National Extension Association of Family & Consumer Sciences

Affiliate Toolkit

Updated October 2026

More questions? Please visit the NEAFCS website at www.neafcs.org or call 850-205-5638.

National Extension Association of Family & Consumer Sciences

Dear Affiliate Leader:

The Affiliates are an integral partner with NEAFCS. The goals, activities, and successes of each Affiliate are critical to the overall achievement of NEAFCS' goals and objectives. As an Affiliate leader, you are a valuable participant in the journey toward the realization of our mission and core purpose.

The purpose of the Affiliate Officer Toolkit is to provide guidance regarding overall leadership and structure to state and/or territory affiliates. We realize that an affiliate's membership numbers can dictate what their leadership composition looks like. This toolkit is intended to help provide an overview of officer positions and their duties. Affiliates may modify these to fit their needs but officer titles should remain consistent with those at the national level.

We encourage affiliate presidents and their boards to work with their Regional Director as their first point of contact, then with other National Officers on specific matters, and the National Office for administrative or membership questions. This chain of command, so to speak, is intended as a rule of thumb.

As affiliate leaders, we hope that you will take some time to review and discuss this document and use it as a resource that will enable you to fully engage yourself in meeting the needs of your membership. The toolkit is designed to be a living document. As an Affiliate, we hope you will contribute information to improve the Toolkit for future leaders.

Thanks for taking on a leadership role at the state level and for being an NEAFCS member!

Sincerely,

Danielle Jessup
NEAFCS Executive Director

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MISSION STATEMENT

NEAFCS empowers Extension professionals to lead effectively through research-based professional development, recognition, and the promotion of Extension Family and Consumer Sciences.

OUR VISION

To inspire continuous growth among Extension Family and Consumer Sciences (FCS) professionals

CREED

As an Extension educator my prime concern is people.
I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator.
I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership.
May I always be willing to accept the challenges of the changing times.

STRATEGIC PLAN 2025-2028

Mission Statement

NEAFCS empowers Extension professionals to lead effectively through research-based professional development, recognition, and the promotion of Extension Family and Consumer Sciences.

Vision

To inspire continuous growth among Extension Family and Consumer Sciences (FCS) professionals

Values

NEAFCS is committed to integrity and transparency at all levels and is guided by core beliefs that define our actions including:

- Professional development, leadership opportunities and recognition as essential to career fulfillment
- Member engagement and input as the basis for decision making
- An inclusive environment that embraces diversity and fosters belonging
- Collaboration, internally and externally, to accomplish goals by sharing resources

Awards & Recognition

Goal 1: Recognize and promote excellence of NEAFCS members.

- Strategy 1: Review and adjust awards to reflect the current trends of what members are doing within FCS.
    - Success Statement: All award categories have applicants.

- Strategy 2: Promote new award categories to encourage award applicants.
    - Success Statement: New award categories have at least 5 applicants.

- Strategy 3: Evaluate how scholarships are funded for awards recipients.
    - Success Statement: Funding is available for all first-place winners, and we have annually evaluated to see if funding is available for 2nd and/or 3rd place winners.

- Strategy 4: Create a sponsor program to fund existing awards.

- Success Statement: At least two existing awards each year are sponsored.

Member Resources

Goal 1: Foster connections between members to share resources and collaborate.

- Strategy 1: Support the continuation of Life Member opportunities.
  - Success Statement: At least 50% of Life Members responding to surveys are satisfied with the value of their membership.

- Strategy 2: Evaluate and modify existing recruitment tools with the assistance of affiliate leaders.
  - Success Statement: At least 50% of responding affiliates are satisfied with and use the materials provided by NEAFCS.

- Strategy 3: Launch initiative for Regional Directors to connect with new members to engage and orient them to NEAFCS.
  - Success Statement: Regional Directors will engage with at least 30% of New Members in their region within the first two years of membership.

Goal 2: Support the success and growth of each member.

- Strategy 1: Evaluate the Leadership Experience and use information to increase its value.
  - Success Statement: At least 50% of participating mentors and mentees are satisfied with the value of their experience.

- Strategy 2: Support members' efforts to showcase academic excellence through scholarly work.
  - Success Statement: A refereed journal is produced annually and includes a minimum of 15 published manuscripts, covering a variety of program areas.

- Strategy 3: Increase the visibility and use of the Tenure/Promotion and non-NEAFCS Journal Publications Reviewers process.
  - Success Statement: At least one new member signs up annually to be a reviewer.

Goal 3: Foster an environment that embraces member differences and creates a sense of belonging.

- Strategy 1: Seek broad representation of members at all levels of leadership.
  - Success Statement: Committees will recruit at least two new members annually; one of which is new to membership (within their first 3 years) and one of which is

a more experienced member.

- Strategy 2: Provide members with resources to reach underserved audiences.
    - Success Statement: Review the existing webpage annually and update to ensure resources are relevant.

Organizational Effectiveness

Goal 1: Establish an adaptable organizational structure that meets the needs of members.

- Strategy 1: Adhere to the bylaws, policies and procedures of the organization.
    - Success Statement: The bylaws, policies and procedures are current and relevant.

- Strategy 2: Continue a positive collaboration with the management company ensuring their work supports the vision and mission of NEAFCS.
    - Success Statement: The management company continues to have positive annual evaluation results.

Goal 2: Maintain and enhance the financial health and stability of the organization.

- Strategy 1: Maintain and enhance a level of reserves of three years of operating expenses.
    - Success Statement: Utilize earnings from the investments without withdrawing from the principal investment.
- Strategy 2: Review and update the annual session planning process to increase affordability and flexibility.
    - Success Statement: Annual session is offered at an affordable cost at an acceptable location.
- Strategy 3: Maintain an endowment and its income to accomplish strategically identified projects and tasks.
    - Success Statement: The endowment committee will create a 10-year plan to be reviewed and approved by the Board.

Goal 3: Evaluate and improve communication within NEAFCS.

- Strategy 1: Committees set up a distribution schedule to provide information to the Regional Directors for dissemination to membership.
    - Success Statement: Committees are sending the information to the Regional Directors.
- Strategy 2: Monthly updates are sent by Regional Directors directly to affiliate membership.
    - Success Statement: Regional directors are sending monthly updates to the membership.
- Strategy 3: Investigate opportunities for mobile-based communications to increase

member engagement.
    - Success Statement: Identify and implement one mobile-based technology to increase member communication.

Professional Development

Goal 1: Provide an engaging annual session focused on professional development, skill training, and networking opportunities.

- Strategy 1: Learning sessions focus on emerging and relevant subject matter.
    - Success Statement: Each professional development track at annual session is represented.
- Strategy 2: Soft skills programs are presented to equip members with usable skills to enhance programming efforts.
    - Success Statement: A soft skills track is created and incorporated into the annual session with member attendance and support.
- Strategy 3: Create purposeful opportunities for member networking with a variety of focus areas.
    - Success Statement: Members participate and engage in designed opportunities.

Goal 2: Present year-round professional development opportunities through a variety of avenues.

- Strategy 1: Offer online professional development such as webinars, book discussions or virtual meetups.
    - Success Statement: NEAFCS offers a minimum of 10 professional development opportunities per year.
- Strategy 2: Create a virtual module with fundamental responsibilities and training for affiliate officers.
    - Success Statement: NEAFCS creates a module for President, President Elect, Secretary, Treasurer and each of the VP areas.

Public Affairs

Goal 1: Demonstrate the public value of Extension Family and Consumer Science professionals and their outreach.

- Strategy 1: Evaluate and update existing public affairs resources including Living Well Month and Impact Statements to gauge relevance of current trends.
    - Success Statement: at least 30% of affiliates report satisfaction and effectiveness of existing resources.

- Strategy 2: Explore new avenues to promote the value of the FCS Extension profession.

    - Success Statement: at least 30% of affiliates report satisfaction and effectiveness of new resources.

- Strategy 3: Provide skill-building opportunities for members to communicate to stakeholders.
    - Success Statement: NEAFCS members report an increase in confidence and proficiency in the use of public affairs tools.

ASSOCIATION LEADERSHIP RESOURCES

Annual Report:

The Annual Report is required to be submitted every year to NEAFCS by December 31. The Annual Report collects Affiliate updates, successes, concerns/needs of the Affiliate, etc. for the current year January 1 – December 31. *(Report on subsequent page)*

Affiliate Officer Contact Form Update:

Affiliates must submit an updated Officer Contact Form after the completion of their election. The form should include all officer contact information. Forms should be sent to your respective Regional Director and the NEAFCS National Office. This form can be found in the NEAFCS Document Library. *NEAFCS is aware that not all Affiliates are structured the same. It is important to note that even if your Affiliate does not have the positions listed on the Officer Contact Form, either established or appointed, you should designate someone from your Affiliate to serve as a contact for these roles. NEAFCS will include the designees on the specific email listserv to ensure each Affiliate and its members receive up-to-date information.*

Document Library:

To access the NEAFCS Document Library, visit the website at www.neafcs.org and click on Member Center and then Document Library. Member login is required. The Document Library contains current Bylaws, Policy & Procedures Manual, Forms and Templates and much more.

Dues Renewal:

Membership dues must be postmarked by December 31 to the National Office to qualify for awards and officer candidates. Members may complete the Member Renewal Form for submission to their Affiliate for processing.

Annual Session Host Bid:

Affiliates interested in hosting a future NEAFCS Annual Session must submit a bid to the National Office by January 1 (three years out preferred but will accept any time if bids are needed). Affiliates should review the current Annual Session Handbook and request the Bid Application Form from the National Office.

Affiliate Annual Report Form

Submit this form to your Regional Director and the
NEAFCS National Office, 325 John Knox Rd. Suite L103 Tallahassee, FL 32303
Fax: (850) 222-3019 Email: djessup@executiveoffice.org

Please return this form by December 31st of each year to your Regional Director and a copy to the National Office. This report should cover anything that has occurred between January 1 and December 31 of the current year.

State/Territory: _____ Date: _____

Person Completing Form: _____ Phone: _____

What accomplishments/progress has your Affiliate made in the past year? (Consider member resources, awards and recognition, public affairs, etc.)

What are your Affiliate's goals for the next 12 months?

What challenges do Cooperative Extension and/or Family & Consumer Sciences pose in your state?

To assist NEAFCS in future planning and communication, please list concerns your Affiliate has for the NEAFCS Board to address:

Date of Next Annual Meeting:

Does your affiliate change leadership during this time?

NEAFCS IMPORTANT DATES TO REMEMBER

November

- Request for Proposals for PILD concurrent sessions due in November by the designated deadline – set by JCEP (www.jcep.org)
- JCEP Extension Leadership Conference Scholarship Application announced as early in November. This scholarship is available to Affiliate President, President-Elect, or designee.
- Impact Statement Portal opens.

December

- Affiliate Annual reports are due to National Office by December 31st
- JCEP Leadership Conference Scholarship applications due to the National Office via the online submission form by December 15th (preference given to first time attendees) with extension to February for remaining scholarships
- PILD First Timer Scholarship Application announced in mid-December. These are available to first-time attendees only and are assigned on a first-come, first-served basis.
- All Affiliate dues are due to the National Office by December 31st

January

- Bid to host Annual Session due January 1 to National Office three years hence (preferred but will accept at any time if bids are needed)
- National Awards Application to open by January 15th.
- Showcase of Excellence or Concurrent Session applications due to the Vice President for Professional Development by January 31st.

February

- Impact Statement Reports due via online submission form by February 1st
- JCEP Extension Leadership Conference Scholarships due to the National Office via the online submission form by February 1st (remaining scholarships without first time preference given)
- Deadline for regional and national award applications to NEAFCS by February 15th.

April

- Journal of NEAFCS articles due April 1st

May

- Hall of Fame Nominations due to the National Office via the online submission form by May 1st.
- First Timer Annual Session Scholarship deadline will be set for May of each year (when offered)
- Applications (credentials) for Officers and Regional Directors due to National Nominating Committee Chair (Immediate Past President) by May1st
- Endowment Project Proposals are due to the National Office via the online submission form by May 1st.

July

- State Affiliates will receive current membership lists for review by July 1st (to assist with delegate process)

August

- August 1st is the final date to receive additional membership dues from State Affiliates to be counted towards voting delegate numbers (this date could change depending on Annual Session)
- Final delegate count will be provided to state /territory affiliates to assign final voting delegates (from National Office to Regional Directors)
- August 31st is the final date to finalize voting delegates (this date could change depending on Annual Session)

October

- JCEP Extension Leadership Conference request for proposals opens – date determined by JCEP (www.jcep.org)
- Affiliate Officer Trainings will be held within 30-days post Annual Session.

The following pages include duties of each Affiliate Officer position. NEAFCS is aware that not all Affiliates are structured the same. It is important to note that even if your Affiliate does not have the positions listed below, either established or appointed, you should designate someone from your Affiliate to serve as a contact for these roles. NEAFCS will include the designees on the specific email listserv to ensure each Affiliate and its members receive up-to-date information. This information can be shared using the Affiliate Officer Contact Form.

DUTIES OF AFFILIATE PRESIDENT

GENERAL DUTIES

1. Read monthly NEAFCS What You Need To Know email, NEAFCS newsletter, and monthly update email from Regional Director and pass along information to Affiliate leaders and members as needed.
2. Attend, or appoint a State Affiliate representative to attend the JCEP Extension Leadership Conference.
3. Submit a copy of State/Territory Affiliate Report as directed by Regional Director.
4. Keep membership informed of actions of the NEAFCS Board and the Association.
5. Read the Affiliate Officer Toolkit, Bylaws, Standing Rules, Rules of Order, Policies, and the NEAFCS Mission Statement.
6. Handle correspondence promptly.
7. Remind State/Territory Affiliate Committee Chairs/Vice Presidents to submit materials to NEAFCS Vice Presidents promptly. (Observe deadlines.)
8. Encourage members and State/Territory Affiliate Chair/Vice Presidents to send news items to the Vice President for Member Resources and Secretary for inclusion in the National publications.
9. Encourage State/Territory Affiliate and/or members to contribute to the NEAFCS Educational Awards Fund.
10. E-mail one (1) copy of the State/Territory Affiliate officers' roster form to the Regional Director and the National Office as soon as the new officers are elected. Notify the Regional Director and National Office of officer changes if there are any during the year.
11. Remind State/Territory Affiliate Treasurer to submit dues and membership list to National Office by December 31.
12. Keep an accurate list of names and addresses of life members from your state

(or assign duty to the State/Territory Vice President for Member Resources/Membership Chair). Also verify and submit life member applications and fee when submitting active member dues/lists. Send completed life member forms and any changes regarding life members to the National Office.

13. Perform other responsibilities as determined by State/Territory Affiliates.

JANUARY

- ❖ Remind and encourage members to apply for Annual Session Showcase of Excellence and Concurrent Sessions, which are due January 31.
- ❖ Apply for the PILD First Timer Scholarship or determine who will receive it from your state.
- ❖ Collect and submit impact statement data, and supporting materials for the state to be used in the NEAFCS IMPACT fact sheets at PILD by February 1st, information, instructions, and an on-line submission form are on the web page under the Public Affairs tab. This task may be fulfilled by the state/territory affiliate Vice President/Chair for Public Affairs by appointment of the affiliate President.
- ❖ Remind membership that award applications must be submitted via the online portal on the National website by your state's deadline as determined by your Vice President of Awards and Recognition, but no later than February 15th.

FEBRUARY

- ❖ Remind membership that award applications must be submitted via the online portal on the National website by your state's deadline as determined by your Vice President of Awards and Recognition, but no later than February 15th.
- ❖ Encourage members to run for National Office. Send applications for NEAFCS office and Regional Directors to qualified individuals. Application with qualification information is available on the Members Only Website. Officer applications are due to the National Nominating Committee chair by May 1.

National Officers/Directors are elected at the Annual Session

Even Years	Odd Years
President-Elect	President-Elect
Vice President for Member Resources	Vice President for Awards & Recognition
Vice President for Professional Development	Vice President Public Affairs

Secretary	Treasurer
Eastern Region Director	Central Region Director
Western Region Director	Southern Region Director

Letter of support and recommendation from the following individuals must accompany the application.

- ❖ State/Territory Director/Administrator of Extension (required)
- ❖ State/Territory Program Leader of immediate supervisor (one required)
- ❖ NEAFCS board member or State/Territory Affiliate President (optional)

MARCH

- ❖ Send State/Territory Extension administration a list of members serving on National Committees when National Committee appointments are confirmed.
- ❖ Remind and encourage members to apply for the Endowment Grant Project Proposal, which are due by May 1st each year.
- ❖ Remind and encourage members to submit manuscripts for the Journal of NEAFCS, which are due by April 1st each year.

MAY

- ❖ Nominations for NEAFCS Hall of Fame are due by May 1st using the online form.

JUNE

- ❖ Be prepared to nominate a member from your State/Territory Affiliate to serve on the National Nominating Committee. Each Region is represented on the committee. Election will be conducted at the Regional Business Meeting held during Annual Session.
- ❖ Encourage members to attend the Annual Session.

JULY

- ❖ Remind State/Territory Affiliate Treasurer to get additional dues to National Office by August 1. The number of members as of August 1 determines the number of Voting Delegates.

AUGUST

- ❖ Send names of Voting Delegates to the Regional Director. Be sure to include the

name of the State/Territory Affiliate President if he/she will be a Voting Delegate. August 31st is the final date to make changes to delegate selection.

ANNUAL SESSION

- Attend the Regional Business meeting held during the Annual Session. Other Annual Session events include:
  - Opening Session
  - Annual Business meeting
  - Affiliate Officer Meeting - If you are unable to participate, please designate someone to attend on your behalf to take notes.

NOVEMBER/DECEMBER

- Return evaluation of the National Office if sent to Affiliate Presidents to National Office Evaluation Committee.
- National members may sign up for a committee at any time using the online form on the National website. Encourage members to submit presentation proposals for Annual Session Showcase of Excellence and Concurrent Sessions as well as webinar presentations.
- Apply for the JCEP Extension Leadership Conference Scholarship Application or determine who will receive it from your state.

DUTIES OF AFFILIATE SECRETARY

General Duties

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Collect affiliate news related items and send to the National Office for inclusion in the National publications.
3. Keep complete, accurate records of all meetings of the Affiliate.
4. Record minutes of all Affiliate Board and Affiliate Annual Business meetings and distribute copies of the minutes to membership; post on website if available or keep paper and /or electronic file of records.
5. Send copies of all correspondence to the Affiliate President, electronic or paper. File a copy of all correspondence. Bring copies of the minutes of prior meetings to Board Meetings for reference.
6. Prepare a progress report for Annual Business Meeting. Present the Secretary's report at the Board Meeting.
7. Promote the mission and goals of NEAFCS.
8. Work with Member Resources to maintain affiliate website, if available.
9. Provide minutes before Board Meeting.

DUTIES OF AFFILIATE TREASURER

General Duties

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Keep accurate records of all monetary transactions of the affiliate
3. Prepare a budget and balance sheet for annual affiliate meeting.
4. Provide monthly financial statement, if requested.
5. Maintain affiliate bank accounts according to affiliate financial policies.
6. Pay bills within two weeks of receiving approval from affiliate president.
7. Ensure that an audit of affiliate finances is conducted annually (audit committee)
8. Treasurer to provide records and other information as requested by the audit committee.
9. Pay affiliate dues to national office by dues deadline, December 31. Include a membership application form for each new dues paying member.
10. December 31 is the deadline for dues to be eligible for awards and August 1 is deadline for voting delegates.
11. Attend Treasurer Officers' meeting at NEAFCS Annual Session. If you are unable to participate, please designate someone to attend on your behalf to take notes.
12. Maintain file of the officers' and committees' activities. (Budget committee and audit committee)
13. Encourage coworkers to become members of the affiliate and NEAFCS organization.
14. Familiarize yourself with treasurer's links on the NEAFCS website.
    a. Encourage members who are retiring to become life members, dues are a one-time payment of three times the current annual dues amount.
    b. Encourage newly hired educators to join NEAFCS.
    c. Encourage educators to renew membership, by filling out the Member Renewal Form on the National website and submitting dues.
    d. Maintain and update a list of your current and life members.
    e. Send notices to state/affiliate members to renew their dues at least one month prior to the dues submittal deadline.

DUTIES OF AFFILIATE VICE PRESIDENT FOR AWARDS & RECOGNITION

General Duties

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Familiarize yourself with awards materials on the NEAFCS website www.neafcs.org/awards.
   - ❖ Includes all resources and information you need
   - ❖ Use the awards manual for general and specific requirements and formats
   - ❖ Review criteria for specific awards
   - ❖ Consult judging sheets
   - ❖ Review winning samples
3. Set your affiliate awards deadline so you have plenty of time
   - ❖ To judge awards (judging sheets are included in awards manual)
   - ❖ To make sure applications are complete by checking web links.
   - ❖ Communicate your affiliate awards deadline with your membership.
   - ❖ State Winner Form MUST be completed by the National Awards deadline in order for applications to advance. A personalized link will be sent from National to the VP of Awards and Recognition and Affiliate President List.
   - ❖ You need to be listed as your state's awards VP on your affiliate's officer's list, so make sure that your affiliate president has updated that list with the national office. You can also check to see if you are listed as awards VP by going to the "About NEAFCS" link at the top of the webpage and click on "Regions/Affiliates." Find your state's officer list and click on that link to see if your officer list is correct.
4. DSA and CE are judged by the affiliate only
   - ❖ **Applicants must submit online applications and must be listed on the State Winner Form**
5. Follow the guidelines for the number of awards submitted per category based on affiliate active membership (check with affiliate treasurer)
   - ❖ Exceptions to the award numbers restrictions are NEAFCS Educator of the Year Award
6. Awards must be uploaded by February 15
7. The State Winner Form on the NEAFCS website must also be completed by March 1
8. National winners' applications will be featured on the NEAFCS website after the

completion of the Annual Session.

9. Read NEAFCS Network monthly for updates and features on the NEAFCS awards program
10. Join an NEAFCS Awards Committee (Training, Ceremony, or Support)
11. Contact the NEAFCS Awards & Recognition VP with questions.

OCTOBER

- ❖ Notify appropriate District & State Officers of present year's national award winners.
- ❖ Send email to members regarding:
    - The national award system will open December 1st. DO not submit awards until the current year system is opened for submissions.
    - Remind members that dues MUST be received at the National Office by December 31st in order to be eligible for National Awards.

NOVEMBER

- ❖ Set affiliate awards deadline date before February 15th. Be familiar with the award manual, awards-at-a-glance, & judging sheets. Judging sheets are included in the online Awards Manual.
- ❖ Promote awards and conduct training for members. Encourage members to use application examples and resources on NEAFCS website.

DECEMBER

- ❖ Send an email to members with a link to the updated Awards Manual and Awards-at-a-Glance.
- ❖ Contact judges, provide award criteria & score sheets. Ask applicants to forward you a copy of their e-mail confirmation and send you a list of team members.

JANUARY – FEBRUARY

- ❖ Contact affiliate treasurer regarding total dues paid membership – this determines the number of awards that may be submitted.
- ❖ Request web links from Awards VP for affiliate judging.
- ❖ Have awards judged. Complete the state winner form on the NEAFCS website. A link will be provided to Affiliate Award VPs emails will be sent from the National Vice President for Awards and Recognition regarding the process.
- ❖ Check that each award advancing regional and national judging has all documents uploaded. Make sure that each affiliate winner application has

uploaded a photo.

MARCH

- Complete the online state winner form by March 1.
- Notify State President of affiliate award winners forwarded to nationals, email congratulations to affiliate members. Notify non-winners that their application is not moving on to National/Regional judging. Prepare certificates to be given to affiliate winners to present at your state affiliate meeting.

MAY – JUNE – JULY

- Read NEAFCS Network for updates.

AUGUST

- Order corsages for national award winners attending the national meeting (optional).
- Coordinate your travel plans to national annual session.

SEPTEMBER

- Attend NEAFCS annual session. Participate in specific sessions conducted for affiliate VP for Awards & Recognition including awards concurrent session, awards Vice President meeting, and awards committee meeting. If you are unable to participate in the Awards Affiliate Officer Meeting, please designate someone to attend on your behalf to take notes.

DUTIES OF AFFILIATE VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

GENERALDUTIES

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Serve as a member of Affiliate Executive committee (if applicable).
3. Attend Vice President for Professional Development Officers meeting at NEAFCS Annual Session.
4. Serve as a liaison between the National Professional Development VP and affiliate members.
5. Provides overall leadership for the Affiliate Professional Development Committee.
6. Encourage State/Territory affiliate and/or members to apply for Concurrent Sessions and Showcase of Excellence.
7. Encourage State/Territory affiliate and/or members to become a reviewer of abstracts.

NOVEMBER – JANUARY

- Encourage members to apply for Concurrent Sessions and Showcase of Excellence.
- Encourage members to judge abstracts.

ANNUAL SESSION

- Attend Affiliate Officers Professional Development meeting. If you are unable to participate, please designate someone to attend on your behalf to take notes.
- Attend professional development committee meeting.

DUTIES OF AFFILIATE VICE PRESIDENT FOR MEMBER RESOURCES

GENERALDUTIES

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Collect affiliate news related items and send to the National Office for inclusion in the National publications.
3. Serve as a member of Affiliate Executive committee (if applicable).
4. Attend Vice President for Member Resources officers meeting at NEAFCS Annual Session. If you are unable to participate, please designate someone to attend on your behalf to take notes.
5. Serve as a liaison between the National Member Resources VP and affiliate members.
6. Familiarize yourself with member resources committees.
   - ❖ Download membership and life member forms (active and associate member, life member, student member, partner member) to your desktop for easy access. Familiarize yourself with online forms and printable pdf forms.
   - ❖ Encourage members who are retiring to become life members, dues are a one-time payment of three time's current active/affiliate member dues.
   - ❖ Encourage newly hired educators to join NEAFCS.
   - ❖ Encourage student members (undergraduate or graduate students) to join NEAFCS.
   - ❖ Encourage educators to renew membership by filling out the online Member Renewal Form and submitting dues to state affiliate treasurer.
   - ❖ Maintain and up-date a list of your state Life Members (available on NEAFCS website or by contacting the National Office).
   - ❖ Provide a list of Life Members for invitations to State Affiliate Meetings.
7. Encourage members to submit or review research and scholarly articles for the Journal of NEAFCS.
8. Encourage members to serve as an External Reviewer for promotion and tenure as well as publication reviews.
9. Encourage members to submit applications for awards, (i.e. Mary Wells Diversity Award), Concurrent Sessions and Poster Sessions.
10. Familiarize yourself with Member Resources Plan of Action, for your

responsibilities

- ❖ Have a mentoring program, participate in the Leadership Experience, or simply pair educators.
- ❖ Encourage new members to attend Annual Session.
- ❖ Identify a representative within your state as a Life Member contact, encourage them to sign up for Life Members Committee.
- ❖ Encourage members to sign up for Member Resources Committees on-line.

11. Encourage members to attend Annual Session, encourage early bird registration.
    - ❖ Write thank you notes to exhibitors you enjoyed talking with during Annual Session and encourage members to do so as well.
    - ❖ Share educational materials with co-workers that weren't able to attend annual session.
    - ❖ If state meeting is held, do something special for new members and Life Members.
12. Encourage members to participate in NEAFCS Webinars and NEAFCS social media sites.
13. Encourage members to accept leadership roles.
14. Familiarize yourself with resources and evaluation items under the National website, member resources drop down menu.
15. Promote the mission and goals of NEAFCS.

DUTIES OF AFFILIATE VICE PRESIDENT FOR PUBLIC AFFAIRS

GENERAL DUTIES

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Serve as a member of Affiliate Executive committee (if applicable).
3. Review Public Affairs section of NEAFCS webpage for resources and inspiration. Submit local Living Well materials for consideration to be posted as examples for other affiliates.
4. Gather impact report data for all subject matter areas appropriate to the affiliate and coordinate on line submission with affiliate President by deadline on NEAFCS webpage.
5. Attend PILD Conference or arrange for the affiliate to send a member to the conference. Work with state/territory Extension Administration official that leads the team.
6. Work with affiliate membership to conduct public affairs events for legislators in the state with the knowledge and support of Extension Administration.
7. Promote the use of the NEAFCS Impact Statements with county, state and national officials, with advisory groups, stakeholders and within the university/state Extension departments.
8. Serve on a national NEAFCS public affairs committee and encourage other affiliate members to apply.

JANUARY - APRIL

- Work with affiliate President or designee to prepare Impact Report data and submit it in the online form listed on the NEAFCS webpage by the designated date in February.
- Encourage affiliate members to promote NEAFCS through Living Well Month in March.
- Assist affiliate President –Elect or other designated member with preparations to attend PILD.

SEPTEMBER - OCTOBER

- Encourage members to submit RFP for a breakout session for PILD by deadline.

DECEMBER

- Promote “Elevate FCS” in December – toolkit on AAFCS website.

ANNUAL SESSION

- Attend Affiliate Officers Public Affairs meeting. If you are unable to participate, please designate someone to attend on your behalf to take notes.
- Attend the Public Affairs committee meeting.
- If available, volunteer to staff the NEAFCS member merchandise booth.

DUTIES OF AFFILIATE PRESIDENT-ELECT

GENERAL DUTIES

1. Read monthly NEAFCS What You Need To Know email and NEAFCS newsletter. Pass along information to Affiliate leaders and members as needed.
2. Perform duties as assigned by President.
3. Attend JCEP Conference in February depending on state by-laws.
4. In the event the President cannot perform their duties, president elect could step in depending on state by- laws.
5. Attend state Board Meetings, executive committee meetings and any other committee meetings as designated by the state by laws.
6. Handle correspondence promptly.
7. Encourage members to submit credentials for state or national office

SEPTEMBER/OCTOBER

- Attend the Regional Business meeting held during the Annual Session and other Annual Session events including:
    - Meet the Candidates
    - Affiliate Officer Meeting
        - If you are unable to participate, please designate someone to attend on your behalf to take notes.
    - Annual Business Meeting.
        - If you are unable to participate, please designate someone to attend on your behalf to take notes.

DUTIES OF AFFILIATE IMMEDIATE PAST PRESIDENT

GENERAL DUTIES

1. Facilitate the transition of affiliate leadership and transfer of institutional knowledge.
2. Serve as a mentor for newly elected affiliate president for a one-year term.
3. Transition affiliate documents to new president.
4. Update current presidents of pending and active issues with the affiliate.
5. Review/remind affiliate of responsibilities of the position (Officers Tool Kit).
6. Chair nominating committee depending on State/territory By-Laws.

DUTIES OF AFFILIATE PARLIAMENTARIAN

GENERAL DUTIES

1. Parliamentarian is an expert on formal rules and procedures and advises the organization and its assemblies.
2. Proficient in exercising the by-laws, standing rules, Roberts Rules of Order and Policies of the Association and/or affiliate.
3. These duties could be assigned to an individual member, who may or may not be a certified parliamentarian depending on size or needs of the affiliate. One model is for the duties to be assigned to the immediate past president.