



PRESIDENT

Time Commitment: 20 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Site Review Committee – meets 2-3 times per year
- Annual Session Planning Committee – meets monthly
- National Office Performance Evaluation Committee – meets 1-2 times per year

Tips for Being an Effective President:



Effective listening skills and allow others to be heard



Value conversations



Create an environment of emotional safety



Empower others



Experience in organizational leadership and management

NEAFCS Executive Board Commitment by Position

This document is not meant to be a full detailed list of each position's duties. It is merely to help prospective candidates see the important date and time requirements, as well as committee roles to share insight as to what commitment would be required. Additional time requirements would be needed for meeting preparation, email communication and more.

Travel Requirements:

- JCEP Extension Leadership Conference – 4 days annually with travel (February)
- PILD Conference – 6 days annually with travel (April)
- AAFCS Annual Expo – 4 days with travel every other year depending on rotation (June)
- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- President Council Calls (1 hour)
- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Annual Session Planning Committee Call (1 hour)
- JCEP/Alliance Meetings (1.5 hours)
- Committee Calls (as needed)
- Monthly President's Message for NEAFCS Network (1 hour)





NEAFCS Executive Board Commitment by Position

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PRESIDENT-ELECT

Time Commitment: 5-10 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Finance Committee - meets 2-3 times per year
- Site Review Committee - meets 2-3 times per year
- Annual Session Planning Committee - meets monthly
- National Office Performance Evaluation Committee - meets 1-2 times per year

Tips for Being an Effective President-Elect:

-  Build relationships with board members
-  Set a limited number of goals for your term as President
-  Develop your skills - presentation, listening, organization
-  Become familiar with governance documents
-  Be approachable
-  Have a vision

Travel Requirements:

- JCEP Extension Leadership Conference – 4 days annually with travel (February)
- PILD Conference – 2 days annually with travel (April)
- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- President Council Calls (1 hour)
- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Annual Session Planning Committee Call (1 hour)
- JCEP Meetings (1 hour)
- Committee Calls (as needed)





SECRETARY

Time Commitment: 7-10 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Bylaws Committee - meets 2-4 times per year
- Ambassador Committee - meets 2-4 times per year

Tips for Being an Effective Secretary:



Develop and distribute a newsletter calendar before the start of each year



Understand what to record and what not to record when taking minutes



Maintain a board binder or file containing the governing documents, key governance policies, and minutes of board meetings



Familiar with Bylaws, Policies and other governing documents



Consider using appropriately secured electronic storage of key documents as a backup

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Knowledgeable of the organization's records and related materials
- Should be well-equipped to record accurate minutes and be aware and sensitive to any special or confidential information discussed at a meeting



Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Record Board Meeting minutes and distribute for review (2 hours)
- NEAFCS Network article collection and preparation (2-3 hours)





TREASURER

Time Commitment: 6-10 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Finance Committee – meets 2-3 times per year
- Investment Committee – meets 2-3 times per year
- Endowment Committee – meets 4-6 times per year

Tips for Being an Effective Treasurer:



Develop and enforce strong internal controls and financial management policies



Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns



Regularly assess risks and how such risks should be mitigated



Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner



Understanding of the role of Affiliate Treasurer

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Encompasses desirable skills such as financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions
- Develop and enforce strong internal controls and financial management policies
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
- Regularly assess risks and how such risks should be mitigated
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner



Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (Sept.-Oct.)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- President Council Calls (1 hour)
- Review financial statements (2-3 hours)
- Financial Review/Audit (8 hours yearly)





REGIONAL DIRECTOR





Time Commitment: 5-6 hours per month (first year RD), 8-10 hours per month (second year RD)

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Credentials Committee – meets 2 times per year (one meeting leading up to Annual Session and onsite during Annual Business Meeting)
- Annual Session Planning Committee – meets monthly (*Only when the Annual Session is being held in your Region*)
- JCEP Extension Leadership Conference Planning Committee – meets monthly May – March for 1st year RD

Tips for Being an Effective Regional Director:

-  Desire to be active in all NEAFCS program areas
-  Willingness to take on special projects for the association
-  Be an advocate for members
-  Willingness to meet new people

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Strong written communication skills
- Be responsive and timely in communication to board and members



Travel Requirements:

- JCEP Extension Leadership Conference – 4 days annually with travel (February) - second year RD only
- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Annual Session Planning Committee Call (1 hour) *Only when the Annual Session is being held in your Region*
- Monthly emails to Region (2 hours)
- Collecting Affiliate Annual Reports (3 hours during the months of December – January)
- JCEP Extension Leadership Conference Planning Meeting (1 hour during the months of May – March 1st year RD)





VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

Time Commitment: 6-10 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Annual Session Planning Committee – meets monthly
- Finance Committee – meets 2-3 times per year
- Site Review Committee – meets 2-3 times per year
- Program Development Committee – meets 3-4 times between November – March
- Webinar Committee – meets 1-2 times per year.

Tips for Being an Effective VP for PD:



Attend an NEAFCS Annual Session



Familiar with Annual Session Handbook



Understanding of the Call for Proposal process



Experience in leading committee conference calls



Public speaking experience or comfortability in speaking to a crowd

NEAFCS Executive Board Commitment by Position

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Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)
- Annual Session Planning Meeting – 3 days annually with travel (typically held in late Summer)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Annual Session Planning Committee Call (1 hour)
- Webinar Proposal Review (1-2 hours as needed)
- Annual Session Proposal Review Process (2-4 hours monthly between January – March)





VICE PRESIDENT FOR MEMBER RESOURCES

Time Commitment: 4-7 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- National Office Performance Evaluation Committee – meets 1-2 times per year
- Mentoring and Leadership Committee – meets monthly
- Diversity Committee – meets 4-6 times per year (as needed)
- Membership and Life Members Committee – meets 3-5 times per year (as needed)
- Journal Editorial Committee – meets 2-3 per year

Tips for Being an Effective VP for MR:

-  Be an advocate for members
-  Familiar with the Journal of NEAFCS
-  Willingness to meet new people
-  Experience in leading committee conference calls
-  Comfortability with public speaking
-  Understanding of the Affiliate and National membership categories and process

NEAFCS Executive Board Commitment by Position

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Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically





VICE PRESIDENT FOR AWARDS & RECOGNITION

Time Commitment: 6-8 hours per month

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- Finance Committee – meets 2-3 times per year
- Awards Sponsorship and Support Committee – meets 1-2 times a month starting about 4 months out from Annual Session
- Awards Ceremony Committee – meets 1-2 times a month starting about 4 months out from Annual Session
- Awards Training Committee – meets 1-2 times a month from December – March

Tips for Being an Effective VP for Awards:



Knowledge of the State, Regional and National Awards Program and process



Familiar with the Awards Manual



Attend an NEAFCS Annual Session

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Experience in awards application process, judging, and recognition



Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Prepare to open Awards Portal: compile list of affiliate awards deadlines and ensure Awards Manual and at-a-glance document is updated – October/November
- Work with committee to deliver webinar on applying for an award – February/March
- Awards submission deadline and review – March
- Recruitment of awards judges – February/March
- Awards judging – April/May
- Awards notifications - May





VICE PRESIDENT FOR PUBLIC AFFAIRS

Time Commitment: 6-8 hours per month (excluding February – April). See details under monthly requirements below.

To view preferred qualifications, view the current NEAFCS Policy Manual.

Committees:

- JCEP PILD Planning Committee – meets monthly
- Education Committee – meets 2-3 times per year
- Advocacy Committee – meets 2-3 times per year
- Marketing and Communications Committee – meets 1-2 times per year

Tips for Being an Effective VP for Public Affairs:



Ability to communicate persuasively, both orally and in writing



Good judgement, creativity and an enthusiastic attitude



Ability to establish and maintain effective personal relationships

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Experience in legislative/public affairs



Travel Requirements:

- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)
- PILD Conference - 3-4 days annually with travel (April)



Monthly Requirements:

- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- JCEP PILD Planning Committee – (1 hour)
- Preparing for Living Well Month – (1 hour) December – March
- Impact Statement Preparation – (1 hour) December – January
- Impact Statement Creation – (25 hours) February through early March
- Affiliate Meeting at PILD Conference – (2 hours) March





IMMEDIATE PAST PRESIDENT

**Time Commitment: 10-12 hours per
month**

*To view preferred qualifications, view the current
NEAFCS Policy Manual.*

Committees:

- Site Review Committee – meets 2-3 times per year
- Annual Session Planning Committee – meets monthly
- National Office Performance Evaluation Committee – meets 1-2 times per year
- Nominating Committee – meets monthly January – May
- By Laws Committee – meets 2-3 times per year
- Finance Committee – meets 2-3 times per year
- Endowment Committee – meets 4-5 times per year

Tips for Being an Effective Immediate Past President:



Identify potential leaders



Work effectively with committees



Empower others

NEAFCS Executive Board Commitment by Position

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Additional Skills:

- Knowledge of Parliamentary Procedure



Travel Requirements:

- JCEP Board Meeting after PILD – 3 days annually with travel (April)
- Possible JCEP Face to Face Board Meeting – time and date TBA
- NEAFCS Mid-Year Board Meeting – 4 days annually with travel (first-second quarter of the year)
- NEAFCS Annual Session with Pre-Board Meeting – 6-7 days annually with travel (September-October)



Monthly Requirements:

- President Council Calls (1 hour)
- Executive Board Meetings (2 hours) – 3rd Monday of the month typically
- Annual Session Planning Committee Call (1 hour)
- JCEP Board Meetings (1.5 hours)
- Committee Calls (as needed)

