of the total Exhibitor and Sponsor sales recruited. This amount is limited to 33% of \$200,000 in totals of Exhibitor and Sponsor sales, meaning a state/region can profit up to \$66,000 from hosting the conference.

Examples

Exhibitor & Sponsorship Sales by Host State/Region	\$60,100	\$80,000	\$115,000	
Commission	33%	33%	33%	
Bonus	\$19,833	\$26,400	\$37,950	

If the conference does yield a profit and the host state/region does not secure \$60,000 in Exhibitor and Sponsor sales (cash) the state/region does receive a stipend payment as determined by the Board Executive Committee members.

If the conference does not yield a profit and the host state/region does not secure \$60,000 in Exhibitor and Sponsor sales (cash) the state/region does not receive any revenue.

Vice President Member Services

Purpose

The Member Services team consists of the Vice President of Member Services, the Member Recognition Committee Chair, Life Member Committee Chair, Archivist, New Professionals Outreach Working Group Chair and their respective vice-chairs and committee members. The Member Services team will work together with other teams to recruit and retain association members by providing association membership benefits information, connecting with, and facilitating networking opportunities for new members, providing outlets for recognition of professional impacts, and sustaining a network for Life Members. Support participation in the National Association.

Position Description

Position Title: Vice President of Member Services

Team Members: -Member Recognition Committee
-Life Member Committee
-Archivist
-New Professionals Outreach Working Group

Accountable to: NAE4-HYDP President's Council

Description of Responsibilities:

The Vice President of Member Services will work with team members (as described above) to support participation of the association membership.

- Support the Member Recognition Committee as they define award criteria, eligibility, deadlines, and facilitate the judging and selection process for award recipients.
- Support the Member Recognition Committee as they advise and work with other groups to plan and execute recognition event(s) for award recipients.
- Support the Life Member Committee as they communicate with Association Life Members.
- Support the Life Member Committee as they plan and execute Life Member Pinning Ceremonies and Celebration of Life recognition.
- Support the Archivist as they document and curate the history of NAE4-HYDP.
- Support the New Professionals Outreach Working Group.
- Work with the Association Management Team to communicate the membership renewal period and deadline to submit new and renewal memberships by January 31 annually.
- Communicate with Regional Directors regarding membership recruitment, outreach, and needs.
- Review and update Member Services section in NAE4-HYDP handbook on a regular basis.
- Work to assure that Association membership is accessible and inclusive of all 4-H Youth Development professionals.
- Prepare reports as needed for annual NAE4-HYDP Impact Report, Executive Committee, and membership meetings.
- Attend and actively participate in Executive Committee and Board of Trustees meetings.

Qualifications:

- Interest in Member Services to support the ongoing efforts of NAE4-HYDP.
- Prior experience with leadership at the state association, regional or national level is desired.

- The ability to “set aside” some time from local programming focus, if necessary, to complete NAE4-HYDP business.
- Willingness to listen and respond in an appropriate manner.
- Ability to work as a team.

Time Requirement:

- The term of office is two years; elected in odd-numbered years. The term begins with the transition Board meeting of the annual conference when installed and concludes at the end of the annual conference two years later.
- Requires the ability to travel to attend two face-to-face board meetings per year (one in the spring at a location determined by the President and one immediately prior to and/or following the annual conference) plus participate in an additional board meeting (in September) virtually.
- Serve a two-year term (elected in odd numbered years)
- Participate virtually in monthly Executive Committee meetings
- Encouraged to participate (virtually or in person) in committee/working group meetings, as appropriate.

Benefits:

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

Training:

- Spend time with the position predecessor for mentoring and to acquire copies of files previously used.

MEMBER RECOGNITION COMMITTEE

PURPOSE, ROLES AND POSITION DESCRIPTIONS

PURPOSE

The purpose of the Member Recognition Committee is marketing, selection, and administration of the NAE4-HYDP Regional and National Member Recognition Programs. Award categories shall include, but not necessarily limited to:

- Communicator Awards
- Specialty Awards
- Service Awards
- Professional Development Awards

ROLES

- The Member Recognition Committee is a standing committee with the Chair serving as a member of the Board of Trustees and a member of the Member Services Team.
- The judging process, standards and management for recognition programs are a function of the Member Recognition Committee.
- The Member Recognition Committee reviews and makes recommendations to the Board of Trustees for new awards, combining awards or elimination of awards.
- The Member Recognition Committee works with the NAE4-HYDP Board and Conference Committee to coordinate the implementation of the awards programs during the National Conference.

POSITION DESCRIPTIONS

National Member Recognition Committee Chair

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have been an active member of the Member Recognition Committee as a Regional Contact or Contact-Elect.
- Have commitment of resources and time from supervisor, state Association and Extension administration.

Length of Commitment

- One or two years as Chair-Elect
- Two years as Chair
- One year as Past Chair
- Time commitment as Chair is approximately 45-55 days annually, including Board Meetings and Annual Conference.

Responsibilities

- Accountable to the Vice President of Member Services.
- Participate as a voting member of the NAE4-HYDP Board at face to face or webinar Board meetings.
- Provide committee reports, submit a budget request to the treasurer for the National awards program and other duties as assigned.
- Work cooperatively with the National Chair-Elect, Executive Director, Vice President of Member Services, Regional Chairs, Regional Chair-Elects and State Contacts to oversee the development of the awards requirements, submission process and judging of all awards.
- Provide appropriate articles for email blasts, website, The Pulse, and other marketing to promote the awards program.
- Provide coordination for all NAE4-HYDP awards and recognition at the National Conference in cooperation with the Conference Committee, National Board, and related committees:
 - Regional Awards Programs
 - National Awards Program
- Work in cooperation with the Executive Director to retain and/or recruit donors for awards and procurement of awards plaques and certificates.
- Provide training and resources for Regional Contacts, Regional Contact-Elects, State Contacts and members on awards requirements, submission process and selection process.
- Maintain the list of awards available, the National judging groups assigned to each region, and the communication list of working groups/committees/other entities who judge national awards.
- Maintain the contact list of regional chairs, chair-elects, and state contacts to use for communication with these groups.
- Maintain the chart for number of award submissions by state, region, and total awards to use for the purpose of reviewing awards for elimination and/or adding awards.
- Notify winners and non-winners of state, regional and national judging outcomes.
- Conduct business meetings during the National Conference and via webinars throughout the year as needed.
- Recruit National Chair-Elect candidate(s) to be appointed by the Board of Trustees. Assist Regional Contacts in recruiting candidates for Regional Chair-Elect positions.
- Coordinate the review and updating of the Member Recognition section in the NAE4-HYDP Handbook. Keep Policy and Resolutions Chair informed of changes that are made.

National Chair-Elect & Past Chair

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.

- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.
- Chair-Elect advances to the Chair of the committee.
- Past Chair serves one year following their term as Chair to provide assistance and information to the committee.

Length of Commitment

- One year as Chair-Elect
- Two years as Chair
- One year as Past Chair
- Time commitment as chair-elect is approximately 20-25 days annually, including committee meetings and Annual Conference.
- Time commitment as past chair is approximately 10-15 days annually, including committee meetings and Annual Conference.

Responsibilities

- Assist and shadow the Chair with responsibilities.
- Convene and preside at committee meetings at the request or absence of the Chair.
- Provide reports to appropriate groups and individuals as needed.
- Assist Regional Member Recognition Chairs and Chair-Elects as needed with judging or other requests.

Regional Chair

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.

Length of Commitment

- One year as Chair-Elect
- One year as Chair
- One year as Past-Chair
- Time commitment as Regional Chair is 20-25 days annually, including committee meetings and Annual Conference.

Responsibilities

- Participate and provide input in Committee meetings and attend National Conference during years serving as Regional Chair.
- Provide committee reports to appropriate groups and individuals as needed.
- Provide support and guidance to State contacts as needed throughout the year.
- Provide coordination for all NAE4-HYDP Awards and Recognition on the Regional level. This includes the processing and judging of regional awards and presenting awards at the Regional Breakfast/Brunch.
- Provide coordination for judging of assigned National awards and submitting results to the National Chair.
- Assist with reviewing and updating awards criteria, score sheets and other information as needed.
- Assist with reviewing applications for new awards, reviewing awards for elimination, updating Handbook, and other things as needed.

- Recruit a Regional Chair-Elect to rotate into the Chair position and provide information and assistance in completing paperwork.
- Assist with orientation of State contacts and Regional Chair-Elects.

Regional Chair-Elect

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have been an active member of the Member Recognition Committee for two or more years and have experience with a similar committee in a state association.
- Have commitment of resources and time from supervisor, state Association and Extension Administration.

Length of Commitment

- One year as Chair-Elect
- One year as Chair
- One year as Past-Chair
- Time commitment as Regional Chair-Elect is 10-15 days annually, including committee meetings and Annual Conference.

Responsibilities

- Assist the Regional Chair with responsibilities as requested.
- Participate and provide input in Committee meetings and, if possible, attend National Conference during years serving as Regional Chair-Elect.
- Assist in supporting State contacts as needed throughout the year.
- Assist with NAE4-HYDP Awards and Recognition on the Regional level as requested by the Regional Chair. This includes the processing and judging of regional awards and presenting awards at the Regional Breakfast/Brunch.
- Assist in judging assigned National awards as requested by the Regional Chair.
- Assist with reviewing and updating awards criteria, score sheets and other information as needed.
- Assist with reviewing applications for new awards, reviewing awards for elimination, updating Handbook, and other things as needed.

State Contacts

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have experience with a similar committee in a state association.
- If able, participate in the NAE4-HYDP Conference during years of service on the committee or designate a member from your state attending the Conference to represent you at the committee meetings.

Length of Commitment

- Determined by the State but suggested term is 1-2 years as State Contact and 1 year as State Contact-Elect.
- Time commitment as State Contact is 5-15 days annually, including committee meetings and Annual Conference, if able to attend.

Responsibilities

- Provide leadership for State Member Recognition Committee and State Awards and Recognition.
- Participate in Member Recognition Committee Meetings and, if possible, attend the NAE4-HYDP Annual Conference.

- Communicate with and assist Regional Chairs and Chair-Elects as needed.
- Promote opportunities to apply for NAE4-HYDP awards.
- Coordinate the selection of State winners and send forward to regional level by April 25.
- Provide information on Service Award winners to the National level by May 15.
- Provide reports to appropriate groups and individuals as needed.

NAE4-HYDP MEMBER RECOGNITION TIMELINE

The following timeline will be used to facilitate the development, marketing, and selection of the NAE4-HYDP awards program.

December

- The National Member Recognition Chair provides information to the Member Services Vice President for the Plan of Work.
- National Member Recognition Chair hosts webinar(s) for Regional Chairs, Regional Chair-Elects, State Contacts and members on the awards and application submission and judging process.
- **By December 31** – National Member Recognition Chair completes awards criteria/materials to be posted on the NAE4-HYDP website.
- **By December 31** – All information for awards is entered in the online awards system so that the system can be tested.
- National Member Recognition Chair arranges for electronic communication of awards criteria/materials to be sent to membership.
- NAE4-HYDP Executive Director contacts donors with letters of appreciation for their contributions to the previous year's conference awards and provides a summary of award recipients.

January

- National Member Recognition Chair hosts a webinar on the NAE4-HYDP awards and application process, if needed.
- **January 15 – Awards system is launched and announced.**
- The National Member Recognition Chair sends information to Regional Directors to share with State Leadership through webinars, emails, etc. Also, information may be shared at the JCEP ELC Conference in February.

February

- The National Member Recognition Chair and the Executive Director team send out emails to State Presidents and State Member Recognition Chairs on State membership (Active & Life) so that they know how many members to base selection of ASA and DSA awards.
- Regional Chairs and Chair-Elects seek committees of NAE4-HYDP members or outside individuals to judge regional awards.
- Regional Chairs and Chair-Elects seek a committee of NAE4-HYDP members or outside individuals to judge assigned National awards.
- The National Member Recognition Chair provides information for marketing of the awards program through "The Pulse", social media, etc.

March

- **March 1, 11:59 pm Eastern – Deadline for nomination/application for National Awards.**
- Service awards are sent to State Member Recognition Contacts in the required state submission format.
- March 2-20 -- States will be sent a list of award applications submitted. States will complete judging assignments for categories with entries. Judging assignment spreadsheets will be due back to Regional Chairs by March 20.
- Regional Chairs begin working on committees to evaluate regional awards.

April

- **April 2-24 – State judging will be conducted. State Member Recognition Chairs will manage the selection of and moving forward of winning applications.**
- April 15 -- Regional Chairs complete spreadsheet for regional judging.

- April 24 -- Regional judging assignments will be entered into the OpenWater system.
- The National Member Recognition Chair will send out emails to state award winners and non-winners.
- Regional chairs will receive a summary of state judging results from the National Member Recognition Chair and forward to all state contacts.

May

- **April 25-May 15 – Regional judging will be conducted.**
- April 25-May 5 -- Regional Chairs and Working Groups/Committees/Entities will complete a spreadsheet of judging assignments and submit to the national member recognition chair.
- May 16-June 5 – National judging will be conducted. The National Member Recognition Chair will oversee the judging process and mark winning applications.
- The National Member Recognition chair will send letters to regional winners and non-winners.
- Regional Chairs will receive the summary of regional judging results from the National Member Recognition Chair and forward to all State Contacts.

June

- Deadline for nominations for Regional Chair-Elects. Regions are responsible for having 1-2 nominations from which to select a new Regional Chair-Elect.
- National Member Recognition Chair sends a summary of National Winners to Regional Chairs, Regional Chair-Elects, State Contacts, National Chair-Elect, Past Chair, Member Services Vice President, Host State Conference Awards Committee and Executive Director.
- **June 15** – National Member Recognition Chair sends letters of congratulations to all National winners informing them of their selection and encouraging them to attend the National Conference to receive their award. Letters also sent to non-winners.
- The National Member Recognition Chair works with the Host State Conference Awards Committee to arrange for preparation of awards program, banquet, etc.

July

- The National Member Recognition Chair works with the Executive Director to arrange for order of award plaques and regional/national certificates.
- The National Member Recognition Chair works with the Executive Director to post all National award winners on the NAE4-HYDP website.
- The National Member Recognition Chair works with the Host State Conference Recognition Committee to provide information for invitations to all award recipients regarding awards program rehearsal, reception, presentations, photos, flowers, etc.
- Regional Chairs send information to State Contacts on the process for ordering flowers for award recipients.

September

- Regional Member Recognition Chairs prepare report/awards presentations for regional meetings at NAE4-HYDP Conference.
- Regional Directors prepare regional event programs which include regional award winners.
- National Member Recognition Chair works with National Member Recognition Chair-elect, Regional Chairs and Regional Chair-Elects to prepare agenda for committee meetings at the Annual Conference.

October/November

- The National Member Recognition Chair writes articles for email blast, The Pulse, or similar communications congratulating award winners.
- National Member Recognition Chair conducts committee meetings at Annual Conference.
- National Member Recognition Chair, Regional Chairs, Regional Chair-Elects, and any other committee members will unpack, arrange, check, and organize awards for the banquet.
- Regional Chairs and Regional Chair-Elects will present regional awards at regional breakfast/brunch.
- National Member Recognition Chair, Regional Chairs, Regional Chair-Elects, and any other committee members will assist with the awards banquet.

- Transfer National and Regional Chair files to the new Chairs. Provide training to the individual taking the position and provide support throughout the year.
- The National Member Recognition Chair will work with the Executive Director to begin updating awards in the online system for the next year.

NAE4-HYDP MEMBER RECOGNITION REGIONAL AND NATIONAL JUDGING PROCEDURES

Eligibility for Awards

- All active and life members are eligible for awards. Applicants must have been an active member the year prior to applying as well as the current year of application. If there are additional requirements of membership for the award, these requirements take precedence over this eligibility requirement.
- Membership status is determined using the NAE4-HYDP database as of January 31.
- Multi-State entries are to be submitted in the State and Region of the primary applicant. The primary applicant should come from the state with the most members on the team.
- **Detailed information for all awards categories is updated each year and posted on the NAE4-HYDP website. The specific awards information will take precedence over the general information provided below.**

General Application Procedures

- All submissions for Communicator and Specialty Awards must use the online submissions process.
- A separate submission must be completed for each award in which a member is submitting.
- The materials and/or programs are to be the original work of the applicant and/or team. Materials and/or programs are to have been completed in the previous year.
- Rules and guidelines for each award will be strictly enforced. Applications that are incomplete will not be considered for judging.
- Team award applications may have up to 10 team members included on application (applicant and up to nine team members). Applicants will not be able to add names of team members or information to their award application once it has been submitted.

Service Awards

- Service awards include the following awards:
 - Achievement in Service (ASA)
 - Distinguished Service (DSA)
 - Meritorious Service (MSA)
 - 25 Years of Service
- Selection of these awards are conducted on the State Level and forwarded to the National Level by May 15. Applications are entered by the State Contact, not the selected nominee(s). Please contact your State Member Recognition Contact for information on how to be considered for Service Awards.
- ASA and DSA awards are based on the number of active state members on January 31 of the year in which judging takes place. Active membership includes living life members as well as active members. The number of awards a State may give is based on the following criteria:
 - 50 or less members – one award
 - 51-100 members – two awards
 - 101-150 members – three awards
 - 151-200 members – 4 awards
 - And so on for every 50 members
- MSA Award – each state may recognize one honoree annually.
- All 25 Years of Service Award nominees are forwarded from the State to the National level for recognition.

Communicator Awards

- Communicator awards are designed to recognize members for significant accomplishments in presenting 4-H to the general public, civic groups, 4-H groups, or individuals through public information methods.

- All Communicator Awards will be judged at the State, Regional and National level.
- Specific awards are designated for individual entries and for some team entries. Others are for either individuals or teams.

Specialty Awards

- Specialty Awards are designed to recognize members for significant accomplishments in 4-H programming through a variety of strategies.
- The 4-H Military Partnership, Denise Miller National 4-H Innovator Award, the Life Member Award and The Susan Barkman Research and Evaluation Awards are judged at the State level and state winners are submitted forward for National judging.
- 4-H Military Partnership Award: The chosen National winner must attend the National Conference to receive the award. A travel stipend is provided by a donor.
- Denise Miller National 4-H Innovator Award recipient will receive a \$250 Scholarship from the Joint Council of Extension Professionals (JCEP).
- All other Specialty Awards will be judged at the State, Regional and National level.
- All Specialty Awards may be entered as an individual or a team. Both individuals and teams will be judged against each other to select one winner at each level.

First Time Conference Attendee Scholarship

- States select one application and forward for regional judging.
- The State Relations Team will judge awards at the regional level.
- Up to four recipients per region will be selected.
- Scholarship amount awarded will be the value of the Early Bird registration fee for the National Conference.
- Honorees will be recognized at the Regional Breakfast/Brunch.
- Honorees will be reimbursed following the National Conference.

Regional Judging Procedures

- Regional Chairs will coordinate the judging of Regional Awards.
- They will secure judges from colleagues in their region who may or may not be NAE4-HYDP members to review and select regional winners.
- Regional winners will be sent forward for National Judging by May 15.
- Award winners and non-winners will be emailed following regional judging by the National Member Recognition Chair.

National Judging Procedures

- Regional Chairs will coordinate the judging of National awards for an assigned group of categories.
- They will secure judges from colleagues in their region who may or may not be NAE4-HYDP members to review and select National winners.
- National winners will be sent forward to the National Member Recognition Chair by June 5.
- Below is the chart that provides the groupings of awards for judging and years each region is assigned to judge groupings.
- The National Member Recognition Chair will inform winners and non-winners of results.

Group Designation	Awards Categories	Regional Judging Assignments
Group A – Communicator Awards	• Educational Package – Individual • Educational Package – Team • Periodical Publication – Individual • Periodical Publication – Team	2021 – Northeast 2022 – North Central 2023 – Western 2024 – Southern

	● Promotional Piece – Individual ● Promotional Piece – Team ● Exhibit	2025 - Northeast
Group B – Communicator Awards	● Educational Piece – Individual ● Educational Piece – Team ● Promotional Package – Individual ● Promotional Package – Team ● Published Photo ● Radio/Audio Program ● Video Program	2021 – Southern 2022 – Northeast 2023 – North Central 2024 – Western 2025 - Southern
Group C – Communicator Awards	● Feature Story ● Media Presentation ● News Story ● Personal Column ● Social Media Piece - Individual ● Social Media Piece - Team ● Social Media Package/Campaign - Individual ● Social Media Package/Campaign - Team	2021 – Western 2022 – Southern 2023 – Northeast 2024 – North Central 2025 - Western
Group D – Specialty Awards	● Denise Miller National 4-H Innovator Award ● Educational Technology ● Excellence in 4-H Club Support ● Excellence in 4-H Volunteerism ● Excellence in Teamwork ● Search for Excellence in Teen Programming ● Excellence in Peer Professional Development Award ● Susan Barkman Research & Evaluation	2021 – North Central 2022 – Western 2023 – Southern 2024 – Northeast 2025 - North Central

Working Group/Committee/Entity Judging Specialty Awards

- Working Groups/Committees/Entities who have an award approved through the review process are responsible for having their award(s) judged on the National level.
- Working Group/committees will recruit judges and provide information to the National Member Recognition Chair by May 1.
- Below is the list of current awards to be judged by specific Working Groups/Committees/Entities.

Award Category	Working Group/Committee to Judge
4-H Military Partnership	Military Partners
Beyond Youth Leadership	Youth Empowerment Working Group (Programs Committee)
Citizenship in 4-H Youth Development	Civic Engagement Working Group (Programs Committee)
Diversity & Inclusion: Expanding the 4-H Audience	Diversity & Inclusion Working Group (Programs Committee)

Excellence in Ag Literacy Programming	Ag Literacy Working Group (Programs Committee)
Excellence in After-School Programming	After-School Working Group (Programs Committee)
Excellence in Animal Science Programming	Animal Science Working Group (Programs Committee)
Excellence in Camping	Camping and Environmental Education Working Group (Programs Committee)
Excellence in Communication and Expressive Arts	Communication and Expressive Arts Working Group (Programs Committee)
Excellence in Geospatial Programs	Geospatial Working Group (Programs Committee)
Excellence in Global Citizenship Programming	Civic Engagement Working Group (Programs Committee)
Excellence in Healthy Living Programming	Healthy Living Working Group (Programs Committee)
Jim Kahler Excellence in Science, Technology, Engineering and Mathematics Programming	STEM Working Group (Programs Committee)
Excellence in 4-H Shooting Sports Programming Award	Shooting Sports Working Group (Programs Committee)
Excellence in Urban 4-H Programming	Urban Programming Working Group (Programs Committee)
Excellence in Workforce Development Programming	Workforce Development & Career Exploration Working Group (Programs Committee)
Greg Yost Memorial Youth in Leadership	Youth Empowerment Working Group (Programs Committee)
Life Member	Life Member Committee

NAE4-HYDP MEMBER RECOGNITION PROCEDURE FOR CREATING A NEW AWARD

A standard procedure has been developed to streamline and simplify the creation of new awards. Committees, working groups, board members or other entities may submit a proposal for a new award. The procedure is outlined below.

- The group proposing the new award will develop specific criteria for and submit via the NAE4-HYDP website through the online award proposal system by **September 1**.
- Criteria to be completed in the online award proposal for the new award or to combine two or more awards into one award must include the following components:
 - Title of award
 - Justification for adding the award or combining two or more awards (1000 words or less)
 - Category for Award (i.e., service award, specialty award, communicator award, etc.)
 - General eligibility requirements to apply for award – (500 words)
 - Judging Process – at what levels will the award be judged? (State, Regional, National; State and National only, etc.)
 - Submission requirements for award (1000 words) – what information, additional documentation, letters of support, etc. are to be included in the application. An abstract is required for all applications.
 - Score sheet to be used to evaluate award that addresses submission requirements
- The Member Recognition Committee will review the proposals prior to the National Conference. Revisions may be requested from the entity submitting the request. Proposals selected by the Member Recognition Committee

will be presented by the Member Recognition Chair to the Board at the Pre-conference Board Meeting at the National Conference for a vote.

- If a new award is approved, the group proposing the new award will be responsible for having the award judged at the National level.
- If the award includes a cash award, it is the responsibility of the group submitting the award proposal to secure funding before awards information is released on January 1. Funding secured after January 1 will be held for the following year's award and not added after the awards information has been released.

The NAE4-HYDP Board includes in the budget to cover the cost of certificates and plaques for awards not sponsored by an individual/organization.

NAE4-HYDP MEMBER RECOGNITION PROCEDURE FOR REVIEW AND ELIMINATION OF AWARDS

A standard procedure has been developed to track, review, and make recommendations to the Board of Trustees to eliminate and/or combine awards. This process will be coordinated by the National Member Recognition Chair.

- A summary of awards will be maintained by the National Member Recognition Chair and Executive Director. The summary will include information for each award on the number of State entries, regional entries and total number of awards submitted.
- Three-year trends will be evaluated. Awards which have 10 or less applications for three consecutive years will be reviewed. Criteria that will be considered include but are not limited to region where the majority of applications come from, total number of applications, required criteria to apply for award, etc.
- Input will be sought from the Regional Chairs, State Contacts, and Working Group/Committee/Entity whom the award is managed by to determine a course of action to either keep the award, revise the award, combine it with another award or eliminate the award. Recommendations will be presented to the Board for review and a vote.

Working Group – New Professionals Outreach

To provide support and connection to professionals new to 4-H Youth Development.

Accountable to: NAE4-HYDP Vice President of Member Services

1. Coordinate, plan, and facilitate the First Timer Orientation annually in conjunction with the Annual NAE4-HYDP Conference.
2. Coordinate, plan and facilitate the First and Second Timer Scholarships with support from the Member Recognition Chair and the VP of Member Services as appropriate.
3. Participate in relevant meetings, and work with the VP of Member Services as well as working teams as appropriate to strengthen efforts to support new professionals (i.e., Life Member committee)
4. Prepare reports as needed for the VP of Member Services, minimally for the spring and preconference board meetings and annual report.
5. Prepare a plan of work and submit it to the VP of Member Services.
6. Send relevant information to Regional Directors, post on the website and publish in "The Pulse".

ARCHIVIST (Board appointed position)

Length of Term: 3 years with possibility of continued appointment

Team Members: Archivist, Vice-President of Member Services, Vice-President of Finance and Operations, Life-Member Committee, National 4-H Hall of Fame Committee, National 4-H History Preservation Committee, Contact from WVU Extension and/or Jackson's Mill 4-H Camp.

Archives and MOU: In 2013 an MOU was prepared with Jackson's Mill 4-H Camp and West Virginia University Extension Service to house the NAE4-HYDP Archives with the WVU/Extension Archives. The MOU was updated in 2019.

For Reference: Jackson's Mill 4-H Camp, 150 Jackson Mill Rd., Weston, WV 26452, 304-269-5100

Accountable to: Vice-President of Member Services and NAE4-HYDP Board

Description of Responsibilities: The NAE4-HYDP Archivist will work with team members to preserve the history of NAE4-HYDP. This will include, but not be limited to NAE4-HYDP Annual Conference and meetings of NAE4-HYDP Board. The National 4-H Hall of Fame records are kept in the Archives. Electronic and digital copies of minutes, newsletters and committee reports are kept under "records" on the NAE4-HYDP website. The Executive Director of NAE4-HYDP manages the website. Possible interest in digital archives as NAE4-HYDP moves to the future.

Specific Duties:

1. Annual/Bi-Annual trip to the archives to update paper files and update history including conference locations and Board of Trustees members.
2. Coordinate with team members to develop a budget to be submitted to the Vice-President of Member Services. This includes the annual/bi-annual trip to the archives, copying of historical papers, preservation of conference proceedings, awards programs, photos, etc.
3. Payment of expenses incurred is approved by the Vice-President of Member Services and submitted to the Vice-President of Finance.
4. Work with the Vice-President of Member Services to submit a Plan of Work each year. Provide an annual report of accomplishments for the NAE4-HYDP Highlight Report.
5. With the team, review/update annually, the requests for information on association history needed in planning events and activities.
6. Serve as collection point when items are submitted for archiving and appropriately filing during the annual visit to the archives.
7. Keep accurate records of what is in the archives.
8. Write an article for the NAE4-HYDP newsletter at least once during the year. Include interesting highlights from the past and/or how the association has addressed youth development issues.

Qualifications:

1. Interest in the history of NAE4-HYDP, the Board of Trustees, and the 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 association is desired.

3. The ability to complete NAE4-HYDP business in a timely manner.
4. Possible interest in digital archives as NAE4-HYDP moves to the future.
5. A willingness to listen and respond in an appropriate manner.
6. Comfortable with transmitting key historical information by electronic means and sharing key information in face-to-face meetings when necessary.
7. The ability to work as a team member.

Time Requirement:

1. Ability to spend a week, including travel to the archives, to maintain archives and do critical research from requests received.
2. Attend the NAE4-HYDP Conference and participate in the annual leadership transition meeting.
3. Attend virtual and in-person meetings as requested by the President and/or VP of Member Services.
4. Time to review and follow-up on requests for key historical information needed by committees in leadership positions, and from states if requested in a timely manner.
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.

Benefits:

1. Sharing knowledge of NAE4-HYDP history with colleagues
2. Strengthening personal skills and knowledge of NAE4-HYDP.
3. Giving back to the association.
4. Keeping the history of NAE4-HYDP alive.

Training Required:

1. Spending time with the previous person in the position as well as reviewing documents to acquaint oneself with large volumes of history stored.

LIFE MEMBER COMMITTEE

The purpose of the Life Member Committee is to communicate with Life Members on the actions and events of NAE4-HYDP through:

- Maintaining current list of Life Members
- Recognition of Life Members
- Special events at National Conference

- Electronic Newsletter

ROLES

- The Life Member Committee is a standing committee with the Chair serving as a member of the Board of Trustees and a member of the Member Services Team.
- Recognition of new Life Members during the pinning ceremony at the National Conference.
- Conduct a Celebration of Life Ceremony for deceased Life Members during the National Conference.
- Identify possible candidates for the National 4-H Hall of Fame.
- Provide specific events and activities for Life Members attending National Conference.

POSITION DESCRIPTIONS

National Life Member Committee Chair

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; desired to have been an active member of the Life Member Committee as a Regional Contact.
- Have a personal commitment of resources and time to carry out the responsibilities.

Length of Commitment

- One or two years as Chair-Elect
- Two years as Chair
- Two years as Past Chair
- Time commitment as Chair is approximately 20-25 days annually, including Board Meetings and Annual Conference.

Responsibilities

- Accountable to the Vice President of Member Services.
- Participate as a voting member of the NAE4-HYDP Board at face to face or electronic alternative Board meetings.
- Provide committee reports, submit a budget request to the treasurer and other duties as assigned.

- Work cooperatively with the National Chair-Elect, Past Chair, Executive Director, Vice President of Member Services, Regional Contacts and Life Member State Contacts to oversee the continued involvement of all Life Members in the events and actions of NAE4-HYDP.
- Provide appropriate articles for electronic newsletter, email blasts, website, The Pulse, and other marketing to promote Life membership.
- Provide coordination for all NAE4-HYDP Life Member recognition at the National Conference.
- Provide training and resources for Chair-Elect and Regional Contacts.
- Promote participation in the Life Member Specialty Award.
- Conduct business meetings during the National Conference and via Zoom meetings throughout the year as planned/needed.
- Recruit National Chair-Elect candidate(s) to be appointed by the Board of Trustees.

Assist Regional Contacts in recruiting candidates for Regional Contact positions.

- Coordinate the review and updating of the Life Member Committee section in the NAE4-HYDP Handbook. Keep Policy and Resolutions Chair informed of changes that are made.

National Chair-Elect & Past Chair

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; have been an active member of the Life Member Committee for two or more years.
- Have a personal commitment of resources and time to carry out the responsibilities.
- Chair-Elect advances to the Chair of the committee.
- Past Chair serves two years following their term as Chair to provide assistance and

information to the committee.

Length of Commitment

- One year as Chair-Elect
- Two years as Chair
- Two years as Past Chair

- Time commitment as chair-elect is approximately 10-15 days annually, including committee meetings and Annual Conference.
- Time commitment as past chair is approximately 10-15 days annually, including committee meetings and Annual Conference.

Responsibilities

- Assist and shadow the Chair with responsibilities.
- Convene and preside at committee meetings at the request or absence of the Chair.
- Provide reports to appropriate groups and individuals as needed.
- Assist Regional Contacts as needed.

Regional Contacts

Qualifications

- Be committed to the vision and mission of NAE4-HYDP through Member Services.
- Be committed to participate in the NAE4-HYDP Conference during years of service on the committee.
- Must be a member in good standing of NAE4-HYDP for two or more years; have been an active member of the Life Member Committee for two or more years.
- Have a personal commitment of resources and time to carry out the responsibilities.

Length of Commitment

- Two years as Contact
- Southern and North Central Contacts are selected on even years. Northeast and Western Contacts are selected on odd years.
- Time commitment as Regional Chair is 10-15 days annually, including committee meetings and Annual Conference.

Responsibilities

- Participate and provide input in Committee meetings and attend National Conference during years serving as Regional Contact.
- Provide committee reports to appropriate groups and individuals as needed.
- Provide support and guidance to Life Member State contacts as needed throughout the year.
- Provide coordination in maintaining an updated list of all Life Members with State contacts, Vice President for Member Services and Executive Director.

- Promote participation in the Life Member Specialty Award.
- Assist with events and activities for Life Members at the National Conference as needed.
- Recruit Regional Contacts to fill contact positions and provide information and assistance in completing paperwork.
- Assist with orientation of Regional Contacts.

Vice President Finance

Roles and responsibilities regarding NAE4-HYDP Financials included but are not limited to the following.

Vice President of Finance & Operations

- Serve a two-year voting term on the NAE4-HYDP Board of Trustees and as a member of the Executive Committee.
- Work to ensure the Board of Trustees works within the status as a not-for-profit Association for professional 4-H youth development and volunteer development workers.
- Oversee the work of the Policy & Resolutions and Finance and Operations Committees as well as the annual third-party independent auditor.
- Participate in monthly Executive Committee conference calls, Spring Board Meeting, and Pre-Conference and transition Board meetings.
- Work directly with the NAE4-HYDP Executive Director who provides financial services, depository for all funds, full accounting and records services, timely financial statements, investment of funds, oversees completion and filing of official tax forms and financial review of all Association activities.
- Work with the National 4-H Activities Foundation to ensure investments/donations housed within the Foundation are handled properly and timely payments are made to conferences, award reimbursements, etc.
- Assure that all records relating to legal status are kept up-to-date and filed. Oversee tax status and ensure timely filing of relevant paperwork.
- Review Association insurance policies and provide suggestions to the Board of Trustees appropriate risk management policies and procedures.
- Develops budget proposals and recommends contracts, financial and in-kind solicitations for the Association and annual conferences.
- Collaborate with the Executive Director to further advance the Association's Partner Program.
- Review all bids for services prior to Board of Trustees approval.

NAE4-HYDP Executive Director

- Office is the base of operations for the association's financial and legal transactions.
- Provide budget counsel to NAE4-HYDP and assist the Board of Trustees with long-range financial planning.
- Monitor the budget as part of a financial reporting obligation to the Board of Trustees.
- Manage daily bookkeeping of all NAE4-HYDP accounts including conferences. Daily bookkeeping includes accounts payables/receivables and collection activities.
- Prepare monthly financial reports. Share overall monthly financial reports with the President's Council and VP Finance & Operations. Share any monthly account reports related to the Vice President's responsibilities with the appropriate Vice President. Share regional monthly account reports with the State Relations Chair.
- Serve as ex-officio member and Secretary/Treasurer to the Board of Trustees.
- Issue 1099-MISCs as needed and arrange for an annual 990 return.
- Maintain all bank accounts, financial books, and records for NAE4-HYDP.
- Has authority to release electronic checks for specified items in the approved budget based on travel and general expense vouchers approved by the VP Finance & Operations.
- Provide the VP Finance & Operations with weekly items to approve, if needed.
- Arrange for the Association's annual financial audit.

NAE4-HYDP Executive Committee

- Review monthly financial reports as presented by VP Finance & Operations and Executive Director.
- Approve any out of budget expenses as needed.
- Provide requests for annual budgeting.
- Ensure Vice President Teams including all appropriate Committees & Working Teams are remaining within their current budget.

- NAE4-HYDP President to approve all expense vouchers submitted by the VP Finance & Operations.
- Vice Presidents to approve prior to submitting to NAE4-HYDP Executive Director all their respective Committee and Working Team general/travel expenses over \$50 with the exception of:
 - President, President Elect & Past President official officer representation travel.
 - Regional Director JCEP & state visits.
 - NAE4-HYDP Spring Board Meetings & Pre-Conference Meeting stipends.

Finance Regional Directors

- One Regional Director per region will have certain duties related to finances.
- Maintain Regional Hospitality funds housed in the operating account at NAE4-HYDP's bank of business.
- Processes state contact travel voucher approvals for the JCEP Workshop, as they relate to NAE4-HYDP requisitions budget.
- Working with the NAE4-HYDP's Vice President for Finance & Operations as members of the Finance & Operations Team. Board of Trustees
- Participate in the annual budgeting process by providing information/requests as needed.
- Ensure expenses are within budget for respective association work.
- Approve the annual budget prior to its presentation to membership.

Board of Trustees

- Participate in the annual budgeting process by providing information/requests as needed.
- Ensure expenses are within budget for respective association work.
- Approve the annual budget prior to its presentation to membership.

NAE4-HYDP Finance & Operations Team

Operating Policy Governance Policies

(September 30, 2003)

Team Leader: VP Finance & Operations

Team Members: Policy & Resolutions Committee Chair and Finance Regional Directors

Impacts and Outcomes

Works with the Executive Director to regularly monitor the association finances (internally) with an audit as necessary to ensure practices are consistent with accepted accounting procedures.

- Works with the Executive Director to review monthly financial statements as compared to annual budget.
- Works with the Executive Director to implement recommendations from the auditor as best as possible.
- Works with the Executive Director to develop guidelines/policies and goals and strategies related to the finances of the association.
- Works with the Executive Director to develop budget proposals and recommendations, contracts, financial and in-kind solicitations for the association and annual conference.
- Works with the Executive Director to collect dues and ensure bills are paid.
- Works with the Executive Director to oversee tax status and ensures timely filing of relevant paperwork.

Services and Programs

- Works with the Executive Director on a final audit report.
- Works with the Executive Director to ensure bills are paid and dues are collected.
- Works with the Executive Director to review policies and procedures.

Team Parameters (constraints)

- Operate within guidelines set forth in the handbook.

- Follow all laws to ensure fair judicial practice.
- Follow good business practices and recommendations from the independent auditor

Indicators or Benchmarks for Success

- Dues are collected and bills are paid.
- Final audit report
- Maintain proper tax-exempt status.
- Balanced budget
- To have two years of operating expenses in Reserve for the continued livelihood of the association
- Board functions on a sound financial basis.
- By-laws are up to date.
- NAE4-HYDP Governance Policies are up to date.

NAE4-HYDP Basic Financial Information

The following is some basic information regarding NAE4-HYDP finances and/or financial policies passed by the NAE4-HYDP Board of Trustees and/or Vice President's Council. For further detail, please refer to other parts of this manual as appropriate.

NAE4-HYDP Financial Basics

- NAE4-HYDP's Fiscal Year is January 1 – December 31.
- NAE4-HYDP's primary sources of funding are Membership Dues and Conference profits
- NAE4-HYDP's IRS status is as a 501(c)6 - not-for-profit association.
- NAE4-HYDP is incorporated in the State of Maryland.
- Through an agreement with National 4-H Activities Foundation, funds can be solicited for NAE4- HYDP at a 501(c)3 tax-exempt status. These funds must be used for educational and charitable purposes only.
- As of January 1, 2010, the Financial Services Provider is part of the NAE4-HYDP Executive Director duties. From 2000-2009, these services were provided by the National 4-H Council. From 1999 and earlier, the Association Treasurers conducted all financial related duties including daily bookkeeping, tax filing, etc.
- Authorized signatures on NAE4-HYDP financial accounts are as follows:
 - All accounts open in the name of NAE4-HYDP are to be accessible to the NAE4-HYDP Vice President of Finance & Operations and Executive Director. These include investments, mutual funds, savings accounts, etc. in addition to those listed below.
 - General Operating Account, First Timers Fund, Hall of Fame Account, and Clover Pledge Operating Account – NAE4-HYDP President, VP of Finance & Operations, and Executive Director.
 - Regional Hospitality Accounts – Funds are a line-item in the Associations' General Operating Account and all transactions must be approved by the respective NAE4-HYDP Regional Directors for their specific region.
 - Conference Accounts – VP of Finance & Operations, and Executive Director.
- For NAE4-HYDP Board of Trustees meetings, expenses are covered in the following manner:
 - Spring Board Meeting – For members attending, costs reimbursed in accordance with the NAE4-HYDP Travel Policy (12/1/2021).
 - Pre-Conference Board – Based on the current budget members attending, receive a stipend per day for the meetings not to exceed two days. Members must be in attendance for the full meeting to receive the stipend. Upon Board approval, the stipend amount may be increased depending on the meeting location.

Various NAE4-HYDP Policies

- At the Spring 2007 meeting, the Board of Trustees clarified the use of Clover Pledge monies: “Except from Resolution to create a designated fund in support of the National Association of Extension 4-H Youth Development Professionals (Clover Pledge)...Further resolved that the Fund shall be used for support of the following charitable and educational purposes (herewith the “purposes”): to provide comprehensive futuristic staff development for 4-H Extension professionals which addresses emerging issues. The staff development will include, but not be limited to scholarships and grants for leadership and public policy workshops and seminars (including supplementing the Stiles Scholarship Fund earnings to assure awarding a \$1,000 scholarship annually); grants for professional improvement seminars; innovative program development institutes on state, regional and national levels; and distribution information using methods include PRK, satellite, 7 and electronic mail. All money in the fund will be used to further the purposes stated. Grants will come from the interest earned by the fund; to be supported, pursued or undertaken by the Council alone or in cooperation with governmental or other private...” (3/19-21/2007 NAE4-HYDP Board of Trustees Meeting Minutes)
- At the September 19, 2008, NAE4-HYDP Board meeting, it was approved “that any new award/scholarship must have a proposal (including all criteria, specifications, and prospective sponsors) submitted to the Board for initial/tentative approval. Upon initial/tentative approval, the committee/Working Group requesting the award/scholarship must secure a sponsor prior to receiving final approval. The final approval must be completed in time to be submitted to the Member Recognition Committee by their deadline for inclusion in the Member Recognition handbook.” (9/19/2008 NAE4-HYDP Board of Trustees Meeting Minutes)
- At the March 3, 2011, NAE4-HYDP Board meeting, it was approved for one credit card processing account be established for NAE4-HYDP rather than establishing a new one each year for conference. This credit card processing account would be used to accept credit card payments for not only conference fees, but 4-H Stories, etc. (3/1-3/11 NAE4-HYDP Board of Trustees Meeting Minutes)
- At the March 3, 2011, NAE4-HYDP Board meeting, it was approved that all association contracts must be reviewed by the President and the Executive Director beginning 3/3/11. (3/1-3/11 NAE4-HYDP Board of Trustees Meeting Minutes)
- At the March 7, 2013, NAE4-HYDP Board meeting, it was approved that all contracts for National Conferences should be signed by the NAE4-HYDP President after going through the review process.

NAE4-HYDP Budget Process

The following is a sample process for preparing the NAE4-HYDP annual budget. Actual deadline dates are at the discretion of the VP Finance & Operations. When possible, a three-year budget projection should be completed by the Finance Committee. Deadlines may also alter due to Executive and Conference Planner Services contract negotiations. Main deadlines to meet are to have an initial budget prepared for review on the Fall Board Conference Call and final budget for approval at Pre-Conference Board meeting.

NAE4-HYDP BUDGET PREPARATION TIMELINE

<u>ACTION</u>		<u>RESPONSIBLE PERSON</u>		<u>DUE DATE</u>
Contact VPs for budget requests for their program area - discuss on EC call and follow up in writing		ED/VP FINANCE		14-Apr
Budget numbers and back up due from VPs		VPs/ED/FINANCE		25-May
Draft budget prepared for Pres Council review		ED/VP FINANCE		7-Jun
Budget discussed with Pres Council on call		ED/VP FINANCE		9-Jun
Budget fine-tuning		ED/VP FINANCE		
Budget presented to EC		ED/VP FINANCE		14-Jul
Board meeting to approve budget		ED/VP FINANCE		11-Aug

How Conference Revenue Affects Budgeting

Conference revenue is NOT considered for budgeting purposes until money is received.

NAE4-HYDP Voucher Procedures

It is the responsibility of the NAE4-HYDP Vice President for Finance & Operations to work directly with the NAE4-HYDP Executive Director by providing oversight on the daily bookkeeping and ensuring all financial policies are followed. Processing of general and travel expense vouchers are the primary accounts payables for the association. Other payables include JCEP and PILD reimbursements to state representatives, awards, etc.

General Expense Vouchers

- Use the updated General Expense Voucher found at www.nae4hydp.org
- General expenses include postage, copy charges, and all other non-travel related items.
- If expense is over \$50, then must get the appropriate Vice President or State Relations Chair approval. The person will sign and send vouchers to the VP Finance & Operations and Executive Director.
- Receipts must be submitted with an expense voucher.
- The Payee's Social Security Number or Tax ID number on the form.
- W-9s are required to be on file for ALL vendors for purposes of the year-end 1099-MISC. If the Payee is a vendor for a product or service, NAE4-HYDP is required to have a W-9 on file for them, regardless of payment amount (1099-MISC is issued for vendors whose total payment in the calendar year equals \$600 or more). (W-9 form located in Appendix A or at www.irs.gov.) W-9s are not required if NAE4-HYDP is reimbursing a member for expenses paid out of personal funds while conducting association business.
- Scan all items into one (1) PDF document and send it to the Executive Director. Requester is asked to maintain original receipts for at least six years for audit and IRS purposes.
- Typically, if the voucher is received Wednesday afternoon by the NAE4-HYDP Executive Director with appropriate receipts and VP approval as needed, then the voucher is included on those sent to the Vice President of Finance

& Operations on Friday. Changes in VP Finance & Operations and Executive Director's schedules can change when vouchers are processed.

- Typically, checks are issued on Friday.
- Sample of General Expense Voucher found [HERE](#).

Travel Vouchers

- Travel expenses are reimbursed in accordance with NAE4-HYDP Travel Policy.
- Use the travel voucher found [HERE](#).
- Itemized receipts (except for meals which are reimbursed at per diem) must be submitted with an expense voucher.
- Scan all items and e-mail to NAE4-HYDP at contact@nae4hydp.com. Requester is asked to maintain original receipts for at least six years for audit and IRS purposes.
- Travel reimbursement to be approved by the appropriate Vice President except for the following that are approved by VP Finance & Operations:
 - President, President Elect, and Past President's travel.
 - Regional Director JCEP and State Visits.
 - Spring Board meeting.
 - Conference Board meeting stipends.
- Typically, if the voucher is received Wednesday afternoon by the NAE4-HYDP Executive Director with appropriate receipts and VP approval as needed, then the voucher is included on those sent to the Vice President of Finance & Operations on Friday. Changes in VP Finance & Operations and Executive Director's schedules can change when vouchers are processed.
- Typically, checks are issued on Fridays.
- Sample of Travel Voucher found in [HERE](#).

NAE4-HYDP Credit/Bank Cards

Due to the amount of association travel by the NAE4-HYDP President's Council and the out-of-pocket personal expenses incurred by these officers. The following individuals are to be issued credit cards from the NAE4-HYDP:

- NAE4-HYDP President
- NAE4-HYDP President Elect
- NAE4-HYDP Past President – Credit card to be canceled upon the conclusion of the Past President's term on the JCEP Board.

For tracking of the credit/debit expenses, the above are required to:

- Within 10 business days of using the credit/debit card, the officer is to submit a Travel Expense Voucher and receipts for purchases. (Refer to Travel Expense Voucher procedures for details.)
- Officer is to note in large print that the Travel Expense Voucher is for items purchased on the NAE4-HYDP credit/debit card.
- If one of the above has their significant other traveling with them, then they need to ensure charges made to the NAE4-HYDP card reflect the officer only. This includes lodging charges and airline ticket purchases. If it is cheaper to purchase two tickets at the same time with the same credit card, then the officer must use their personal credit card and go through the regular reimbursement process. Officers are asked to respect the above submission deadline, because checking account reconciliation to finalize monthly financial reports cannot be completed until all purchases are received and accounted for. In accordance with the NAE4-HYDP Travel Policy, allowable expenses for purchases on NAE4-HYDP credit/debit cards includes:
 - Air, rail, and bus fares for transportation.
 - Cost of checking in one (1) piece of luggage with an airline each way of a roundtrip.
 - Automobile rental fees, including gasoline, tolls, and parking fees.

- Parking fees and tolls. (Mileage for personal vehicles to be submitted for actual reimbursement vs. use of the credit/debit card.)
- Taxi fares or other costs of transportation, from point of departure to airport or station, from airport or station to hotel, and the reverse of same.
- Reasonable telephone and other communications charges which facilitate the conduct of Association business by the traveler (e.g., Internet access for a specific program/workshop).
- Basic insurance on airline ticket purchases in case of travel changes due to family/work emergencies or cancellation of meetings.

The NAE4-HYDP Executive Director also has a NAE4-HYDP credit card for the same purchases as listed above plus the following items as part of NAE4-HYDP association management duties:

- Duplicating and printing services.
- On-line purchases for association supplies and services
- Office supply purchases for specific NAE4-HYDP meetings (e.g., flip chart for Board meeting)

NAE4-HYDP State Assistance, Awards & Scholarships

As part of membership benefits, the NAE4-HYDP Board of Trustees has approved monies for various awards, conferences, etc. To receive said benefits, the recipient of the following state assistance, awards, and scholarship must be a current, paid member of NAE4-HYDP. The procedures for the primary forms of state assistance, awards, and scholarships are listed below:

Public Issues Leadership Development (PILD) Conference

When possible, the NAE4-HYDP budget includes stipends for the PILD Conference held in the Spring in the Washington, DC area. These stipends are to partially reimburse one state representative for their registration fee. (If a state's Extension/University administration covers the attendee's registration fee, then they are not eligible for the NAE4-HYDP scholarship.) These stipends are processed after the state representatives' attendance has been confirmed by the designated NAE4-HYDP officer at PILD (typically the President). Finance RDs are responsible for confirming within four weeks prior to PILD the state representatives from their respective regions. They are to gather the following information.

- State representative's name for each state in their respective region.
- State representative's mailing address the scholarship will be sent to.

The Executive Director will provide a chart within 6-8 weeks of PILD to the Finance RDs to gather this information.

During the PILD meeting, the designated NAE4-HYDP officer will confirm the state representatives' attendance by having them sign the chart. The officer will then send this chart to the NAE4-HYDP Executive Director for processing.

First Time Attendee Scholarship

In Spring 2008, the NAE4-HYDP Board of Trustees approved the creation of a First Timers Scholarship Fund. The initial \$50,000 for this fund was from the 2006 NAE4-HYDP Conference profits with further donations secured from Association members.

The intent is for the interest from the fund to cover the cost of awarding a minimum of \$2,000 each year (\$500 per region for two \$250 scholarships each) to first time attendees to the annual conference. At the October 24, 2009, NAE4-HYDP Board of Trustees meeting, it was approved "a minimum of \$2,000 be provided each year for the First Time Attendee Scholarships. This would be at least two \$250 13 scholarships per region. The fund for the \$2,000 minimum would be a mix of First Timer Scholarship interest earned as of July 1st with Clover Pledge funds making up the remainder. At such time, the First Timer Scholarship Fund interest earned is a minimum of \$2,000; the Clover Pledge monies will not be used." (10/24/09 NAE4-HYDP Board of Trustees minutes.)

The application and scoring process for this award is handled by the NAE4-HYDP Regional Directors in cooperation with the Member Recognition Committee. (Refer to Regional Director and Member Recognition Awards sections for further information.)

The Communication Regional Director for each region is to confirm at the annual conference the attendance of their regions respective First Timer winner. Once attendance is confirmed, the Communications RD is responsible for submitting a NAE4-HYDP General Expense Voucher to process payment to the recipient. The VP Finance & Operations and Executive Director are responsible for the oversight of the First Timers Scholarship Fund and processing award payments in a timely manner.

NAE4-HYDP Regional Hospitality Accounts

Each NAE4-HYDP Region has hospitality funds that are a line item in the Association's General Operating Account and are administered by the Executive Director. Hospitality funds are for use by the regions and specific policies for use of funds are set by the region's membership and/or their Regional Directors.

The Executive Director is responsible for maintaining all financial records associated with said funds, including income and expense records. Each NAE4-HYDP region raises income for their respective Hospitality funds and pays expenses out of these funds. Below is an explanation of how funds are raised and spent by region:

Southern Region Hospitality Account Policies

The following policies and procedures are to govern the NAE4-HYDP Southern Region Hospitality funds. This does not include funds designated in the primary NAE4-HYDP budget for Southern Region use. Any policies and procedures established by the NAE4-HYDP Board governing regional hospitality funds will supersede the following:

Administration & Processing of Funds

- Southern Region Hospitality funds to be maintained and housed with the Executive Director. Records include copies of bank statements, checks, checking account ledger, etc.
- Requests for reimbursements from the NAE4-HYDP Southern Region Hospitality funds must be made with the NAE4-HYDP General Expense Voucher and receipt documentation. Such requests will be processed by the Executive Director upon approval of the VP Finance & Operations.
- Deposits to the NAE4-HYDP Southern Region Hospitality funds will be made by the Executive Director

Budgeting & Fundraising

- Southern Region Directors (RDs) to mutually develop and agree upon a budget each based on the hospitality checking account balance as of December 1st of the current year. Southern Finance RD to see this is completed each year.
- Southern Region RDs to organize fundraising opportunities (e.g., silent & live auctions) at NAE4- HYDP Conference at the regional meetings to raise funds for the Southern Region Hospitality Checking Account.
- From the funds raised for the Southern Region Hospitality funds, for next year full NAE4-HYDP Conference scholarships to be distributed as follows:
 - Scholarship recipient(s) to be selected from a list of Southern Region attendees confirmed as current year full-time NAE4-HYDP Conference and present at the Southern Region meeting/breakfast where the drawing is completed.
 - One (1) scholarship recipient selected if current year's Southern Region fundraiser nets \$999.99 or below.
 - Two (2) scholarship recipients selected if current year's Southern Region fundraiser nets \$1,000 - \$1,999.99.
 - One additional scholarship awarded for every \$1,000 raised above \$2,000.
 - Reimbursements will be made to the scholarship recipient once confirmed they are in attendance at the NAE4-HYDP Conference the scholarship was awarded for. Confirmation and reimbursement to be processed by the Executive Director upon approval of the VP Finance & Operations.

- When Hospitality funds allow, Southern Region RDs may budget travel for an additional state visit each within \$100 range of what is the current year's NAE4-HYDP Board budget for RD state visits.
- Southern Region Hospitality funds up to \$500.00 may be allocated for JCEP Workshop Leadership Seminar/Activity and/or NAE4-HYDP Conference State Officer Workshops as organized by the NAE4-HYDP RDs. These are funds above for expenses not covered by the NAE4- HA budget for the Southern Region.
- Up to \$250.00 of the Hospitality funds to be allocated for outgoing Southern Region Director recognition(s) each year and other program planning expenses as deemed by the Southern Region RDs.

Northeast Region Hospitality Account Policies

Each Northeast state is assessed a \$1.00 per member yearly assessment. These funds are to be paid by the states by January 31st (same deadline as NAE4-HYDP dues). Payments are to be sent payable to NAE4- HYDP with the NE Region Hospitality Funds noted in the memo line and mailed to the Northeast Finance Regional Director who will then forward on to the Executive Director.

The Northeast Region also raises funds for the Hospitality funds via an auction during the regional meeting/event at the annual conference.

The funds are distributed for any expenses related to the regional meeting/event (decorations, printing, etc.) and donated to the next Northeast state(s) who host a national annual conference.

North Central Region Hospitality Account Policies

Each North Central state is assessed a \$1 per member yearly assessment. These funds are to be paid by the states by January 31st (same deadline as NAE4-HYDP dues). Payments are to be sent payable to NAE4-HYDP with the NC Region Hospitality Funds noted in the memo line and mailed to the North Central Finance Regional Director who will then forward on to the Executive Director. The North Central Region also raises money for the Hospitality funds via an auction during the regional meeting/event at the national annual conference. The funds are distributed for any expenses related to the regional meeting/event (decorations, printing, etc.) and donated to the next North Central state(s) who host a national annual conference.

Western Region Hospitality Account Policies

The Western Region raises money for the Hospitality funds via an auction during the regional meeting/event at the annual conference.

The Western Region's NAE4-HYDP Hospitality Funds are used primarily for first timer scholarships when the NAE4-HYDP Conference is in the West. The scholarship amount is designated by the annual conference's Early Bird registration fee. Each Western state will receive one check for this amount that they divide among their first-time annual conference participants. A small portion of the funds are used to cover expenses related to the regional meeting/event (e.g., decorations, printing, etc.).

NAE4-HYDP Policy on Use of Independent Contractors

The NAE4-HYDP Board of Trustees acknowledges members of the Association fill leadership roles on a voluntary basis whether in a Board, Committee, and/or Working Team position. The Board further recognizes there may be times when Association members may need outside resources to assist them in completion of their voluntary Association work.

If a NAE4-HYDP member agrees to participate in an Association project and needs to utilize outside resources, then the following procedures must be followed:

- Before any payment is allowed, the Association member must submit the draft of an Independent Contractor Agreement to the NAE4-HYDP Vice President of Finance & Operations and the Vice President governing the special project.
- Independent Contractor Agreements must receive approval from the NAE4-HYDP Vice President Council.

- To be compensated, the Independent Contractor's fee must be included in the respective VP Team current year budget to even be considered.
- If said Independent Contractor Agreement is approved the individual must enter 18 into an Independent Contract Agreement with NAE4-HYDP before services are provided or compensated. It shall be the sole responsibility of the Contractor to pay all local, state, and federal withholding, Social Security, and other taxes from any amounts paid by NAE4-HYDP to the Contractor under this Agreement. Both NAE4-HYDP and the Contractor agree that the Contractor will act as an independent contractor in the performance of duties under this Agreement. It is further understood that if the person violates his/her employer's policies on outside work that the NAE4-HYDP Board of Trustees will not be liable for any actions taken against the Independent Contractor and/or the supervising Association member by the employer.
- Services will be reimbursed only if the Independent Contractor submits an invoice at the agreed contracted rate and a NAE4-HYDP General Expense Voucher that has been approved by the Association member for whom the Independent Contractor provided the work and the Association Vice President overseeing the project.

This policy supersedes any previous NAE4-HYDP related agreements and/or policies related to use of Independent Contractors.

4-H Stories

The 4-H Stories Committee has developed the 4-H Stories from the Heart book published starting in 2010. The 4-H Stories from the Heart individual copies will be sold through various vendors such as Amazon, National 4-H Supply, etc. The 4-H Stories Committee has been authorized by the Board of Trustees to sell cases of the books at an agreed price. Following are the policies for case only sales of 4-H Stories:

- Per conversation with accountants on 3/25/11, NAE4-HYDP does not include sales tax since it is assumed the books are being resold as a fundraiser.
- NAE4-HYDP primary sales of the 4-H Stories from the Heart is by case at a discounted price as approved by the Board of Trustees and includes shipping costs.
- All expenses associated with the 4-H Stories from the Heart go through the same voucher process as other association expenses.
- Deposits for 4-H Stories from the Heart are made into the checking account established for these sales.
- As of 11/19/11, the case sales of 4-H Stories from the Heart are filled by Dan Tabler, Chair of the Committee, including shipping of the books.
- Sale orders and any payment submitted with the order are sent to the NAE4-HYDP Executive Director.
- NAE4-HYDP Executive Director invoices for the remaining amount owed.

Clover Pledge Funds

National 4-H Council Activities Foundation provides financial services to NAE4-HYDP, so individuals and businesses can receive a tax-deductible benefit for their donation to the Association.

Collection of Donations to NAE4-HYDP

- Checks are to be made payable to the National 4-H Council – NAE4-HYDP Clover Pledge Fund.
- Tax-deductible contributions collected by the Association are to be recorded by the Executive Director and then forwarded to National 4-H Council for deposit in the established NAE4-HYDP Clover Pledge Fund endowment.
- A letter of thanks and tax-deductible contribution receipt will be sent to the donor on behalf of the Association by the Executive Director.
- The National 4-H Council will deposit funds in the endowment and will send a receipt of deposit to the Association.

Use of Clover Pledge Funds

- All Clover Pledge funds must be used for educational purposes benefiting members of the Association. A copy of the endowment agreement is on file in the Association office. According to the terms of the agreement, a minimum of \$100,000.00 must remain in the endowment.
- Funds donated for a specific purpose will be withdrawn from the endowment annually and used for that purpose.
- Non-specific donations will be deposited in the endowment for investment purposes until the Board of Trustees acts to withdraw them.
- According to the terms of the agreement, a quarterly report is to be provided to the National 4-H Council Activities Fund outlining how Clover Pledge funds in the possession of NAE4-HYDP have been used, ensuring funds have been used as outlined in the terms of the endowment.

TRAVEL POLICY REVISED

As of December 1, 2021

Policy:

National Association of 4-H Youth Development Professionals will reimburse any authorized traveler for reasonable expenses incurred when performing official Association business that requires travel and results in travel-related expenses and/or expenses for entertainment on behalf of the Association, provided such traveler strictly adheres to the Association's travel-related procedures as set forth below.

When traveling by car on Association business, the traveler shall not rent the car in the name of NAE4-HYDP. NAE4-HYDP does not provide coverage for damage to the rented vehicle or injuries suffered by NAE4-HYDP members or officers.

Cars may be used for travel on Association business using the member's or officer's resources and insurance. If the driving distance is greater than 300 miles one way, a drive vs. fly comparison must be turned in to the Vice President of Finance and Operations and approved prior to travel. Reimbursement for mileage will be made at the current federal IRS approved per diem rate.

Procedures

Transportation:

Members should use their best judgment in traveling at least expense (cost saving) to NAE4-HYDP. Typically, less expensive airfares are those that are purchased well in advance (at least two months) of the necessary travel. When the member purchases a less expensive fare and submits the required paperwork, NAE4-HYDP will reimburse the traveler for that airfare prior to the conference to lessen the burden on the traveler and to avoid late fee charges to the traveler. In the event the traveler is unable to complete the travel that has already been reimbursed to them by NAE4-HYDP, the traveler will repay the amount of the airfare to NAE4-HYDP.

Travel will normally be by common carrier (air, rail, or bus) following the most direct route and at the tourist or coach rate unless such accommodation is unavailable. Automobile rental may be used when it is advantageous to the conduct of official Association business. See paragraphs A (2) and A (3) for policy regarding rental of automobiles.

Travel arrangements are to be made directly by the traveler at least expense (cost saving) to NAE4-HYDP unless otherwise notified. The Association will not pay expenses incurred by a traveler because of a stopover or an indirect route selected by him/her for purposes other than official business. The amount of any payments to be made by the Association for a traveler's travel expenses will be determined based on uninterrupted travel by a practical, direct, normally traveled route.

Travelers have permission to purchase the basic insurance package for airline tickets in case of emergency or weather

situations hampering the expected travel.

When using the internet, travelers must use the best available fare via the most direct route.

Travel between the point of departure and the station or airport may be by public transportation, shuttle, taxi, or personal car. Travelers should use their best judgment if leaving a personal car at an airport for an extended period of time is inordinately more expensive than traveling to and from the airport by taxi or some other means.

When a traveler travels via private automobile, they will be reimbursed at the current Federal IRS approved rate per mile based on odometer readings consistent with the standard highway mileage (direct route to and from the destination). When travel by private automobile is for personal convenience, reimbursement will be limited to the cost of equivalent air coach fare, or the current per mile rate based on odometer readings consistent with standard highway mileage, whichever is less. All travelers who drive a vehicle while on Association business must possess a valid driver's license and are expected to drive safely and obey all applicable traffic laws. The Association will not reimburse travelers for any traffic violation tickets.

When a traveler seeks reimbursement for mileage using a personal vehicle, a copy of a reliable mapping internet site (MapQuest, Google Maps, Yahoo Maps, etc.) printout must be submitted with the travel claim voucher for verification purposes.

Receipts are required for all expenses except for reasonable tips less than \$5.00.

Lodging:

The Association will usually arrange and pay for any required hotel accommodations for spring board meetings. However, there may be times when a traveler on Association business will be required to arrange and pay for lodging, in which case the traveler should use minimum rate accommodations.

Association travelers are reimbursed ½ of the double-occupancy rate. If the traveler chooses to stay alone or with a non-Association traveler, he/she will be responsible for the other half of occupancy as a personal cost. In addition, the traveler will be required to pay for any incidentals, such as, hotel room internet access, movie rentals, ATM withdrawals, and telephone calls.

Receipts are required for lodging except for tips of less than \$5.00 per day for housekeeping and/or portage (bellhop services).

Meals:

Costs for meals are reimbursed at the actual cost up to the current Federal IRS approved **daily** per diem rate for meals of destination as listed at the following website: www.gsa.gov. Note that the per diem reimbursement is for meals and does not include incidentals. Itemized receipts are required for meals. The Association does not reimburse the cost of alcoholic beverages.

Allowable Expenses:

Air, rail, and bus fares for transportation

Cost of checking in one (1) piece of luggage with an airline

Automobile rental fees, including gasoline, tolls, and parking fees

Cost of operation of traveler's automobile, including a mileage rate reimbursement (as in B (1) above), parking fees, and tolls

Taxi fares or other costs of transportation (Uber, Lyft, etc.), from point of departure to airport or station, from airport

or station to hotel, and the reverse of same

Tips

Reasonable telephone and other communications charges that facilitate the conduct of Association business by the traveler (e.g., internet access for a specific program/workshop)

Substantiation by receipts is required for all transportation, meals, and lodging expenditures.

Reporting Travel Expenses:

The traveler has responsibility for obtaining receipts for all travel expenses required and for completing and submitting the expense Travel Reimbursement Form to receive reimbursement.

In order to be reimbursed for airfare purchased in advance of necessary travel the traveler must submit the receipt and completed travel voucher to the Vice President of Finance and Operations within two weeks of actual airfare purchase. The Association office should be copied on the email.

A completed expense report form, including scanned receipts saved as a PDF, should be sent to the Vice President of Finance and Operations and the Association office within thirty (30) days upon return from travel or expenses will not be reimbursed. The Vice President of Finance and Operations will review the expense packet and approve or deny the payment, which will be made by the Association office. Sending multiple files or non-PDF formatted files may delay check processing.

Reimbursement will be mailed directly to the traveler unless otherwise requested.

All requests should be completed in accordance with the policies approved by the governing body of NAE4-HYDP. The completed check request should include payee name, mailing address, and receipts. Please be advised that an incomplete check request will be returned to the authorized signer.

Disputes:

Any disputes concerning travel expense reimbursement will be reviewed by the NAE4-HYDP Finance and Operations Team.

Extraordinary Travel Expense:

Travel expenses incurred due to weather, mechanical problems, acts of terrorism, and similar events will be approved on a case-by-case basis.

Exceptions to this policy:

If for any reason a traveler can't meet the above requirement, the NAE4-HYDP Executive Board on a case-by-case basis can review the situation and make a determination.

This policy has been reviewed and passed by the NAE4-HYDP Board of Trustees and takes effect on December 1, 2021 and replaced all other versions of the travel guidance from the association.

Policy and Resolutions

Policy & Resolutions Chair

Description of Responsibility: The chair will work with the committee to study, research, and prepare recommendations on all major policy decisions and thrusts of NAE4-HYDP. Solicit, receive resolutions from the membership and develop and present resolutions to the Board for further action. Coordinates the NAE4-HYDP governance policies and bylaws, including updating sections, with input from standing and special committees, make appropriate revisions, and provides for orderly distribution of the bylaws and governance policies on the website.

Specific Duties/Relationships

- Convene and preside at committee meetings and serve as a voting member of the NAE4-HYDP Board of Trustees.
- Provide written committee reports to the Vice President of Finance and Operations for the Board meetings and for other appropriate groups and individuals.
- Develop a budget with the VP Finance and Operations and that committee
- Keep in contact with Chair-elect, regional contacts and contact-elects and provide information for appropriate newsletters.
- Provide orientation for incoming chair with orderly transfer of duties and materials. Identify potential nominee(s) for each committee position and recommend the appointment of regional contact-elects.
- Keep governance policies and bylaws up to date and distribute to Board members, State Presidents, Chairs-elect and P&R Committee Leadership Team utilizing appropriate tools such as website and Executive Services.
- Keep Committee leadership handbooks up to date, and have it posted on the website. Instruct regional contacts in any topics for discussion at the JCEP Leadership workshop.
- With assistance of Executive Services, update committee list-serve at least once a year.
- Provide a written report to Regional Directors, Executive Services and President's Council as needed.
- Serve as Parliamentarian for NAE4-HYDP Business and Board of Trustees meetings.
- Communicate with committee members throughout the year.
- Provide orderly transfer of Committee materials to successor.

Policy & Resolutions Chair-Elect

Specific Duties/Relationships

- Assist Chair with responsibilities.
- Serve on the Leadership Team of the National Committee.
- Serve as Committee Recorder
- Secure names, business addresses, telephone and FAX numbers, and e-mail address of all regional contacts and contact-elects.
- May attend Pre-Conference Board meeting (at own expense) held prior to the Annual Conference the year he/she is to become Chair.

Job Title: Regional Contact

Specific Duties/Relationships

- Serve a one-year term beginning at the last Committee meeting of the Annual Conference of which appointment is made.
- Disseminate information of committee work from the National Chair to state committee contacts and vice-versa as needed.
- Serve on the Leadership Team of the National Committee.
- Attend all committee meetings during Annual Conference and serve in a leadership role in sub-committees.
- Maintain an updated list of state contacts if possible, share lists with the National Committee Chair.
- Encourage state contacts to attend NAE4-HYDP meetings.

- Keep contact-elects involved and informed, including a planned orientation as needed.
- Provide orientation for state contacts through mail, Fax, phone, e-mail and/or other correspondence as needed.
- Provide orderly transfer of committee materials to successor.
- Serve as liaison between new committee members from your region and National Chair. Provide a written report to Regional Directors for the Regional Leadership Workshop as needed.
- Present update at Regional Meeting during Annual Conference, if requested by Regional Directors.
- Assist in the recruitment for new regional contact elect.

Job Title: Regional Contact-Elect

Specific Duties/Relationships

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

Job Title: State Committee Contacts

Specific Duties/Relationships

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

Finances

The Policy and Resolutions Chair will submit to the VP of Finance & Operations a budget annually.

Committee Chairs' expenses for attending Board meetings are covered by the Board

Annual Conference Meeting Schedule

(May vary)

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

Second Meeting		
Full Committee	Leadership Team	Introductions to P & R Committee & general membership Review/determine objectives. Review items to be discussed. Divide into sub-committees if needed.
Third Meeting		
Full Committee	Leadership Team	Continue to work in sub-committees & general membership or, if work is completed, full committee will convene for final recommendations for Post Board meeting.
Fourth Meeting (If Necessary)		
Leadership Team	New leadership team	Orientation of new members. Prepare a report for the Post Board. Discuss plans for the coming year and/or concerns

Regional Contact Report for Regional Meetings / Regional Breakfasts

(if committees report at the meeting)

- Introduce yourself (if regional director does not)
- Describe committee based on the following description:

Policy & Resolutions Committee: serves as the study and research committee of the Board of Trustees on all major policy decisions and thrusts of NAE4-HYDP. Members solicit, receive, and review resolutions from the membership and develop and present resolutions to the Board of Trustees for further action. The committee is responsible for coordinating all necessary changes to the NAE4-HYDP Governance Policies and bylaws.

- Report on committee topics of discussion, and recommendations to the Board of Trustees (if finalized). If time permits, you might include some major accomplishments for the past year. **NOTE:** You can base/relate report on Strategic Goals:
 - Meet the needs of youth development professionals by maximizing technology.
 - Provide progressive levels of professional development.
 - Elevate the quality of youth development work through scholarship, research, and practice.
 - Advocate for the 4-H youth development profession.
 - Facilitate networking throughout the association and the youth development profession.
 - Introduce incoming regional contact and contact-elect

TimeLine for Committees

Ongoing	Regional Contacts and Contact-elects assist the National Chair in collecting information for committee work.
January 1	National Chair updates list of state contacts in each region, updates List-serve with Executive Services (if information is available before Spring Board Meeting)
January 1	National Chair distributes to the Leadership Team, the committee work synopsis including the strategic long-range plan and any changes or corrections to leadership team roster. Assure Post Conference minutes are posted on the Web by conference management.
January 15	The National Chair provides the Vice President of Finance and Operations with a written report for JCEP Extension Leadership Workshop.
March 30	Refer Leadership Team to the Spring Board minutes which should be posted on the web.

May 30	National Chair distributes to Leadership Team and state contacts, via listserv, an update of committee activities and recommend attendance at Annual Conference and possible leadership roles.
July 1	National Chair and Regional Contacts recruit new regional Contact-elects.
October 10	National Chair and Leadership Team distributes to state contacts, via listserv, an update of committee activities, schedule of meeting times during annual conference, possible agenda items and reminds state contacts to attend committee meetings.
October	Attend NAE4-HYDP Annual Conference.

Organizational Stewardship Committee

Procedures for Elections and Appointments to Leadership Positions

Section 1: Organizational Stewardship Committee (hereafter referred to as OSC)

The OSC is responsible for recruiting candidates for leadership positions in NAE4-HYDP. Membership of the committee is made up of:

- NAE4-HYDP Immediate Past President serves as a member and the chair is elected from the three-year members.
- Three members from each region (Northeast, North Central, South, West) serving three-year terms with one rotating off/on each year.

The OSC will plan and conduct the election electronically.. Upon completion, a member of the committee will share the election results with all candidates. The committee chair shall post-election results to notify the entire membership of the outcome. Results will be announced at the next regularly scheduled business meeting.

The OSC will monitor the campaign and campaign regulations. Failure to abide by the regulations will be dealt with by the OSC during the Annual Conference. The OSC has the final decision.

The OSC takes full responsibility for recruiting candidates for elected positions and cooperates with Standing Committee Chairs to fill committee chair-elect positions.

Section 2: Election Process and Frequency

Officers of the Board of Trustees are elected on the following schedule.

Current President-Elect assumes the office of President at the final business meeting of the NAE4-HYDP annual meeting.

President-Elect (one-year term elected annually)

Vice-President for Member Services (two-year term elected on odd years)

Vice-President for Finance and Operations (two-year term elected on odd years)

Vice President for Professional Development and Education (two-year term elected in even years)

Vice-President for Conference and Events (two-year term elected on even years)

Regional Directors (two-year terms elected as follows)

Northeast Region: Communication role (two-year term elected on odd years)

Finance role (two-year term elected on even years)

North Central Region: Finance role (two-year term elected on odd years)

Communication role (two-year term elected on even years)

South Region: Communication role (two-year term elected on odd years)

Finance role (two-year term elected on odd years)

Communication role (two-year term elected on even years)

West Region:

Communication role (two-year term elected on odd years)

Finance role (two-year term elected on even years)

Appointments are made on the following schedule.

The OSC will work with current committee chairs to recruit and secure chair-elect applicants.

<u>Committee</u>	<u>Appointed Chair-Elect</u>	<u>Moves to Chair</u>
	(1-year term)	(2-year term)
Research and Evaluation	even years	odd years
Member Recognition	odd years	even years
Policy and Resolutions	odd years	even years
Professional Development	odd years	even years
Educational Programs	even years	odd years
Life Member	odd years	even years
Archivist	Appointed as needed	

Appointments of committee chair-elects will be made by the President, after confirmation that required documentation has been properly submitted to the OSC at the committee meeting prior to the first business meeting of the NAE4-HYDP annual meeting.

Each year the President shall appoint one person from each region to fill expiring terms on the NAE4-HYDP Organizational Stewardship Committee.

Section 3: Requirements for Nomination

To be considered by the Organizational Stewardship Committee (OSC) for one of the available positions, members of NAE4-HYDP shall submit a call for nominations form along with related documents as listed on the form by May 1 of the calendar year in which the member wishes to be considered a candidate for leadership role as Executive Officer, Regional Director, or Committee Chair-Elects.

The OSC will present candidates having met the required documentation at the August business meeting of the NAE4-HYDP. A complete slate of candidates can be presented and approved with one motion and second.

Section 4: Statement for Publication

Each candidate will be asked to provide a photo and candidate statement for the [NAE4-HYDP Website](#). See examples below.

Sample of Candidate Statement

Recently, a staff member asked me, "Why do you belong to the 4-H Association?" As I responded, I found myself animated and energized as I described the highlights of my experiences. I stated that I was encouraged to "join the crowd." Then I was asked to serve on a committee, and soon found myself amid an exciting opportunity. The most important thing I've discovered is the opportunity to learn from others, as well as to stay involved in current issues and state priorities. This has been a tremendous growth experience for me as I listen to my peers, learn about programs they've developed and delivered, and made connections.

Professional development has also been critical for me. Attending the national meetings, JCEP, and PILD have been valuable learning experiences that have made a difference in my work, and what I share with coworkers. The state association has been critical in developing professional development at a local level, which has been beneficial for all 4-H youth development staff in their programming.

Now I am ready to "throw my hat in the ring"—to share with others and give back to this terrific association. As a member of the National Association of Extension 4-H Youth Development Professionals, I believe strongly in the vision, mission, and hope that define the National Association of Extension 4-H Youth Development Professionals. I further believe that my energy, enthusiasm, and dedication to youth, as well as to the professionals that work with young people, will serve as a positive asset to our Association.

Sample of Candidate Statement

I am proud to say that I have devoted the entire 34 years of my professional career to youth development and education. Prior to becoming a county Extension director, I spent over 20 years as a high school agricultural education instructor. I've touched the lives of literally hundreds of youths in an attempt to help them achieve their full potential in becoming better citizens and stronger leaders.

During this time, I've always had a firm commitment in the value of a professional organization. I've witnessed the positive effect that a solid organization can have on youth staff as they grow and mature professionally. There are many essential elements for positive professional development. Leadership, inclusiveness, service, and engagement are just a few that float to the top of my list. As Regional Director, the challenge before me would be to find ways to use my time and talents to meet the needs of youth development professionals.

Our association has been making great strides in an attempt to upgrade our membership services. We've updated our vision, mission, value statements, and strategic goals. You could say that we've "kicked it up a notch" in an attempt to better meet the needs of the youth development professionals of today. As a strong advocate for the NAE4-HYDP, I support this commitment and look forward to strengthening the network throughout our association and our profession.

Section 5: Nomination Process/Motions during the Business Meeting

Candidates from the floor at the NAE4-HYDP annual meeting will be accepted only if all required documentation has been given to the OSC committee at the committee meeting prior to the first business meeting.

All candidates will make **five-minute** presentations that will be shared with the membership through the website. Candidates will be introduced by an Organizational Stewardship Committee member.

Section 6: Electronic Balloting and Procedure

All members in NAE4-HYDP will have an opportunity to vote for their NAE4-HYDP leadership. The electronic voting option is for all members.

Members can go to the NAE4-HYDP website at <http://www.nae4hydp.org> and read about the candidates. Each candidate has provided a brief biography and comments. Members will be encouraged to take the time to familiarize themselves with talented colleagues among us who have stepped forward as leadership candidates. In addition to voting for their respective NAE4-HYDP Regional Director(s), all members will be voting for the national positions.

Seven Day Voting Window - Members will be able to vote electronically for their candidates of choice during this voting window. Voting instructions will be emailed out to the membership.

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

Timeline for Candidates and Elected Positions

ALL Candidate Paperwork/Applications Due	August 1
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On-Line Business Meeting to approve slate of candidates. <i>(Preferably held on a Monday or Tuesday so voting and results can be conducted within the business week.)</i> / Candidates Begin Campaigning and Continue through Voting	September 1 (1 st business day in September)
Candidate Videos Due & Posted to Website / OSC Reminders Out to Membership to Check-Out Candidate Videos & Comments <i>(Release about 3 – 4 reminders between this time and on-line business meeting.)</i>	September 2 (2 nd business day in September)
Polls Opened for electronic voting	September 15-September 22
Results sent out by the Executive Director to OSC, President's Council, and Policy & Resolutions Committee Chair for verification. / Vote breakdown to remain CONFIDENTIAL between said parties	September 23 (Change to 1 st business day after Sept. 22)
All Candidates Notified of Results by OSC	September 24 (2 nd and 3 rd business day after Sept. 22)
Results Released to Membership	September 25 (4 th business day after Sept. 22)
Transition of Outgoing with Elects Begins with Vice Presidents/Committee Chairs/Orientation of Incoming Board held by President and President-Elect	After October 1
Elects attend Pre-Conference Board Meeting if available financially and schedule wise	Annual Conference dates
Elects attend Team & Other Meetings as directed by current President and President-Elect / Elects participate in all Business Meetings / Elects participate in Board Installation and Board Transition Meeting the Week of Annual Conference	Annual Conference dates

Board Member Requirements

- Board Members are required to attend monthly virtual meetings set by the President's Council.
- Board Members are required to attend a spring board meeting in-person. All expenses will be covered by NAE4-HYDP.
- A pre-conference meeting will take place in which all board members are required to attend. A stipend will be provided; however, the conference registration and travel will not be covered.
- A transition board meeting will take place including all new board members during the conference.
- There will be a board orientation meeting held virtually prior to the conference.
- All regional directors and President's Council (including the past-past president due to the JCEP re-structure (adopted 2021), will attend the JCEP – Extension Leadership Conference at the expense of the Association.

Social Media Policy

Adopted January 2010

NAE4-HYDP 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 public and our membership about what NAE4-HYDP 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-HYDP'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-HYDP encourages all its members to communicate, it is important for everyone to understand what is recommended, expected, and required when they discuss NAE4-HYDP-related topics, whether at work or on their own time.

NAE4-HYDP 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-HYDP members when creating or participating in an online social media site affiliated with NAE4-HYDP. By posting on any NAE4-HYDP social media sites, the member agrees to these terms. NAE4-HYDP 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-HYDP. 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-HYDP 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-HYDP 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.

Policies

1. All NAE4-HYDP presence on a public social network (e.g., Facebook, Twitter, YouTube, Flickr, etc.) must be approved by the NAE4-HYDP Executive Committee.
2. The NAE4-HYDP President's Council will grant permission to those who have authority to officially speak on NAE4-HYDP's behalf.
3. When a member communicates through social media, unless authorized to speak on behalf of NAE4-HYDP, they are representing themselves.
4. NAE4-HYDP 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-HYDP, at any time, without notice and for any reason and at its sole discretion. NAE4-HYDP may remove, delete, block, filter, or restrict by any other means any materials at NAE4-HYDP's sole discretion. NAE4-HYDP may disclose any communications and/or activities with NAE4-HYDP 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-HYDP rights. The member agrees that if NAE4-HYDP exercises any of its rights hereunder for any reason, NAE4-HYDP will have no liability to the member.

5. By posting any content on a NAE4-HYDP-approved social media site, NAE4-HYDP 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-HYDP purposes.
6. Those participating in any NAE4-HYDP social media sites shall defend, indemnify and hold NAE4-HYDP and its respective officers, directors, employees, contractors, agents, successors and assigns harmless from and against, and shall promptly reimbursement NAE4-HYDP 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-HYDP 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-HYDP 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-HYDP 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-HYDP is apparent, the member needs to make it clear that he/she is speaking for themselves and not on behalf of NAE4-HYDP. 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-HYDP." The NAE4-HYDP 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-HYDP or NAE4-HYDP-related matters, they must disclose their connection with NAE4-HYDP 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-HYDP and the 4-H Youth Development profession.
11. The member should follow the Code of Professionalism that NAE4-HYDP adopted and promotes; the code can be found on the NAE4-HYDP website at <https://www.nae4hydp.org/>.
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-HYDP 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 agrees to all such modifications to this Policy.

NAE4-HYDP Social Media Guidelines

1. NAE4-HYDP regards blogs and other forms of online social networking as primarily a form of communication and relationship between individuals. When NAE4-HYDP wishes to communicate publicly, whether to its members, the media, or to the public, it has a well-established means of doing so. Only those officially designated by NAE4-HYDP have the authorization to speak on behalf of NAE4-HYDP.

2. Respect the audience. As an association that values diversity, NAE4-HYDP 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-HYDP. Also, don't talk down to the readers and communicate clearly.
3. 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.
4. Use a disclaimer. If you write anything related to your work within NAE4-HYDP 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-HYDP. Use a disclaimer such as: "I am a member of the National Association of Extension 4-H Youth Development Professionals; however, this is my opinion," or something to that effect. Of course, this would only apply to writings that mention NAE4-HYDP business-related topics.
5. NAE4-HYDP respects members' right to free speech. Members are free to express themselves and their opinions in whatever way they see fit if they are clearly representing themselves as individuals and not members of NAE4-HYDP. Again, members only need to disclose their affiliation with NAE4-HYDP if they are writing specifically about NAE4-HYDP.
6. Board members or those in Working Team leadership positions have a unique responsibility. A standard disclaimer does not by itself exempt NAE4-HYDP board members or Working Team leaders from a special responsibility when blogging or otherwise communicating in online public spaces. By virtue of their position, NAE4-HYDP board members and/or Working Team leaders must consider whether their personal thoughts may be misunderstood as an official NAE4-HYDP position.
7. Be accurate and factual. It is important to stick to the facts and to identify your actual NAE4-HYDP 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-HYDP or 4-H Youth Development on a NAE4-HYDP-approved social media site, you should inform an authorized NAE4-HYDP 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-HYDP.
8. 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-HYDP business, refrain from commenting and discuss it with a member of

the NAE4-HYDP 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.

9. Remember your day job. Engagement in social media will vary, depending on its relevance to a person's job in NAE4-HYDP. Discuss with your supervisor what the computer and communications usage policy is for your university, especially as it relates to time spent online while at work.
10. Be respectful and professional to fellow NAE4-HYDP members and youth development professionals. Avoid using unprofessional online personas.
11. 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-HYDP, 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.
12. 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-HYDP Vice President's Council. You should use the same good judgment about discussing NAE4-HYDP information online as you would in an elevator or any location where non-member/4-H Youth Development professionals may overhear.

For a copy of the Social Media Policy, click [HERE](#)