



**National Extension Association of
Family & Consumer Sciences
Policies & Procedures Manual**

Revised January 2018

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AWARDS

RULES APPLICABLE TO ALL AWARDS:

1. NEAFCS members will not be permitted to pay dues for past years in order to extend the years of membership.
2. Affiliates may submit the following number of applications for awards, as related to paid Active State Affiliate membership on December 31. This applies to all awards, including the Distinguished Service and Continued Excellence awards, as well as program and communication awards.

Number of Active Paid Members	Number of Allowable Awardees
1-50	1
51-100	2
101-150	3
151-200	4
201 - and up	5

3. In the case of team awards, the team leader must be a NEAFCS member and have had a principle role in the production and development of the program. Members will receive the type of recognition designated for that award and non-members will receive certificates.
4. Recipients of any award may not receive the same award in two consecutive years.
5. National Award winners will be asked to submit an electronic copy of their awards for display on the NEAFCS website.
6. Awards that include a partial scholarship to attend Annual Session must be used the year the award is received. The scholarship will be given in the form of a credit toward the cost of a full-time registration fee for NEAFCS Annual Session (no checks will be issued). If the applicant is not able to attend Annual Session the year the award is received, the scholarship will be forfeited but the award certificate will still be given to the recipient. In the case of team awards, the scholarship will be given to the individual who completed the online award application (team leader). It will be the responsibility of the team leader to compensate other team members per agreement by the team. If the team leader is not able to attend Annual Session they may designate in writing, one (1) other team member (whose name appears on the original online award application) to receive the partial scholarship to attend Annual Session the year the award is received.

DISTINGUISHED SERVICE AWARD:

Recipients must have a minimum of 10 years' membership in NEAFCS and have attended at least two Annual Sessions.

CONTINUED EXCELLENCE AWARD:

Recipients of the Continued Excellence Award must have a minimum of 12 years' membership in NEAFCS, attended three Annual Sessions and have been a DSA recipient. The number of awards allowed a state/territory is based on the state/territory active members as of December 31.

EXTENSION EDUCATOR OF THE YEAR AWARD

Recipient must have received the DSA and Continued Excellence Awards and attended four Annual Sessions.

GREENWOOD FRYISINGER AWARD

Recipients must have been a member of NEAFCS for five years or less.

PAST PRESIDENT'S NEW PROFESSIONAL AWARD

The New Professional award winner must attend Annual Session the year the award is received.

FINDER'S FEE AWARDS SPONSOR PROGRAM

Any paid NEAFCS active, affiliate or life member may submit the name of a potential award sponsor. Individuals will receive a finder's fee of a \$50 scholarship to Annual Session for each company or individual they refer that becomes an award sponsor. The intent of the finder's fee is to provide contact with companies or individuals that already know individual members who would be possible award sponsors for new or existing award categories.

FINDER'S FEE GUIDELINES

1. Members must submit, in writing, the full company (or individual's) name, address, phone number, and name of a company representative, if available. Also, the type of award for which they think this is a potential sponsor. No phone call referrals will be accepted. Information should be sent to Vice President for Awards and Recognition.
2. NEAFCS reserves the right to establish communication with the companies and to negotiate award category, guidelines, monetary amount, etc.
3. Members may make an initial personal contact with potential sponsors, but must submit in writing, their intent to make a contact, along with the company name, address, phone number and person to be contacted.
4. Referrals are accepted according to the postmark date. If the same company and/or individual are referred separately by two or more members, the member with the earliest postmark will be entitled to the scholarship.
5. Finder's fee will be an Annual Session scholarship in the amount of \$50, awarded the first year the award is sponsored.
6. Members will not be entitled to a finder's fee scholarship, if the potential sponsor who was submitted does not follow through with the financial sponsorship of an NEAFCS award.

BOARD MEETINGS

GENERAL RULES

1. Only members of the Executive Board (officers and regional director(s)) can make motions and vote. The Affiliate Liaison(s) may not vote.
2. If an elected officer cannot attend a meeting of the Board due to illness, family death, or other crisis, the Board Member may vote by proxy.

ELECTRONIC VOTING PROCEDURE

1. E-mail voting will be limited to time sensitive items. Pertinent information related to the motion (e.g. contracts, bills, etc.) will be distributed to all Board Members for their review.
2. Motion is made and seconded (sender obtains second before submitting motion to electronic mailing list, includes the name of the person who seconded the motion with the original motion). Date and time zone should be included in the motion.
3. Motion is sent to Board Members for discussion by the President.
4. Board members notify President of receipt of message/motion.
5. Discussion of motion will be conducted using the list serve e.g. sent to all members. A maximum of even business days will be allowed for discussion before calling for a vote.
6. The President will summarize the discussion and call for the vote.
7. Board members will have up to three business days to submit their vote.
8. President will send a message concerning the outcome of the voting.
9. Motion and outcome will be affirmed at the Executive Board Meeting and recorded in the minutes.

WINTER BOARD AND MID-YEAR BOARD MEETINGS

1. Winter board meeting is usually held in December or January. The Mid-year board meeting will be held via Web conferencing in May.
2. The President determines dates and locations of the Winter Board Meeting.
3. Executive Board members, Historian, Host Liaisons shall prepare a progress report of activities since the last meeting for Winter and Mid-Year Board meetings.

ANNUAL SESSION BOARD MEETING

1. The Executive Board shall meet prior to the opening of the Annual Session.
2. Officer candidates shall be invited as observers. (See Fiscal Issues/Expenses).
3. The Executive Board members shall give annual reports and present recommendations for the next year.

POST ANNUAL SESSION BOARD MEETING

In addition to the continuing and new members of the Executive Board, those attending shall include the immediate Past President. Outgoing officers shall not be expected to attend the meeting unless notified in advance by the presiding officer.

COMMITTEES

COMMITTEE MEMBERSHIP

1. The committee structure of NEAFCS includes Standing Committees, Special Committees, and Ad Hoc Committees.
2. All Committees and Subcommittees are encouraged to have a balanced and diverse representation of members. (Balance of members, number, and complexity of tasks).
3. Vice Presidents are encouraged to make recommendations for appointment of non-board representatives from the pool of members on their appropriate committee.
4. NEAFCS President is an ex-officio member of all committees except the nominating committee.

GENERAL GUIDELINES/REQUIREMENTS

1. Articles for NEAFCS official publications are to be generated/solicited by Subcommittee members in each Vice President's committee. Vice President for Member Resources and Subcommittee will have overall coordination and oversight responsibility for articles from all committees and work with the National Office to publish *The Journal of NEAFCS*.
2. The Secretary will have overall coordination and oversight responsibility for articles from all committees and work with the National Office to publish the NEAFCS electronic newsletter.
3. Each Subcommittee should have a Chair and Chair-Elect to provide opportunities for leadership roles. Unless specified, the committee will select the Committee Chair and Chair-Elect.
4. Costs for committee work shall be paid within budget guidelines.
5. Vice Presidents should be future oriented and creative in coordinating the work for their committee and not be restricted by the tasks listed.
6. Members may serve on any committee for multiple terms. Due to the limited number of committees, multiple Subcommittees with each committee will allow opportunities for a member to be involved in many different ways within a committee and provide a leadership ladder to the position of Vice President.
7. Committee members are not required to attend Annual Session but have the opportunity to be linked to their committee meeting electronically or other modes of communication.
8. Electronic communications should be used for committee/subcommittee work as much as possible.
9. Each State/Territory Affiliate must have one Awards Chair or identify one person to receive all information regarding awards. Otherwise, awards information will be sent to the State/Territory President.
10. Executive Board should act on and submit approved public affairs resolutions to appropriate legislators.
11. Subcommittee membership becomes effective with the program of work committee meetings at Annual Session. Subcommittee applications will be taken until December 31.
12. NEAFCS Committees and Vice Presidents who need additional members to support the plan of work activities during the year may recruit those members and have them posted to Committees and Subcommittee lists at that time the individuals are recruited for the remainder of the year.

STANDING COMMITTEES

(REVISED DECEMBER 2010)

By-laws Committee: shall be composed of one representative from each region, Immediate Past President, Secretary (chair), and a member at large. Non-officer members shall serve a two-year staggered term. The By-laws Committee is appointed by the President and shall be responsible for:

- ❖ Reviewing the bylaws;
- ❖ Developing proposed revisions for consideration by the membership. A parliamentarian will review final proposed bylaws before presenting to the membership.

Finance Committee: shall be composed of the Treasurer, Vice President for Awards and Recognition, Vice President for Professional Development, President-elect, Immediate Past President, and one representative from each region. Non-officer members shall serve a two year staggered term. The Finance Committee is appointed by the President and shall be responsible for:

- ❖ Preparing the budget for fiscal year January 1 through December 31,
- ❖ Presenting the budget to the membership at Annual Session,
- ❖ Making recommendations to the board on financial matters of the organization.

Investment Committee: monitor and direct investments of monies in both the awards fund and the operating fund in order to meet the goals and objectives of each fund as outlined by the organization. It oversees all NEAFCS investments. Committee is appointed by the President with the following composition:

- ❖ Current Treasurer, serves as committee chair
- ❖ Immediate past Treasurer
- ❖ Three at-large members who meet one of the following criteria; previously served as an Affiliate President and Treasurer or served as Treasurer of a professional organization or has appropriate educational background or training.
- ❖ Three year terms, staggered (Treasurer would serve 2 years as Treasurer, 1 year as immediate Past Treasurer).
- ❖ Appointed by President with term running January 1-December 31.

Responsibilities

- ❖ To monitor and direct investments of monies in both the awards fund and the investment fund in order to meet the goals and objectives of each fund as outlined by NEAFCS.
- ❖ To move monies ONLY with written consent of no fewer than three (3) Investment Committee members for the Treasurer to bring committee consensus to the Board for a vote.
- ❖ To report, in writing, to the NEAFCS Board and membership at the Business Meeting during Annual Session.
- ❖ To communicate yearly by quarterly conference calls, faxes, electronic mail, and US postal service.

Endowment Committee: 6-9 members including active and life members, two National Past Presidents, the Immediate Past President and Treasurer. It will oversee the solicitation of funds for the endowment; and will work with the NEAFCS Investment Committee to develop the Endowment Investment goals.

- ❖ Terms will be 3 years

- ❖ Members may serve 2 terms
- ❖ Committee will include at least one representative from each of the regions

The NEAFCS Endowment was approved as part of the 2001-2004 NEAFCS Strategic Plan. The goal of \$300,000 by 2009 was set in 2004. The kick-off for the Endowment was in 2004 in Nashville.

Levels of donors

- ❖ Turquoise – Up to \$499
- ❖ Amethyst – \$500-999
- ❖ Opal – \$1000-4999
- ❖ Sapphire – \$5000-\$9999
- ❖ Diamond – Over \$10,000

Donors can support the NEAFCS Endowment in 5 key areas: 1) general, 2) awards and recognition, 3) leadership training and professional development, 4) diversity education, 5) marketing and public issues education. Only the interest from the NEAFCS Endowment will be used for targeted projects in five designated areas. Donation in the Diamond category may designate specific projects within NEAFCS awards or program upon the approval of the NEAFCS Board. Gifts of cash or marketable securities from an individual, a family foundation, or life insurance, are also donation options.

The Endowment Committee keeps track of the total donations. Donations and pledges are sent to the National Office and tracked by them and the Treasurer. The chair of the Endowment Committee receives a copy by email of all donations and pledges and sends out thank you letters. The National Office sends out annual reminders of Endowment pledges.

Once per year the Endowment Committee sends their list of donations and donors to the Treasurer to check and make sure it matches the funds that she/he has records of receiving.

After the Endowment goal is reached, annual proposals for the Endowment interest can be submitted by NEAFCS committees, Affiliates or two or more individuals. Proposals must focus on innovative ideas in the designated areas – leadership/professional development, awards & recognition, public issues, and diversity. The Endowment committee reviews proposals.

The NEAFCS Educational Awards Fund will accept gifts to a prematurely restricted Endowment Fund. Gifts will be accepted in the form of cash, life insurance, and equities and may be designated in the following program areas: awards and recognition, diversity education, leadership and professional development, marketing and public issues education, and other areas consistent with NEAFCS's vision and mission approved by the Executive Board.

As a permanently restricted fund, the NEAFCS Endowment will use only the income generated from the fund to support activities and programs consistent with NEAFCS mission and designated by the donor. Donations to the Endowment do not preclude annual donations that are unrestricted or designated for the use in the year donated.

Endowment funds will be deposited in the NEAFCS Education Awards Fund which is a 501c3 fund. Endowment donations and expenditures will be shown and reported as separate line items within the Fund. Targeted funds will be accounted separately. Donations are tax deductible to the extent of the law. Notification of all donations and pledges will be sent to the Endowment Committee within 2 weeks for follow-up.

The Endowment Committee has 6-9 members including active and the life members and the past president. The terms will be 3 years and members can serve 2 terms. The committee will begin with staggered 1, 2, and 3 year terms to start the rotation. The Endowment Committee will include the Immediate Past President and Treasurer. The committee will oversee the solicitation of funds for the endowment. The Endowment Committee will work with the NEAFCS Investment Committee to develop the Endowment Investment goals. The NEAFCS Investment Committee oversees all NEAFCS investments.

Procedures

- ❖ The National Office will send copies of Endowment pledge forms to the Endowment Committee within 2 weeks of receipt.
- ❖ The National Office will use normal procedures to deposit restricted donations and communicate restricted donations to the Treasurer.
- ❖ The Endowment Committee will acknowledge each donation with a thank you letter and IRS needed wording by at least Jan. 15 for the preceding year.
- ❖ The Committee will follow-up with annual pledges, possible donors, and work with the National Office and treasurer on Endowment summary reports.

Credentials Committee: shall be chaired by a second year Regional Director and include the four Regional Directors and a member from each region who is not serving as a voting delegate. The Credentials Committee is appointed by the President and shall be responsible for:

- ❖ Securing and preparing a list of delegates and alternates. This can be done by a first year Regional Director.
- ❖ Verifying and checking voting delegates during the Annual Session and Awards business meetings – See the Regional Director and the Annual Business meeting sections for procedures.

Site Review Committee: shall be chaired by the Immediate Past President, and include the President, President-elect, Vice President for Professional Development, and the Executive Director (ex-officio) or conference planner, or others as designated by the President. The committee's tasks include:

- ❖ Review bids to determine the site of future Annual Session according to rotation schedule by regions: Central, Southern, Eastern, & Western.
- ❖ Select future site and present recommendations to the Executive Board for approval.

Public Affairs Committee: shall be chaired by the Vice President for Public Affairs and structured into Subcommittees to achieve the goals of the strategic plan and focus on priorities of the Executive Board and the diverse membership, with special emphasis on current public policy and legislative issues. The total committee will have a recommended range of 30-60 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Education
- ❖ Advocacy
- ❖ Marketing and Communications

Member Resources Committee: shall be chaired by the Vice President for Member Resources and structured into subcommittees to achieve the goals of the strategic plan and focus on priorities of the Executive Board and the diverse membership, with special emphasis on services and activities that encourage action participation of all members will consist of a

diverse recommendation range of 40-50 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Membership & Mentoring
- ❖ Diversity Issues
- ❖ The Journal Editorial
- ❖ Life Members
- ❖ Exhibits

Awards and Recognition Committee: shall be chaired by the Vice President for Awards and Recognition and structured into Subcommittees to achieve goals of the strategic plan and focus on priorities of the Executive Board and the membership, with special emphasis on recognition and accomplishments of members. The total committee will have a recommended range of 30-50 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Awards Sponsorship and Support
- ❖ Awards Ceremony
- ❖ Awards Training

Professional Development Committee: shall be chaired by the Vice President for Professional Development and structured into Subcommittees to achieve goals of the strategic plan and focus on the priorities of the Executive Board and membership, with special emphasis on coordinating diverse educational opportunities. The total committee will have a recommended range of 30-40 members. Subcommittee members will consist of a diverse representation from all regions. Subcommittees may include but are not limited to:

- ❖ Program Development
- ❖ Webinars

Arrangements Committee: shall be chaired by the Regional Directors.

- ❖ Assist speakers, presenters, officers, sponsors, and guests as needed.
- ❖ Recruit and train members to facilitate Annual Session activities (i.e. concurrent sessions, exhibits, speakers).
- ❖ Assist with set up for Annual Business Meeting.
- ❖ Coordinate with Member Resources committee to identify and provide for special needs of membership.

Annual Session Planning Committee: purpose is to generate the overall plan for the Annual Session. The planning committee consists of the Vice President for Professional Development (Chair), President, National Office Executive Director or designee, Affiliate Liaison(s), and up to three (3) additional people invited at the President's discretion (may include President-Elect, Affiliate President, Regional Director or other National Office Staff). This aligns with the Annual Session Handbook. Duties and responsibilities are:

- ❖ Review the NEAFCS Policy & Procedures – Administrative Manual and Annual Session Handbook
- ❖ Plan/Develop the schedule for the Annual Session
- ❖ Select speakers
- ❖ Select special event venues
- ❖ Select in-depth sessions
- ❖ Work with the National Office to prepare budget, and determine registration fee subject to the approval of the NEAFCS board

SPECIAL COMMITTEES

National Nominating Committee: shall be composed of two members elected from each of the four regions at the Regional Business Meetings and the Immediate Past President as the chair. The Chair serves as a non-voting member except in the case of a tie. The National Nominating Committee shall be responsible for:

- ❖ Selecting a slate of officers for National Officers and Regional Directors
- ❖ Presenting the slate to the voting delegates.

National Office Performance Evaluation Committee: shall be composed of the Past President as Chair, President, President Elect, Treasurer, and Vice President for Member Resources. The Executive Director will receive oral and written evaluation. The National Office committee shall be responsible for annual:

- ❖ Reviewing and monitoring services to ensure that they are effective, and efficient.
- ❖ Making recommendations to the Board regarding management company contract and responsibilities.

JCEP's PILD Planning Committee: representatives shall be the Vice President for Public Affairs and a Public Affairs subcommittee (either Education or Advocacy) member appointed by the president in consultation with the Vice President of Public Affairs. Both are two year terms. The Public Affairs subcommittee member is appointed in the alternate year of the election of the Vice President for Public Affairs. The first year of their term, the Vice President for Public Affairs attends the summer planning committee meeting. In the second year of their term, a Public Affairs subcommittee member shall attend the summer planning committee meeting for continuity on the committee since there will be a turnover in the public affairs position. NEAFCS shall pay the expenses for the two official PILD planning committee members to attend the PILD Conference.

AD HOC COMMITTEES

The President shall appoint an Ad Hoc Committee as the need arises to carry out a specific task with a short term responsibility.

DEADLINE DATES

An item postmarked or electronically submitted by the specified date will be accepted as having met the deadline.

Deadlines for respective actions are as follows:

AFTER ANNUAL SESSION

- ❖ Submit all bills and reimbursements to National Office within 30 days after Annual Session

NOVEMBER

- ❖ RFP applications for PILD concurrent sessions due in November by the designated deadline
- ❖ Regional Directors will send an email to their region the first week of November with a check-list and/or important update of what they can expect in the coming year
- ❖ JCEP Leadership Conference Scholarship Application announced the last Monday in November

DECEMBER

- ❖ All expense vouchers for the fiscal year must be submitted to the National Office by December 1st
- ❖ Affiliate Annual reports are due to National Office by December 31st
- ❖ JCEP Leadership Conference Scholarship applications due to President-Elect by December 15th
- ❖ PILD First Timer Scholarship Application announced in mid-December
- ❖ Financial records close for fiscal year review and/or audit on December 31st
- ❖ Committee/Subcommittee applications due to National Office by December 31st (preferred but may apply at any time)
- ❖ All Affiliate dues are due to the National Office by December 31st

JANUARY

- ❖ Membership dues must be paid by December 31 to qualify for awards and nominations.
- ❖ 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)

FEBRUARY

- ❖ PILD scholarship applications due to Vice President of Public Affairs by February 1st
- ❖ Impact Statement Reports due via online submission form by February 1st
- ❖ Showcase of Excellence or Concurrent Session applications due to the Vice President for Professional Development by February 15th

MARCH

- ❖ Applications for all awards are due to Vice President of Awards and Recognition by March 15th

APRIL

- ❖ Journal articles due April 1st

MAY

- ❖ Resolutions and Bylaw proposals due to By-laws Committee Chair by May 1st
- ❖ Facilitate the selection of the recipient of Friend of NEAFCS Award and JCEP Creative Excellence Award by May 1st
- ❖ Applications (credentials) for Officers and Regional Directors due to National Nominating Committee Chair (Immediate Past President) by May1st

July

- ❖ Current membership lists sent to Regional Directors for distribution to State Affiliates 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
- ❖ Final delegate count will be provided to the Regional Directors by August 15th to be distributed to state /territory affiliates to assign final voting delegates (from National Office to Regional Directors)
- ❖ Annual Board Reports due for Annual Business Meeting reporting by August 15th
- ❖ August 31st is the final date to finalize voting delegates

DUTIES AND QUALIFICATIONS OF OFFICERS

PRESIDENT

TERM OF OFFICE

- ❖ One year immediately following the year of serving as President-Elect

QUALIFICATIONS

- ❖ Have met the qualifications of President-Elect

DUTIES OF THE PRESIDENT

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with the Association Officers and Regional Directors in coordinating their efforts in carrying out the organization's objectives and programs.
3. Preside at Executive Board and Association business meetings.
4. Appoint committees as provided in the By-laws and Policies and Procedures.
5. Serve as an ex-officio member of all committees except Nominating Committee.
6. Approve all expense vouchers and submit to the Treasurer and National Office for payment.
7. Strengthen public relations and maintain cooperative relations with other organizations.
8. Appoint a Historian for the Association.
9. Exercise all powers and duties pertaining to the office of President.
10. Serve on JCEP (Joint Council of Extension Professionals).
11. Submit requisition for purchases to current Past President and Treasurer for approval before spending association funds. Submit expenses in a timely basis.

ADDITIONAL RESPONSIBILITIES INCLUDE:

1. Perform responsibilities not delegated or assigned to another officer.
2. Will preside over at least two web based meetings with Affiliate Presidents each year to inform leadership of association business.
3. Be thoroughly familiar with the following:
 - a. By-laws, standing rules, rules of order, mission statements
 - b. Administrative Manual
 - c. Minutes of the last five years
 - d. President's files
 - e. Nominating Committee duties
 - f. Guidelines for JCEP Leadership Conference
 - g. Board Policies and Procedures

4. Reply to invitations for NEAFCS representation at meetings of other organizations. Refer to Board Policies and Procedures. If it is impossible for the President to attend, arrangements may be made for representation by the Executive Board member or committee chair. If the request for NEAFCS representation is from organizations other than those specified in Board Policies and Procedures and does not include the opportunity to make a formal presentation, the invitation should be declined. The NEAFCS budget needs to be carefully considered before consenting to attend meetings. A written report of the participation at the meeting should be sent to the President immediately following the meeting.
5. Review the Association's insurance needs and secure appropriate coverage.
6. Proofread and approve all materials before publication including *The Journal Editorial*, Awards, Publications, Annual Session Brochure and Program, etc.
7. Work closely with the Vice President for Professional Development, Affiliate Liaison(s), and National Office Staff on plans for the Annual Session.
8. Correspond with the Executive Board as necessary to keep board members informed on Association business.
9. Send a copy of all correspondence to President-Elect.
10. Work with Treasurer to prepare budget.
11. Review duties annually and revise for Administrative Manual.
12. Consult legal counsel as needed.
13. The President, as a part of the JCEP Marketing Team, will attend selected (usually two) national meetings of the Extension organizations. The president or other board member will also attend the AAFCS Annual Meeting.
14. Coordinate with National Office sending/ mailing of publications to Presidents of other Extension associations.
15. The President is the only official NEAFCS representative designated to sign contracts on behalf of the association (hotel contracts, Annual Session contracts, etc.)
16. Coordinate with Executive Director or National Office staff plans for the NEAFCS office during Annual Sessions.
17. Secure a Parliamentarian for the Annual Session.
18. Upon the notification of the death of a National Past President, a memorial contribution of \$100 from the operating fund will be coordinated to the Past Presidents' category of the Awards Fund.
19. Prepare messages for NEAFCS electronic newsletter and publications according to schedule.
20. In the years when the VP of Public Affairs is elected (uneven) the president in consultation with the VP of Public Affairs shall appoint a member of either the Public Affairs Education or Advocacy subcommittee to serve on the PILD planning Committee. This member shall attend the August onsite planning meeting and shall attend the following PILD Conference held in the following/even numbered year.
21. Facilitate selection of the recipient of the Friend of NEAFCS Award and JCEP Creative Excellence Award. Arrange for plaque for recipient that is to be paid for from Public Affairs Marketing budget. Submit Friend of NEAFCS biography to web page manager under Friend of NEAFCS link.

22. Arrange for reimbursement of one night's lodging and Annual Session banquet cost for Friend of NEAFCS Award recipient.

FOLLOWING ANNUAL SESSION

Make committee appointments as needed.

OCTOBER

- ❖ Make plans for the Annual Session Planning Committee Meeting. Work with National Office Staff, Vice President for Professional Development, and Affiliate Liaison for meeting plans.
- ❖ Make arrangements for Winter Board Meeting, coordinating with National Office.
- ❖ Work with Regional Director to solicit host affiliate bids for Annual Session according to rotation schedule.

DECEMBER

- ❖ Review minutes of Executive Board meeting
- ❖ Plan and prepare for Winter Board meeting. Attend and preside at Winter Board meeting.

JANUARY OR FEBRUARY

- ❖ Plan Association Night Out for JCEP Leadership Conference
- ❖ Plan Association Night Out for PILD
- ❖ Attend the Joint Council of Extension Professionals (JCEP) meeting (as well as Past President and the President-Elect). Prepare report for meeting.
- ❖ Make arrangements for Mid-Year Board meeting, held via web-conferencing. Set date and time and announce to Board Members.
- ❖ Plan for Association portion of Leadership Conference, and participate in the National Leadership Conference; Lead Association Night Out event.

APRIL

- ❖ Develop agenda for Mid-Year Board meeting. Prior to the meeting send a copy of the agenda to all Executive Board members and other invited participants.
- ❖ Attend PILD Conference, to share NEAFCS Impact Statements, and conduct association meeting with VP of Public Affairs.
- ❖ Lead Association Night Out during PILD.
- ❖ Prepare a report of the President's activities since Winter Board.

MAY

- ❖ Preside at Mid-Year Board meeting.

- ❖ Confer with the Secretary and Executive Director to determine board actions to be sent to Affiliate Presidents and published in NEAFCS electronic newsletter.
- ❖ Send copies of Board meeting proceedings books to Historian.

JUNE

- ❖ Attend AAFCS to network with potential exhibitors and Family & Consumer Science Alliance meetings.
- ❖ Attend Joint Council of Extension Professionals summer board meeting. Prepare reports for meetings.

JULY

- ❖ Approve Annual Session program prior to printing.
- ❖ Issue invitations to the Annual Session. Refer to the board policies and procedures.
- ❖ Send invited guests a copy of Annual Session registration materials/electronic link.
- ❖ Work with National Office Staff to finalize Executive Board reservations for Annual Session.
- ❖ Select persons to preside/deliver invocations at General Sessions at Annual Session and send names to Vice President of Professional Development.

AUGUST

- ❖ Contact Board Members, NEAFCS Representatives, and guests indicating date, time, and location of Board meetings held during the Annual Session. Explain the NEAFCS travel reimbursement policies.
- ❖ Invite officer candidates to the pre-Annual Session Board meeting to observe.
- ❖ Send Registration subcommittee a list of guests invited to the Annual Session.
- ❖ Confer with Vice President for Professional Development to determine hospitality companies and exhibitors to receive recognition from the Association. Refer to board policies and procedures. Request the Vice President for Professional Development to provide the national office with information to have plaques engraved.
- ❖ Write Annual Report and see that Annual Report (to membership) is written and distributed.
- ❖ Remind Executive Board members to submit an annual report to the National Office for the report to membership/annual report.
- ❖ Remind Affiliate Presidents to submit an annual report to the National Office for their yearly report.
- ❖ Coordinate inventory of stationery, folders, and other printed supplies with Executive Director.

SEPTEMBER

- ❖ See that all assignments have been completed from the Mid-Year Board Meeting including committees appointed for Annual Session prior to Annual Session.
- ❖ Develop and send the agenda for all meetings held during the Annual Session to Executive Board and NEAFCS representatives.

- ❖ Prepare the President’s message to be given during the Annual Session.

ANNUAL SESSION

- ❖ Preside at Pre-Annual Session Board meeting.
- ❖ Preside at Opening Sessions, Member Caucus section of General Session, and Annual Business Meetings.
- ❖ Assume all responsibilities pertaining to the office of President.
- ❖ Reserve a guest section at Annual Session in lieu of individual recognition (optional- depends upon the Program Committee).
- ❖ Meet with the National Office Staff to review Annual Session bills, if available, before leaving the hotel.
- ❖ Meeting with incoming President to review duties of the office. Send President’s files to new President.

Each set of materials should include the following for the Annual Business Meeting:

Annual Business Meeting Agenda	President
Credentials Report	Regional Director
Annual Meeting Rules	President
Financial Statement	Treasurer
Proposed Operating & Proposed Awards Fund Budget	Treasurer
Resolutions	Bylaws Committee Chair
Officer Candidate Profiles	Chair of Nominating Committee
Bylaw Changes	Bylaws Committee Chair
Annual Report	President-Elect
Minutes of the previous year Annual and Awards Business Meetings	Secretary
Other items as needed	

DUTIES & QUALIFICATIONS OF PRESIDENT-ELECT

TERM OF OFFICE

- ❖ The President-Elect shall be elected annually to serve for one year as President-Elect and shall serve the following year as President or until a successor has been elected (as stated in bylaws).

QUALIFICATIONS

1. Must have served on the Association's Executive Board.
2. Attended three or more Annual Sessions.
3. Experience in organizational leadership and management.

DUTIES OF THE PRESIDENT-ELECT

1. Be responsible for implementing the Strategic Plan.
2. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
3. Serve on JCEP (Joint Council of Extension Professionals)
4. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

ADDITIONAL RESPONSIBILITIES INCLUDE:

1. Read, review, and receive the, Board Policies and Procedures, and the Strategic Plan. Become familiar with the NEAFCS Bylaws, Standing Rules, and Rules of Order.
2. Serve as a coordinator of the Association's Action Plans and review to align with the current Strategic Plan. Responsible for compiling and Action Plans of all Vice Presidents and distributing it to the Executive Board. Send an electronic version of Action Plans to NEAFCS National Office to post on the website.
3. Keep the Administrative Manual and Policies and Procedures current and notify the appropriate person(s) of changes. Send electronic version of current Administrative Manual to NEAFCS National Office to post on the website.
4. Coordinate the JCEP Leadership Conference Scholarship Application each year. Work with the National Office to ensure this is sent out by the designated deadline.
5. Serve as a member of the Annual Session Program Planning Committee if requested.
6. Serve on the Site Review Committee for future annual sessions
7. Assume all duties assigned by the President.
8. Attend to correspondence promptly.
9. Send copies of all correspondence to President.
10. Contact official NEAFCS vendor to order President's plaque to present at the Annual Session.
11. Select a gift from the Board for the NEAFCS President.
12. Submit budget requests to the Finance Committee Chair by the designated deadline.
13. Submit article for the Annual Report by the designated deadline.
14. Coordinate and produce the Annual Report.

FOLLOWING ANNUAL SESSION

- ❖ Present the Action Plans to the Executive Board for acceptance at Winter Board meeting.
- ❖ Edit the final draft of Action Plans and send to all Executive Board members.
- ❖ Send copies of the Action Plans to Vice Presidents for each Subcommittee chair. Encourage them to correspond with the Subcommittee Chairs, National Committee Members, and State/Territory Affiliate Presidents concerning implementation of the plan.
- ❖ Write and submit an article for publication describing the Action Plans/Strategic Plan.

DECEMBER/JANUARY

- ❖ Attend Winter Board meeting.
- ❖ Serve on the National Office Evaluation committee.
- ❖ Collect JCEP Leadership Conference Applications and notify the recipients by the designated deadline.

FEBRUARY

- ❖ Attend the Joint Council of Extension Professionals (JCEP) meeting.
- ❖ Attend JCEP National Leadership Conference.

APRIL

- ❖ Prepare a progress report for Mid-Year Board Meeting.

MAY

Mid-Year Board Meeting

- ❖ Attend the Executive Board meeting and serve on committees including Action Plan, Annual Session Planning, Finance, Strategic Plan monitoring, National Office Evaluation, and other committees as appropriate.
- ❖ Coordinate with the President and Vice Presidents to plan for committee/subcommittee meetings/workshops held during the Annual Session.

JUNE

- ❖ Attend the Joint Council of Extension Professionals meeting.
- ❖ Prepare budget request and send to Treasurer.

JULY OR AUGUST

- ❖ Work with the Vice Presidents and initiate the planning process for next year's Action Plan.

AUGUST

- ❖ Notify Board Members and Officer Candidates of the schedule for Post Board meeting.
- ❖ Remind Vice Presidents as well as other Board members to send budget requests to the Treasurer by the specified date. Consult with Subcommittee Chairs to insure that programs/projects for the following year will be adequately budgeted.
- ❖ Prepare first President's perspective with a picture for publication according to the publication schedule.
- ❖ Submit an Annual Report to the President for report to Members/Annual Report.

ANNUAL SESSION

- ❖ Communicate with the Vice Presidents and candidates for Vice President Offices to discuss the Action Plan to be presented to the Executive Board at Winter Board meeting.
- ❖ Remind Vice Presidents to review their duties and responsibilities with newly elected Vice Presidents.
- ❖ Prepare to chair Post Annual Session Board meeting.

November

- ❖ Check with National Office to order name badges for new board members.
- ❖ Work with the National Office to announce the JCEP Leadership Conference Scholarship by the designated deadline.

DUTIES AND QUALIFICATIONS OF VICE PRESIDENT FOR PUBLIC AFFAIRS

TERM OF OFFICE

- ❖ Elected in uneven years; the term of office is two years.

QUALIFICATIONS PREFERRED

1. Attend three or more Annual Sessions.
2. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on the National Public Affairs Committee at least two years.
4. Attended a National or State Public Issues or Public Policy Conference. Experience in legislative/public affairs.

DUTIES OF THE VICE PRESIDENT FOR PUBLIC AFFAIRS

1. Perform all the duties of the office of President in the event of absence, disability, or at the request of the President and President-Elect.
2. Chair and serve as the liaison between the Public Affairs Committee and the Executive Board.
3. Coordinate the committee to develop and implement an action plan, which addresses issues, related to external communications, coalition building, public affairs education, and funding opportunities, as defined by the Executive Board.
4. Communicate with national committee members within 30 days of receiving committee list from national office.
5. With assistance of Education Subcommittee Chair coordinate the compilation of Impact Statements to be presented annually at PILD in April.
6. Assist the NEAFCS President with coordination of NEAFCS member meeting at PILD.
7. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

ADDITIONAL RESPONSIBILITIES INCLUDE:

- ❖ Coordinate subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
- ❖ Secure, review, and submit public affairs articles for NEAFCS official publications.
- ❖ Alert Historian when the list of committee members is up on website.
- ❖ Encourage the membership to share research projects and report significant findings to key decisions makers.
- ❖ Communicate with State/Territory Affiliate VP/Chair of Public Affairs and President at least quarterly with copies sent to Regional Directors.
- ❖ Serve on the Public Issues Leadership Development (PILD) Conference Planning Committee.
- ❖ Send copies of all correspondence to the President, Immediate Past President and President-Elect.
- ❖ Submit budget request to the Finance Committee Chair by designated deadline.
- ❖ Submit article for the Annual Report by the designated deadline.
- ❖ Work with Public Affairs subcommittees to develop annual impact statements.

- ❖ Annually review the public affairs webpages for edits, updates, and/or revisions. Send electronic version of public affairs program materials to NEAFCS Executive Director to place on website.
- ❖ Coordinate the PILD First Timer Scholarship Application each year. Work with the National Office to ensure this is sent out by the designated deadline.

PUBLIC AFFAIRS COMMITTEES

The Public Affairs Committee shall be structured into subcommittees to achieve the goals of the Strategic Plan and focus on priorities of the Executive Board and the (diverse) membership. Subcommittees may include (but are not limited to):

- ❖ Education
- ❖ Advocacy
- ❖ Marketing and Communications

Subcommittee responsibilities may include but are not limited to:

Education

- ❖ Coordinate with JCEP to promote the Public Issues Leadership Development Conference.
- ❖ Encourage participation in the Public Issues Leadership Development Conference through communications technology, i.e., current information on the public affairs webpage, webpage news blurbs, webpage calendar post, e-blast, e newsletter or/and NEAFCS social media channels.
- ❖ Encourage State/Territory Affiliate to seek 1st timer's scholarships for members to attend the Public Issues Leadership Development Conference.
- ❖ Develop strategies for publicizing issues and impacts.
- ❖ Communicate impact information yearly to Extension Directors, legislators, and media.
- ❖ Communicate mission and goal statements. Speak with one voice to decision makers at local, state, and national levels.

Advocacy

- ❖ Support and encourage participation in the NEAFCS public relations marketing programs based on the goals and objectives.
- ❖ Secure, review, and submit articles for NEAFCS official publications.

Marketing and Communications

- ❖ Support the NEAFCS marketing plan to promote the mission and goals of the Association.
- ❖ Coordinate the sale of NEAFCS items that enhance the professional image.
- ❖ Secure, review, and submit articles for NEAFCS official publication.

DUTIES AND QUALIFICATIONS OF VICE PRESIDENT FOR MEMBER RESOURCES

TERM OF OFFICE

- ❖ Elected in even years; the term of office is two years.

QUALIFICATIONS PREFERRED

1. Attended three or more Annual Sessions.
2. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on the National Member Resources committee at least two years.

DUTIES OF THE VICE PRESIDENT FOR MEMBER RESOURCES

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board and state affiliates.
2. Coordinate the Committee to develop and implement an action plan, which addresses issues related to membership, mentoring, leadership, life members, diversity, and marketing/communications.
3. Provide leadership for the Committee and coordinate with the National Office development of *The Journal of NEAFCS*.
4. Communicate with National Committee members within 30 days of receiving committee list from National Office.
5. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.
6. Serve on the National Office evaluation committee.
7. Contact past members who have not renewed their membership by March 1.

ADDITIONAL RESPONSIBILITIES:

- ❖ Coordinate Subcommittee through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
- ❖ Secure, review, and submit member resource articles for NEAFCS official publications.
- ❖ Assist in securing articles for NEAFCS publications.
- ❖ Encourage membership to submit research and scholarly work to NEAFCS publications. *Communicate* with state/territory affiliate VP/chair or President at least quarterly with copies to Regional Directors.
- ❖ Promote membership categories, including life, partner, and student and encourage involvement in the Association.
- ❖ Send copies of all correspondence to the President, President-Elect, and Immediate Past President. Submit budget, request to the Finance Committee Chair by the designated deadline.
- ❖ All non-NEAFCS fundraisers, endorsements of products or services, contests, requests for board. Submit article for the Annual Report by the designated deadline.
- ❖ Send electronic version of publication and member resources information to Executive Director.

The Member Resources committee shall be structured into subcommittees to achieve the goals of the Strategic Plan and focus on priorities of the Executive Board. Subcommittees may include (but are not limited to):

- ❖ Membership, Leadership, Mentoring, and Life Members
- ❖ Diversity Issues
- ❖ *The Journal* Editorial
- ❖ Exhibits

Subcommittee responsibilities may include but are not limited to:

Membership, Leadership, Mentoring, and Life Members

- ❖ Provide support to affiliates in the recruitment of potential members.
- ❖ Develop a mentoring program for minority members and new members.
- ❖ Provide support for professional career development.
- ❖ Provide an updated list of external reviewers for members seeking tenure.
- ❖ Provide support to affiliates in the recruitment of members.
- ❖ Provide support to affiliates in encouraging members to apply for life membership.
- ❖ Encourage active participation of life members.
- ❖ Provide leadership in planning and implementing the First Timers and Life Members Events at Annual Session.

Diversity Issues

- ❖ Encourage active participation and interaction of all members.
- ❖ Facilitate interaction of members with special interests (i.e. minority, urban, intergenerational, and international).
- ❖ Communicate concerns and issues of minority members (i.e., race, gender, culture).
- ❖ Develop leadership and encourage active participation of minority members.
- ❖ Promote cultural diversity through concurrent sessions and publications.
- ❖ Remove barriers that prohibit the active participation of all members.
- ❖ Promote and judge the Mary Wells diversity award.

The Journal Editorial

- ❖ Review articles submitted for NEAFCS peer-reviewed *The Journal of NEAFCS* publication.
- ❖ Coordinate the annual publication of *The Journal of NEAFCS* with the National Office.

Life Members

- ❖ Provide support to affiliates in the recruitment of potential members.
- ❖ Provide support to affiliates in encouraging members to apply for life membership.
- ❖ Encourage active participation of life members.
- ❖ Provide leadership in planning and implementing the First Timers and Life Members Event at Annual Session.

Exhibits

- ❖ Work with National Office to prepare exhibits brochure.
- ❖ Recruit current and new exhibitors and sponsors through member referrals and other methods.
- ❖ Assist the National Office in establishing a registration procedure for exhibitors and sponsors.
- ❖ Assist exhibitors and sponsors in the exhibit area as needed, including set up and take down.
- ❖ Assist with recognition of exhibitors and sponsors.
- ❖ Conduct an evaluation of exhibitors and sponsors.
- ❖ Follow up with thank you with exhibitors following Annual Session.

DUTIES AND QUALIFICATIONS OF VICE PRESIDENT FOR AWARDS & RECOGNITION

TERM OF OFFICE

- ❖ Elected in uneven years; the term of office is two years.

QUALIFICATIONS PREFERRED

1. Served on National Awards and Recognition Committee for at least two years.
2. Served as Regional Director or served as State/Territory Affiliate Awards chair/contact.
3. Served as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
4. Experience in awards application process, judging, and recognition.
5. Attended three or more Annual Sessions.

Applicant must meet three of five preferred qualifications.

DUTIES OF THE VICE PRESIDENT FOR AWARDS & RECOGNITION

1. Chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board.
2. Coordinate the Committee to develop and implement an action plan, which addresses issues, related to awards.
3. Communication with National Committee Members within 30 days of receiving committee list from the National Office.
4. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

ADDITIONAL RESPONSIBILITIES

- ❖ Coordinate subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
- ❖ Contact, secure, and recognize award sponsors.
- ❖ Provide leadership to develop and update Awards Manual and post on website.
- ❖ Encourage the membership to apply for award opportunities.
- ❖ Work with National Office to notify award winners, monitor progress, and encourage completion of award requirements.
- ❖ Prepare list of Award Winners to be used at the Awards Banquet and posted on website.
- ❖ Plan and conduct awards ceremony with assistance of appropriate Subcommittee.
- ❖ Plan and conduct awards workshop with assistance of appropriate Subcommittee.
- ❖ Review, make recommendations, and monitor Educational Awards Fund.
- ❖ Develop and implement plans for Educational Awards Fund enhancement.
- ❖ Secure, review, and submit awards and recognition articles for NEAFCS official publications.
- ❖ Communicate with State/Territory Affiliate Vice President/Chair, or President at least quarterly with copies to Regional Directors.

- ❖ Send copies of all correspondence to the President, President-Elect, and Immediate Past President. File a copy of all correspondence.
- ❖ Submit budget request to the Finance Committee Chair by the designated deadline.
- ❖ Submit article for the Annual Report by the designated deadline.

AWARDS AND RECOGNITION COMMITTEE

The Awards and Recognition Committee shall be structured into subcommittees to achieve goals of the Strategic Plan and focus on priorities of the Executive Board (recognition of accomplishments) and of the membership. Subcommittees may include (but are not limited to):

- ❖ Awards Sponsorship and Support
- ❖ Awards Ceremony
- ❖ Awards Training

Subcommittee responsibilities may include but are not limited to:

Awards Sponsorship and Support

- ❖ Investigate and contact potential sponsors.
- ❖ Maintain communication with current sponsors and encourage continued sponsorship.
- ❖ Assist with appreciation and special recognition of sponsors.
- ❖ Evaluate member participation in current awards and recommend changes.
- ❖ Identify and recommend changes in awards to reflect needs of membership.
- ❖ Review and revise application forms and guidelines.
- ❖ Review and revise judging forms to correspond with application forms and guidelines.

Awards Ceremony

- ❖ Plan and conduct regional and national awards ceremonies.
- ❖ Facilitate awards ceremony (and rehearsal, if applicable).

Awards Training

- ❖ Prepare and distribute news release for award winners.
- ❖ Assist with awards workshop at Annual Session.
- ❖ Secure, review, and submit articles for NEAFCS official publications.

DUTIES AND QUALIFICATIONS OF VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

TERM OF OFFICE

- ❖ Elected in even years, the term of office is two years.

QUALIFICATIONS PREFERRED

1. Attended three or more Annual Sessions.
2. Serves as State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on National Professional Development Committee at least two years.
4. Experienced in conference coordination and management.

DUTIES OF THE VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

1. Chair and serve as the liaison between the Professional Development Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan, which addresses issues, related to professional development.
3. Work with National Office to coordinate and manage the NEAFCS Annual Session.
4. Work with National Office and Professional Development Committee to coordinate and plan professional development webinars.
5. Coordinate Subcommittees through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
6. Submit requisition for purchases to President for approval before spending association funds. Submit expenses in a timely basis.
7. Chair Annual Session Planning committee.
8. Serve on Site Review committee for future Annual Sessions.

ADDITIONAL RESPONSIBILITIES INCLUDE:

- ❖ Invite companies to provide sponsorships and/or hospitality for the Annual Session.
- ❖ Recognize exhibitors and sponsors who have supported NEAFCS for one year, five, ten, fifteen, with a certificate and those participating for 20 years and every 5 years thereafter will be presented a plaque.
- ❖ Provide leadership for building coalitions with other professional organizations and secure appropriate professional development credits for sponsored activities. Coordinate securing CEU's to other professional associations with National Office.
- ❖ Provide leadership to develop the Annual Session program book.
- ❖ Provide leadership to plan and develop professional development webinars for membership.
- ❖ Secure, review, and submit professional development articles for NEAFCS official publications.
- ❖ Check that the Historian has two (2) copies of Annual Session program and an accurate list of committee members; alert when list is on website.
- ❖ Encourage the membership to share research projects and report significant findings to the membership at Annual Session and other professional development opportunities.

- ❖ Communicate with state/territory affiliate Vice President/chair or President at least quarterly with copies to Regional Directors.
- ❖ Send copies of all correspondence to the President, President-Elect, and Immediate Past President. Submit budget request to the Finance Committee Chair by the designated deadline.
- ❖ Submit an article for the Annual Report by the designated deadline.
- ❖ Maintain and update Annual Session Handbook or electronic files.
- ❖ Send electronic version of Annual Session information to the Executive Director.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall be structured into subcommittees to achieve goals of the Strategic Plan and focus on the priorities of the Executive Board and membership. Subcommittees may include (but are not limited to):

- ❖ Program Development
- ❖ Webinar
- ❖ Annual Session Planning (appointed)

Subcommittee responsibilities may include but are not limited to:

Program Development

Develop a three to five-year plan for issues to be addressed at Annual Session.

- ❖ Work with Host Affiliate/Region to determine themes and goals that address emerging issues for Annual Session.
- ❖ Suggest speakers who address goals and objectives of Host Affiliate/Region, as well as issues that affect total membership.
- ❖ Encourage diversity in general and concurrent sessions.
- ❖ Explore the feasibility of presentations through electronic technology/distance learning.
- ❖ Plan and develop professional development webinars and a review process for webinars.
- ❖ Assist with selection of educational topics and presenters for Annual Session (i.e., concurrent sessions, showcase of excellence).
- ❖ Develop and coordinate an external review process of concurrent and showcase applications.
- ❖ Develop evaluation criteria for Annual Session program.
- ❖ Arrange certification credits from professional associations (e.g. AAFCS, American Dietetic Association, Certified Family Life Educators, Certified Financial Planners, NCFR, etc.) in cooperation with National Office staff.

Webinars (Adopted Winter Board meeting, 2012)

- ❖ Work with subcommittee for proposal submission process and promotion for webinars.
- ❖ Work with subcommittee for peer reviewed selection of webinar topics and presenters for membership professional development.
- ❖ Work with National Office to set up webinars for registration, promotion, certificate of attendance, archiving, and set up of webinars.

DUTIES AND QUALIFICATIONS FOR SECRETARY

TERM OF OFFICE

- ❖ Elected in even years; the term of office is two years.

QUALIFICATIONS

1. Attended three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Knowledge of electronic communications.

DUTIES OF THE SECRETARY

1. Keep complete, accurate records of all meetings of the Executive Board and the Association.
2. Edit and coordinate electronic newsletters with Executive Director.
3. Chair By-laws committee.
4. Submit requisition for purchases to President and Immediate Past President for approval before spending association funds.
5. Submit expenses in a timely manner.
6. Annual Session Registration responsibilities:
 - a. Work with National Office Staff and Regional Directors on registration process and procedures for Annual Session.
 - b. Understand categories of registration and what materials are needed for each.

ADDITIONAL RESPONSIBILITIES INCLUDE COMMITTEES

- ❖ Record minutes of all Board and Association meetings and send electronic copies of the minutes to the Board, the National Office. Responsible for typing, reviewing, and approving, and e-mailing minutes for all Board meetings.
- ❖ Send copies of all correspondence to the President, President-Elect, and Immediate Past President. File a copy of all correspondence. Send electronic version of approved minutes to NEAFCS Executive Director to post on website.
- ❖ Prepare newsletter publication schedule each year for the upcoming year to be shared at post Annual Session board meeting.
- ❖ Send reminders to Board members of articles to be published in E-news ahead of the newsletter deadline each month.
- ❖ Minutes and list of running motions of prior meetings shall be available at all Board Meetings for reference.
- ❖ Prepare a progress report. Present the Secretary's report at the Board meeting.
- ❖ Develop a list of Board actions/meetings highlights, in conjunction with the President. Send a copy to each Regional Director to use for newsletters/reports to State/Territory Affiliate Presidents.
- ❖ Submit budget request to the Treasurer by the designated deadline.
- ❖ Keep list of running motions for all Board meetings. Send electronic copies to Board and to the Executive Director to add to the website 4 times per year. (Before and after Annual Session, Winter Board and Mid-Year Board).
- ❖ Each year in the official minutes of the Association Business meeting, list the members of the executive board for the coming year. Should include name and office held.

- ❖ The National Office will complete the Association's Nonprofit Corporation filing with the state by April 30 of each year. The National Office will provide the Secretary with a copy of the Certificate of Filing.

COMMITTEES

By-laws Committee: shall be composed of one representative from each region, Immediate Past President, Secretary (chair), and a member at large. Non-officer members shall serve a two-year staggered term. The By-laws Committee is appointed by the President and shall be responsible for:

- ❖ Reviewing the bylaws;
- ❖ Developing proposed revisions for consideration by the membership. A parliamentarian will review final proposed bylaws before presenting to the membership.

DUTIES AND QUALIFICATIONS FOR TREASURER

TERM OF OFFICE

- ❖ Elected in uneven years; the term of office is two years.

QUALIFICATIONS

1. Attended at least three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served as Treasurer of a professional organization or has appropriate educational background or training.

DUTIES OF THE TREASURER

- ❖ Oversees the finances of the Association.
- ❖ Serve as chair of the Finance and Investment Committees.
- ❖ Submit requisition for purchases to President and Past President for approval before spending association funds. Submit expenses in a timely basis.
- ❖ Approve requisition for purchases with President and Past President before spending association funds. Submit back to the National Office to pay bills on a weekly basis.
- ❖ Oversee the preparation of financial statements for monthly Board meetings.

ADDITIONAL RESPONSIBILITIES INCLUDE:

- ❖ Notify officers and committee chairs that vouchers for internal operating expenses must be submitted by December 1 of each calendar year.
- ❖ Maintain the Association's investment accounts according to the Association's financial policies.
- ❖ Maintain adequate communication with State/Territory Treasurers regarding the processing of membership dues and active membership data.
- ❖ Present Financial and Investment committee reports during Annual Session.
- ❖ Conduct training for State/Territory Treasurers.
- ❖ Send copies of all correspondence to the President, President-Elect, and Immediate Past President. File a copy of all correspondence.
- ❖ Keep signature card for investment accounts current.
- ❖ Treasurer to review and approve invoices submitted to the National Office prior to processing.
- ❖ Submit budget requests to the Finance Committee Chair by the designated deadline.
- ❖ Submit article for Annual Report by the designated deadline.

JANUARY

- ❖ Assume leadership of the Investment and Finance Committee and arrange for conference calls for both committees as needed.
- ❖ Prepare financial report for Winter Board meeting with assistance from National Office.
- ❖ Attend Winter Board meeting.
- ❖ Arrange a call with Ameritrade and Investment Committee to review investment account status.
- ❖ Arrange for review and/or audit for financial records, with assistance from National Office.

APRIL

- ❖ Prepare a Treasurer's (officer's) report for the Mid-Year Board meeting.
- ❖ Verify all potential officer candidates by way of Past President; Dues must be paid by the second Friday in January to be nominated for office.

MAY

- ❖ Participate in Mid-Year board meeting.
- ❖ Send letter and form to Executive Board Members requesting budget-planning information.
- ❖ Set date and lead budget planning meeting.

JUNE

- ❖ Finalize budget planning with committees and present final budget to Board for approval.

JULY/AUGUST

- ❖ Prepare for Pre-Annual Session Board meeting with and Finance Committee Meeting on a conference call to finalize and/or prepare budget for presentation at Annual Business meeting.

PRIOR TO ANNUAL SESSION

- ❖ Prepare financial report and bring copies for Finance Committee, Board Meeting and Business Meeting. Include:
 - Itemized statement of cash receipts and disbursements. Coordinate with Management Company.
- ❖ Prepare article for the Annual Report.

ANNUAL SESSION

- ❖ Present financial reports at the Annual Business Meeting.
- ❖ Alert Board current and elected Board members and other pertinent members of location on web for expense vouchers related to the Annual Session, and review guidelines for expense reimbursements.
- ❖ Meet with the new Treasurer, explain duties and make arrangements for the transfer of financial records. The books are transferred following the Annual Session. The books are closed December 31 with a financial review year for two years with a full audit every 3 years.

CHANGE OF TREASURER

- ❖ Transfer all financial books and records to the new Treasurer after Annual Session.
- ❖ Meet with the new Treasurer at Annual Session to review duties and train the Treasurer.
- ❖ Obtain all signature forms for bank accounts and investments to be completed in person at the face to face board meeting.

NOVEMBER

- ❖ Write article for E-news about the dues paying process for Affiliates.
- ❖ Request National Office to transfer endowment donations from Operating to Endowment Account for the year.
- ❖ Work with Ameritrade for draw from Reserve and Endowment accounts for inclusion in the upcoming budget in concert with Management Company.
- ❖ Create Plan of work for both Investment and Finance Committees.

DECEMBER

- ❖ Prepare annual finance report for Winter Board meeting.
- ❖ Remind Affiliates about the dues and answer questions as needed for Affiliate Treasurers.

COMMITTEES

The treasurer is on the following standing committees:

- ❖ Finance Committee-chairman of committee
- ❖ Investment Committee-chairman of committee
- ❖ Endowment-committee member

NOTE: The composition, responsibilities, and procedures these committees should follow are specified in the committees section of the Policy and Procedures Manual.

DUTIES AND QUALIFICATIONS OF REGIONAL DIRECTOR

TERM OF OFFICE

- ❖ Regional Directors for the Central and Southern regions shall be elected in uneven years; Regional Directors for the Eastern and Western regions shall be elected in even years by the Voting Delegates in their respective regions.
- ❖ The term of office is two years.

QUALIFICATIONS

1. Attended three or more Annual Sessions.
2. Served as a State/Territory Affiliate Officer or State/Territory Affiliate Committee Chair.
3. Served on a National Committee or similar service in another professional association.

DUTIES OF THE REGIONAL DIRECTOR

1. Serve as the liaison between the Executive Board and the State/Territory Affiliate Presidents and members within their region.
2. Submit requisition for purchases to current president for approval before spending association funds. Submit expenses in a timely basis.

ADDITIONAL RESPONSIBILITIES INCLUDE:

- ❖ Serve as a member of the NEAFCS Executive Board, complete appropriate reports and other responsibilities as determined by the Executive Board.
- ❖ Facilitate the process of information flow between State/Territory Affiliates and the National Association by conducting regular and timely communications/correspondence regarding deadlines and other relevant information.
- ❖ Convey responses, concerns, requests/questions, etc. and recommendations from State/Territory Affiliates to the NEAFCS Executive Board.
- ❖ Promote/encourage leadership and member involvement in NEAFCS.
- ❖ Work with the Executive Board to establish/determine agendas for JCEP Leadership Conference and Regional Business Meetings conducted at Annual Session.
- ❖ Conduct the Regional Business meeting as scheduled during Annual Session. Compile and distribute Business Meeting Materials. See “Guidelines for Regional Business Meetings Held during Annual Session” section for details.
- ❖ Send one (1) copy of minutes of Regional Meetings to the Historian.
- ❖ Provide Executive Board members and National Office with current State/Territory Affiliate Officer roster changes. Send hard copies, emails, etc.
- ❖ Send copies of all regional correspondence/newsletters (or deemed important information) to the President, President-Elect, and Past President. Submit budget requests to the Treasurer by the designated deadline.
- ❖ Submit budget requests to the Finance Committee Chair by the designated deadlines.
- ❖ Submit article/annual report for the NEAFCS Annual Report by the designated deadline.
- ❖ JCEP Leadership Conference: Regional Directors shall plan NEAFCS Association meeting with input from President and President-Elect; Second year Regional Directors will attend the conference with President and President-Elect.

DECEMBER/JANUARY/FEBRUARY

- ❖ Attend Winter Board meeting. Provide regional report to the Board and the National Office at least two weeks prior to the meeting.
- ❖ Work with President to solicit host affiliate bids for Annual Session according to rotation schedule.
- ❖ Remind State/Territory Affiliate Presidents of March 15th deadline for awards applications, and officer nominations coming up May 1.
- ❖ Two Regional Director's attend JCEP conference in February on a rotating basis, odd years Central/Southern and even years Eastern/Western.

MARCH/APRIL

- ❖ Prepare a report for the Mid-Year Board meeting and send to the Board and the National Office at least two weeks prior to the meeting.

MAY/JUNE

- ❖ Participate in Mid-Year Board meeting.
- ❖ Remind State/Territory Affiliate Presidents of May 1st deadline for the Candidate for National Office Applications.

JULY/AUGUST

- ❖ Request list of Voting Delegates from State/Territory Affiliate Presidents. Send a copy to the National Office. Send responsibilities, including times to be present, to Voting Delegates. For more information, see section, "Voting Delegate Responsibilities."
- ❖ Request applications for National Nominating Committees and prepare a ballot for the Regional Business Meeting.
- ❖ Develop agenda for the Regional Business Meeting at Annual Session. Provide to National Office for duplication.
- ❖ The second year of the term of the Regional Director: prepare the Regional Director ballot and bring to the Regional Business Meeting at the Annual Session.
- ❖ Prepare credentials report by State/Territory Affiliates indicating number of voting delegates granted each state. Refer to bylaws. (The President appoints one of the second year term Regional Directors to serve as the chair of the Credentials Committee.)
- ❖ Request agenda items from the Executive Board for the Regional Business meeting at Annual Session.

ANNUAL SESSION

- ❖ Attend the Annual Session and participate in the Executive Board meetings and Annual Business meeting.
- ❖ For Regional Business meetings, provide to the National Office the information needed to prepare and copy agendas. Recruit volunteers to serve as Parliamentarian, Recorder, Reviewers of Minutes, Tellers, and preside at the Regional Business meeting. See section "Guidelines for Regional Business Meetings held during Annual Session" for more information.
- ❖ Work with the National Office as the Business Meeting materials are compiled to ensure timeliness and completeness of materials. See section "Business Meeting Materials" for more information.
- ❖ Work with credentials Committee that verifies and checks the Voting Delegates for the Annual Business meeting.

OCTOBER

- ❖ After election and/or completion of Annual Session, make initial contact with State/Territory Affiliate Presidents and President-Elect.
- ❖ Solicit Officer's forms from State/Territory Affiliate Presidents. Compile a summary report and provide electronically to the board and National Office.

NOVEMBER

- ❖ Assist President and President-Elect with the JCEP National Leadership Conference agenda with planning and implementation as necessary.
- ❖ Remind State/Territory Affiliate Presidents that National Committee applications are due to the National Office any time, but encouraged by Jan. 1.
- ❖ Remind Affiliate Presidents to follow-up with Affiliate Treasurers to submit dues and membership updates by December 31st.
- ❖ Send an email to your region with important updates for the upcoming year.

DECEMBER

- ❖ Remind State/Territory Presidents that applications for NEAFCS officers and Regional Directors are due by May 1. Refer to the bylaws and/or policies and procedures for additional information.
- ❖ Prepare a report for the Winter Board meeting.

GUIDELINES FOR REGIONAL BUSINESS MEETINGS HELD DURING ANNUAL SESSION

Regional Business meetings will be held at the Annual Session.

1. The Regional Director is the presiding officer and will develop the agenda in collaboration with the other Regional Directors and the National Board.
2. The Regional Director will appoint a Recorder, Parliamentarian, and Reviewers of Minutes, Tellers, and any other helpers (Thought for the Day, etc.) as needed.
3. Voting Delegates should have arranged seating at the front of the room. National Board members do not have Voting Privileges at Regional Business Meetings.
4. State/Territory Affiliate Presidents, not serving as Voting Delegates, should attend. The meeting is open to all members of the region.
5. Regional Business will be conducted as follows:
 - a. Each year elect two members and an alternate from the region to serve on the National Nominating Committee.
 - b. Any tie votes that occur during Regional Business Meetings will be handled as follows: Voting Delegates will caucus and revote. This procedure will be repeated until there is a majority vote.
 - c. Report election results at Post-Annual Session Board meeting.
6. Regional Directors may arrange for the following:
 - a. Recognition of first-timers and life members
 - b. Recognition of State Extension staff present
 - c. Presentations from NEAFCS officers, NEAFCS committee members, NIFA staff, etc.
 - d. Recognition of Regional Award Winners by presentation of certificates
 - e. Discussion of association issues
 - f. Reports for special projects
 - g. Other (For additional information, refer to the duties of the Regional Director.)
7. After the Regional Business Meeting minutes are reviewed and are in final draft form, they are sent to the Executive Director to be placed on the web site in draft form until approval at the next Regional Meeting at Annual Session.

BUSINESS MEETING MATERIALS

Each set of materials should include the following for the Regional Business Meeting:

Agenda	Regional Director
Credentials Report NEAFCS	Regional Director
Blank Application for the National Nominating Committee	Regional Director
Regional Officer Ballot	Regional Director
Awards Booklet	Regional Director
Credentials of nominees for National Nominating Committees	Regional Director
Regional workshop meeting minutes	Regional Director
Voting Delegate responsibilities	Regional Director

COMMITTEES

These committees are chaired by the Regional directors.

Credentials Committee:

See committee section of Policy and Procedure Manual

The process of checking credentials for the Annual Business Meeting is provided on the NEAFCS website in the Executive Board files section.

Arrangements Committee:

See committee section of Policy and Procedure Manual

DUTIES AND QUALIFICATIONS OF IMMEDIATE PAST PRESIDENT

TERM OF OFFICE

- ❖ One year immediately following serving as President.

QUALIFICATIONS

- ❖ Served as President-Elect and President of NEAFCS

DUTIES OF THE IMMEDIATE PRESIDENT

1. Serve as Parliamentarian at Executive Board meetings.
2. Conduct installation of National Officers during Annual Session.
3. Serve on Bylaws Committee.
4. Serve on Finance Committee.
5. Serve on Endowment Committee.
6. Serve as Chair of the National Nominating Committee.
7. Invite candidates for National Office to the Pre-Board meeting at Annual Session. Past President to inform candidates that they attend at their own expense and that it is for observation only to acquaint them with Board business.
8. Chair the National Office Evaluation Committee.
9. Chair the Annual Session Site Review Committee.
10. Serve on JCEP (the Joint Council of Extension Professionals)
11. Serve as approver of expenses and mediator or advisor in cases of questions about association expenses and vouchers.
12. Submit requisition for purchases to current president and treasurer for approval before spending association funds. Submit expenses in a timely basis.
13. Approve expense vouchers of the current President.

FOLLOWING ANNUAL SESSION

1. Send thank you letters to all program participants, Executive Board members, and companies providing hospitality, exhibitors, -- and others to whom appreciation should be expressed on behalf of the Association.
2. Write thank you letters to administrators and/or deans for their support given to Board members.

DUTIES AND QUALIFICATIONS OF HISTORIAN

TERM OF OFFICE

- ❖ Appointed in uneven years, term of office is four years.

QUALIFICATIONS

- ❖ Knowledge of NEAFCS mission and history, bylaws, policies, committee structure, program of work, duties of officers, operating procedures, and business and Annual Session meetings.

DUTIES

1. Maintain history files, as necessary for ready reference.
2. Maintain communication with Archives at Cornell and place additional items in archive as needed.
3. Utilize the web-based NEAFCS site when possible and work with National Office to keep the Historical Archives on the web updated.
4. File materials by year.
5. Remind president to write a summary of the year. Summary due after the Annual Session.
 - a. An outline provided by the Historian.
6. Prepare a column for NEAFCS publications as requested.
7. Answer requests for historical information. If request is questionable (out of house), contact NEAFCS President protocol on the issue.
8. Prepare a written report as requested by the President.
9. Estimate annual projected cost of expenses as requested by the president.
10. Attend NEAFCS Annual Session and board meetings as requested by the President.

Information Maintained in Files by Historian:

1. Current list of Past Presidents. List is filled in a notebook. Coordinate with chair of the Past Presidents group prior to Annual Session.
2. Current list of recipients of Past Presidents' Award.
3. Photos of President.
4. Group photo of Past Presidents at Annual Session.
5. Minutes of past presidents meeting at Annual Session.
6. Annual Historian reports.
7. Microfilm and CD-ROM from prior years. (1933-1988)(at Cornell)
8. Photos of Annual Session including National Officers.
9. Board meetings, award meeting, and Annual Session minutes on a CD provided at the end of the year by the Secretary.
10. Running list of motions provided at the end of the year by the Secretary.
11. Regional meeting minutes provided by the Regional Directors.
12. Regional leadership workshop minutes provided by the Regional Directors.
13. Annual Session, awards, and exhibits booklets.
14. Leaflets or brochures printed by NEAFCS.
15. Annual Report to Membership.
16. Printed history.

17. Summary provided by the President at the end of each year.

Coordinate with National Office to Archive Information on Website

1. Photos of Past Presidents
2. Photos of Executive Boards
3. Annual Reports
4. Award Books
5. Annual President's Reports
6. Photos of Past Presidents at Annual Session
7. Board Minutes/Running List of Motions
8. Any unusual materials pertinent to that year.

DUTIES OF STATE/TERRITORY AFFILIATE PRESIDENT

GENERAL DUTIES

1. Attend the JCEP Leadership Conference. Submit a copy of State/Territory Affiliate Report as directed by Regional Director.
2. Keep membership informed of actions of the NEAFCS Board and the Association.
3. Read the Bylaws, Standing Rules, Rules of Order, Policies, and the NEAFCS Mission Statement.
4. Handle correspondence promptly. (No penalty mail use.)
5. Remind State/Territory Affiliate Committee Chairs/Vice Presidents to submit materials to NEAFCS Vice Presidents promptly. (Observe deadlines.)
6. Encourage members and State/Territory Affiliate Chair/Vice Presidents to send news items to the Vice President for Member Resources for inclusion in the National publications.
7. Encourage State/Territory Affiliate and/or members to contribute to the NEAFCS Educational Awards Fund.
8. Mail or e-mail one (1) copy of the State/Territory Affiliate officers' roster form to the Regional Director and the National Office as soon as they are elected/change. Notify the Regional Director and National Office of officer changes if there are any during the year.
9. Remind State/Territory Affiliate Treasurer to submit dues and membership list to National Office by December 31.
10. 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. Forms are printed in the Administrative Manual. Send completed life member forms and any changes regarding life members to the National Office.
11. Update the name of the State/Territory Leader/Director/Administrator, etc. who receives a complimentary e-subscription of the NEAFCS publications (two per state/territory). Send information to the National Office by April 1.
12. 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 February 1.
- ❖ Send the name of the appointed PILD 1st Timer's Scholarship applicant for the state/territory affiliate to the Vice President for Public Affairs. This may be a self-appointment, if eligible. Encourage the appointee to apply early. Applications will be opened in mid-December. Eligible applicants will be named scholarship awardees on a first come, first served basis. Twenty are available, only one is awarded per state. No applications will be accepted after February 1st.
- ❖ 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 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.

FEBRUARY

- ❖ Remind affiliates that award applications are sent to the Vice President of Awards and Recognition and must be postmarked by March 15.
- ❖ Encourage members to run for National offices. Send applications for NEAFCS office and Regional Directors to qualified individuals. Qualifications are in the Winter Issue of NEAFCS official publications and the Administrative Manual. Officer applications are due to National Nominating Committee chair by May1.

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	Treasurer
Secretary	Vice President Public Affairs
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.

APRIL

- ❖ Send State/Territory Administrator's names/addresses for complimentary NEAFCS publications to National Office by April 1.

MAY

- ❖ Send name of State/Territory Affiliate President to be listed in the Annual Session Program Book to the Vice President for Professional Development.

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
 - Member Caucus at General Session/Annual Business meeting (during Galaxy year)
 - Affiliate Officer Meeting
 - Annual Business Meeting

NOVEMBER/DECEMBER

- ❖ Return evaluation of the National Office if sent to Affiliate Presidents to National Office Evaluation Committee.
- ❖ Encourage members to apply for National Committee membership. All committee applications are due to the National Office postmarked by December 31.
- ❖ Encourage members to submit presentation proposals for Annual Session Showcase of Excellence and Concurrent Sessions as well as webinar presentations.
- ❖ Apply for the JCEP Leadership Conference Scholarship Application or determine who will receive it from your state.

NEAFCS LOGO

The logotype for the National Extension Association of Family and Consumer Sciences is comprised of three elements.

1. The letter “n” in lowercase
2. The initials NEAFCS in uppercase
3. A series of three icons which simultaneously represent
 - a. Family – figures representative of families of all forms
 - b. Three keyholes – the paths to another plane or level
 - c. Three principles symbolic of the association:
 - i. Being the voice for professionals in extension family & consumer sciences program development.
 - ii. Providing an information network and continuing education for Extension professionals.
 - iii. Recognizing Extension professionals through awards and recognition.
4. Use of the NEAFCS logo by other organizations is prohibited without permission “as is” and intact.

GUIDELINES FOR STATE/TERRITORY AFFILIATE USE OF NATIONAL LOGO

1. The NEAFCS texted logo must be used as is and intact. This includes the large N, the letters NEAFCS underneath, and where appropriate the words National Extension Association of Family and Consumer Sciences spelled out underneath. The size of the logo may be larger or smaller than the illustration below, but must be kept intact.
2. States/Territories wishing to use it may use the above logo and add a solid line under the NEAFCS words and put "(state/territory name) affiliate."
3. The official color of the NEAFCS logo is reflex blue.
4. Logo may be placed on information for use in promoting the Extension Family and Consumer Science profession, materials to be used with policy makers, administrators, and other professional associations.
5. The logo may also be placed on items to be used by members of the association and to give to others that have contributed to the profession.
6. The State/Territory Association may use it to place on items that they will sell to raise money for the Association.

NEAFCS WEB LINKAGE POLICY

1. All exhibitors at Annual Session will be given a free 1-year linkage from the NEAFCS website to their website as a benefit for exhibiting with NEAFCS. The linkage will be in effect from the time of the paid exhibitor application is received at the National Office until September 1st of the following year.
2. The NEAFCS Board must approve requests for linkage from a company (.com) that does not exhibit at our Annual Session. Linkage agreements will be on a calendar year, January 1 – December 31. The NEAFCS Board will determine fees for linkage. The Executive Director and the Executive Board will evaluate linkages for content appropriateness for our membership each year. If a link is found to be a nature that is not in keeping with the mission, goals, and priority issues of NEAFCS, it shall be decision of the Board as to whether to renew the contract for another year.

NEAFCS NATIONAL OFFICE JOB DESCRIPTION

NATURE AND PURPOSE

The National Office works together with the National Extension Association of Family and Consumer Sciences (NEAFCS) Executive Board and membership to support the work of the association. It provides a permanent address and services to maintain the Association.

DUTIES AND RESPONSIBILITIES

1. Provide permanent address, telephone number, fax, and email.
2. Maintain database for Active, Associate, Partner, Student, and Life memberships and provide access for Board members as requested.
3. Arrange for legal counsel as needed.
4. Make quarterly reports to President.
5. Send back-up copies of membership files, the inventory list, and other important information to the President on a regular basis, at least quarterly.
6. Provide storage space for permanent files and hard inventory.
7. Attend Board meetings, taking minutes when requested, and assisting Board members with duties.
8. Field questions from members over the phone, fax, and email. Answer questions or forward to the appropriate Board members.
9. Send orientation materials via email to new members.
10. Reasonable efforts will be made to communicate with members with special needs.
11. Communicate with businesses/individuals that wish to make contact with NEAFCS concerning selling membership labels, advertising in publications, and those sponsoring awards, etc.
12. Receive affiliate dues and process payment and maintain database.
13. Assume other responsibilities as requested by the President and/or Executive Board members.
14. Maintain database for National Committee chaired by Vice Presidents and provide Vice Presidents and Regional Directors with information.
15. Submit requisition for purchases to current President for approval before spending association funds. Submit expenses in a timely basis with appropriate receipts.

PUBLICATIONS

1. Confer with the President on all printed materials prior to production.
2. Layout, edit, and publish an electronic newsletter 10-12 issues to the membership and provide on the website under the direction of the Secretary.
3. Layout, edit, print, and mail/electronic distribution of Annual Session promotion postcard under the direction of the Vice President for Professional Development.
4. Layout, edit, print, and mail/electronic exhibitor packet under the direction of the Vice President for Professional Development.
5. Layout, edit, print, and ship to Annual Session location the program/proceedings book(s) for Annual Session under the direction of the Vice President for Professional Development.
6. Post National and Regional Award winners to website.

7. Print certificates for all award winners as needed.
8. Maintain electronic stationery files on website.
9. Print other materials as requested by the President and Executive Board.
10. Assume other responsibilities as requested by the President and/or Executive Board.
11. Refer to and use the bylaws and policy and procedures as a guide in all matters.

ANNUAL SESSION

1. Negotiate with the convention center and hotels for meeting rooms, sleeping rooms, meal costs, etc., under the direction of the President and Vice President for Professional Development.
2. Work with the Vice President for Professional Development and the host affiliate to plan and implement each Annual Session.
3. Refer to and use the Annual Session Handbook as a guide in all matters.
4. Process registration from members and other attendees, send confirmation.
5. Assemble registration packets, meal tickets, name tags, etc.
6. Provide on-site support to assist Registration Subcommittee.
7. Support Annual Session on-site office with miscellaneous supplies and staff to assist Executive Board members with duties.
8. Work with the exhibit space and decorating company contractor for exhibit space for exhibitors.
9. Contact potential exhibitors with information packet, working with Exhibits subcommittee. Field questions and process their registration.
10. Provide on-site support to assist exhibits, arrangements, and registration Subcommittees.
11. Maintain exhibitor history in cooperation with Exhibits Subcommittee Chair and Vice President for Professional Development.
12. Maintain up-to-date database of potential exhibitors.
13. Assume other responsibilities as requested by the President and/or Executive Board.

MEETINGS AND SEMINARS

1. Work with the President to make hotel and meeting room arrangements for Board meetings.
2. Negotiate rooms for Board and other related meetings as requested.
3. Work with affiliates/regions to plan, coordinate, and arrange for other Regional and national meetings as requested by the Vice President for Professional Development.
4. Arrange for webinars as requested by the Vice President for Professional Development.
5. Arrange for web-based/conference calls as directed by the Board for monthly board meetings or subcommittee meetings.
6. Assume other responsibilities as requested by the President and/or the Executive Board.

FINANCIAL MATTERS

1. Receive and deposit membership dues and monies in NEAFCS designated account.
2. Process membership into a data program.
3. Forward documentation to the Treasurer.
4. Reconcile money received with membership list.
5. Submit requisition for purchases to current President, Past President, and Treasurer for approval before spending association funds.
6. Provide monthly revolving bank account statements to the treasurer for review prior to each board Meeting.
7. Provide monthly financial reports to board.
8. Arrange for financial review and audits.

9. Assume other responsibilities as requested by the President and/or the Executive Board.

RELATIONSHIPS AND RESPONSIBILITIES

PRESIDENT:

- ❖ Work with the President in all aspects of Association business.
- ❖ Defer to the President in decision making and prioritizing responsibilities.

EXECUTIVE BOARD:

- ❖ Support Executive Board members in accomplishing the duties to their offices.

TREASURER:

- ❖ Work with the Treasurer in all decisions and aspects of financial business related to the Association.

SECRETARY:

- ❖ Will work with Secretary in all documentation of minutes of Board meetings, Annual Business meetings, running motions associated with the Board.
- ❖ Work with Secretary to publish electronic newsletter.

AFFILIATES:

- ❖ Provide information and approved materials.
- ❖ Respond to inquiries or affiliates.

INDIVIDUAL MEMBERS:

- ❖ Provide information and approved materials.
- ❖ Respond to inquiries or refer to appropriate member of the Executive Board.
- ❖ Serve as the accessible/frontline contact for individual members.

MEASUREMENT AND EVALUATION PROCESS

Evaluation of National Office will be done annually through a committee appointed by the President using the job description/contract and the accompanying measurement instrument to complete the evaluation.

VOTING DELEGATE RESPONSIBILITIES

1. Review Candidate Credentials for National Officers.
2. Review proposed Operating and Awards Fund Budgets, proposed bylaw changes and Annual Business Meeting Agenda.
3. Discuss above listed items with other Voting Delegates representing your State/Territory Affiliate and with Affiliate members for input prior to attending Annual Business meeting.
4. Attend and participate in all Association Business Sessions during Annual Session including:
 - a. Regional Business meeting
 - b. General Session including Member Caucus/Meet the Candidates
 - c. Annual Business Meeting and Annual Awards Educational Fund Business Meeting
 - d. Any other sessions and/or activities are designated by your State/Territory Affiliate

ELECTIONS

GENERAL GUIDELINES

1. Candidates for National and Regional office will stand for election on the basis of their qualifications.
2. No campaigning will be allowed prior or during Annual Session. Campaigning such as direct mail, letter, posters, resumes, promotional flyers, buttons, favors, hospitality suites, emails, phone calls, or other technology not specified, etc. by the candidate or in the candidate's behalf shall result in disqualification.
3. Candidate's credentials will be published prior to Annual Session in the official NEAFCS publication for review by the Voting Delegates/Members.
4. Candidate's original applications and resumes will be available for review by Voting Delegates at Annual Session.
5. Each candidate for National Office will be introduced at the Member Caucus meeting prior to the election of officers. Candidates will be called on in alphabetical order by office (according to last names) to give a three-minute position statement. Candidates will also be expected to answer impromptu questions from Voting Delegates.
6. The process for nominations from the floor for NEAFCS Officers is as follows:
 - a. The "Candidate Application for National Office" form must be completed and submitted to the National Nominating Committee Chair two weeks prior to the start of the Annual Session.
 - b. The National Nominating Committee will verify that applicants meet qualifications. These individuals will then be eligible to be nominated from the floor by an NEAFCS member during the Annual Business meeting.
 - c. Once their qualifications for the office they are seeking have been verified they will be given the same question all other candidates for that office have been asked to address. Written copies of their credentials may be distributed to Voting Delegates **after** they have been nominated from the floor.
 - d. They will also be invited to attend the pre-board meeting, as are the other candidates.
7. The vote count will not be announced when election results are read at Regional Business Meetings and/or at the Annual Business Meeting. This practice would be suspended in the event that no candidate received a majority of votes on a first ballot. In that case, vote count would be announced and voting repeated until one candidate achieves a majority.
8. The ballots will be printed in advance with the names of all candidates and having blank lines for the names of possible floor nominees.
9. The following opportunities may be provided for members and Voting Delegates to better know the candidates:
 - a. The candidate's credentials and application form for office will be available at the Candidate Display at the Annual Session.
 - b. Place a special ribbon on the nametag of each candidate stating "OFFICER CANDIDATE."
10. If the ballot contains three or more candidates, balloting will continue until a majority is reached.

NATIONAL NOMINATING COMMITTEE DUTIES

1. The NEAFCS National Nominating Committee is composed of two members elected from each of the four regions and the chair, the Immediate Past President of NEAFCS. The chair serves as a non-voting member except in the case of a tie.
2. The National Nominating Committee Chair will work in concert with the appropriate Regional Directors and Regional Nominating Committee members to facilitate Regional elections.
3. The National Nominating Committee Chair will contact members who have previously submitted an officer candidate application prior to the filing deadline to see if they are interested in applying for an office.
4. Applications and support letters for all officers must be sent to the National Nominating Committee Chair postmarked by May 1. All letters of support and recommendation from the following individuals must accompany the application.
 - a. State/Territory Director/Administrator of Extension (required)
 - b. State/Territory Program Leader or immediate supervisor (required)
 - c. NEAFCS Board member or State/Territory affiliate President (optional)
5. The National Nominating Committee Chair explains the duties of committee members. A time is established for the committee to select a slate of officers. The National Nominating Committee meets via a telephone conference call.
6. The National Nominating Committee Chair sends each committee member the application(s) for office, and links to bylaws, standing rules, policies and procedures, guidelines for selection of officers, election guidelines and other appropriate data.
7. The NEAFCS Treasurer verifies membership of potential candidates. Dues must be paid by the second Friday in January to be nominated for office.
8. The National Nominating Committee shall complete their work prior to the Mid-Year Board meeting.
9. The National Nominating Committee selects a slate with at least one nominee for each office. Although not required by the bylaws, a slate with two nominees for each office is highly encouraged. In selecting the slate, the committee should base their selection primarily on professional excellence and competence.
10. In the event there are no qualified applicants for an office, the National Nominating Committee Chair will contact applicants for other officers, including Regional Directors where there are more than two.
11. The National Nominating Committee Chair gives reports of the committee at the Mid-Year Board meeting, the pre-Annual Session Board meeting and the Annual Business meeting.
12. The National Nominating Committee Chair contacts each nominee to secure their written acceptance of the nomination. In the event a person cannot accept the nomination, an alternate is contacted. Send copies of correspondence of candidates' acceptances to the NEAFCS President, President-Elect, and state/territory directors/administrators of the candidates.
13. Once the slate is complete, the National Nominating Committee Chair submits information on each candidate to the Executive Director and the Secretary. This information should be printed in the official NEAFCS publication 30 days prior to the Annual Business meeting.
14. The National Nominating Committee Chair sends a letter to all members who were not selected as a candidate for office.
15. The National Nominating Committee Chair prepares all materials for the presentation of candidates and election at the Annual Business meeting. This includes developing, with the assistance of the committee, a "question" for each candidate.

16. The National Nominating Committee Chair sends the election guidelines to candidates for office, all members recommended for office (potential nominees from the floor), and their respective state/territory affiliate Presidents.
17. The National Nominating Committee Chair works with the National Nominating Committee to prepare a display exhibiting candidate credentials for Annual Session.
18. The files of candidates expressing a desire to have their credentials kept on file for three years will be forwarded to the new chair of the nominating committee.
19. The National Nominating Committee Chair collects all nominating materials and disposes of all personal data on candidates at the close of the election.
20. Files are to be updated at the close of the election and mailed to the next National Nominating Committee Chair.
21. All committee discussions are to be kept in the strictest confidence.

FISCAL ISSUES

AUDIT

A financial review will be done annually of the Association's financial records and full audits shall be done every third year.

CREDIT CARD PAYMENTS

NEAFCS will accept Master Card, Visa, & American Express payment for association fees and services.

DUES

Life member fees will be divided between the operating account and awards fund in the same proportions as the active member dues.

EXPENSES

1. Travel expenses for board meetings and Annual Session shall be allowed for the members of the Executive Board and the National Office. Travel expenses for the current President, President-Elect, and Immediate Past President shall be allowed for meetings and conference when representing NEAFCS in an official capacity, up to the allowed budget (such as but not limited to AAFCS, JCEP Leadership, JCEP PILD, and JCEP marketing team assignments).
2. Meals not included in registration and meeting expenses may be reimbursed dependent on the current budget status for NEAFCS. This status will be determined as the operating budget is created annually. Meal reimbursement rate will be based on the current GSA Meal and Incidental Expense chart for the city involved (www.gsa.gov/me)
3. Travel to board meetings and Annual Session via air travel is preferred. Economy rate/coach airfare and one checked bag will be reimbursed. Flights shall be booked a minimum of one (1) month prior to travel. Once purchased, roundtrip airfare can be reimbursed in advance of travel by submitting a travel expense voucher to the Executive Director. All officers, state/territory affiliate Presidents and NEAFCS representatives are encouraged to seek the lowest possible fares. Fees for the use of a travel agency are not reimbursable. If the individual chooses not to use the lowest fare option, the individual will be responsible for the difference for an upgrade. Additional baggage beyond one bag, must have approval of the President of NEAFCS.
4. Should a board member or approved representative choose to drive rather than fly, a cost comparison sheet shall be completed and submitted with the travel voucher. Reimbursement will be based on the "lesser expense" travel option. If travel is by car rather than air, reimbursement for en route costs (tolls, parking, meals, lodging, etc.) cannot exceed the equivalent costs of air tourist class/coach rate. Receipts required.
5. Transportation to and from the airport and parking fees are reimbursable. Travel by personal car to and from the airport where public transportation is not feasible, shall be reimbursed at the current mileage reimbursement rate equal to the Internal Revenue Service reimbursable amount.
6. Ground transportation shall be reimbursed at actual cost. Receipts required.
7. Original tickets, receipts, or official statements for plane and/or common carrier travel, toll receipts, car parking receipts must be attached to the expense voucher and send to the National Office.

8. If an individual chooses to change transportation reservations other than for emergencies, he/she must assume any fees charged for the transaction.
9. Any vehicle rented for Association business shall only be used for Association business. Receipts required.
10. Candidates are not reimbursed for attending the Pre-Annual Session Board Meeting at which they are observers.
11. The Historian is not required to attend meetings, thus travel expenses are not allowed.
12. Travel expense vouchers and corresponding receipts shall be submitted within 30 days following a meeting. Voucher's submitted after 45 days will be assessed a 10% penalty; vouchers submitted after 60 days **will not** be paid. Members may file a written appeal to the National Board for extenuating circumstances. All checks should be cashed within 30 days of date of issue on check. Invoices received by the NEAFCS National Office will be paid using an email approval process between the Treasurer, President and Immediate Past President.
13. The Historian is not required to attend meetings, thus travel expenses are not allowed.

FISCAL YEAR

The fiscal year of this organization shall be January 1 through December 31.

LODGING

1. Reimbursement is for one-half the rate of a double room except when otherwise authorized.
2. Lodging for the night prior to or following a meeting will be paid if authorized or if it will result in a substantial reduction in travel costs.
3. Newly elected Executive Board members may be reimbursed for one night's lodging for post board meeting (at a rate of ½ of double room) but are not reimbursed for travel.
4. Receipt for lodging must be attached to the expense voucher.

SELLING MAILING LISTS/LABELS

Mailing list of active members may be sold to selected entities such as exhibitors, businesses, associations, and other organizations providing educational information within the following parameters:

1. The purchaser of this list may not use NEAFCS or indicate in any way that NEAFCS endorses any service or product.
2. The mailing list will be used for a specified number of mailings with the cost for the list determined by the number of times used. Cost for a one-time use is \$300.00.
3. Exhibitors and sponsors will be given a reduced rate of \$200.00 for a one-time use.
4. All requests must include the intended use of the mailing list and these requests must be submitted in writing.
5. The list will not be sold to anyone just sending advertisements but only for educational purposes.
6. Home addresses of active members will not be sold.
7. NEAFCS member list will not be shared with those who request it for the purpose of research surveys or promotion of conferences or program materials. If deemed appropriate, an article may be submitted in the electronic newsletter or Regional Directors may alert Affiliate Presidents of opportunities available to "opt-in" or "opt-out" basis.

TIPS

Hotel services and luggage handling are allowable within reasonable limits; receipts are not required.

GENERAL EXPENSE

1. A requisition for all purchases over \$50 must be sent to the President for approval before spending association funds. If a requisition is not received and approved prior to the purchase, or if the expense is in excess of the approved amount, the individual shall be personally responsible for the balance.
2. Requests for payment to a business shall be prepared on a check expense voucher. Payments will be made directly to the business.
3. Any pre-paid expense to an individual or a vendor must be made by the National Office. Invoices must be sent to the National Office at least 3 weeks prior to the payment due date.
4. Other expenses, including postage, supplies and telephone, necessary to fulfill the responsibilities of the office shall be allowed. Expenses are permissible in accordance with the acceptable rates.
5. All reimbursable expense vouchers and corresponding receipts must be sent to the National Officer within 30 days of when the expense is incurred.
6. The Association will pay expenses for legal counsel only when pre-approved by the President.
7. The host affiliate will receive \$10 from each Annual Session full time registration fee paid.
8. Upon the notification of the death of a National Past President, a memorial contribution of \$100 from the operating fund will be donated to the Past Presidents' category of the Awards Fund.
9. Receipt for cost of an item exceeding \$25.00 will be required.
10. Designated as official signatures on all financial accounts are the Executive Board positions of President, President-Elect, Secretary, and Treasurer.

OFFICIAL PUBLICATIONS THE JOURNAL OF NATIONAL EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

1. All Life members for whom NEAFCS has a valid email address on file receives the electronic NEAFCS newsletter at no additional charge. Life members are responsible for providing the NEAFCS National Office with a valid email address. The NEAFCS National Office will not be held responsible for researching undeliverable email addresses for life members.
2. The purposes of the official publications are:
 - a. To be a communication tool for NEAFCS members
 - b. To recognize or honor members
 - c. To provide opportunities for members and other Extension staff to share programs and research
 - d. To provide information for professional growth for members. To serve as an external and internal public relations tool.
3. The NEAFCS Network is a regularly published electronic newsletter communicating association business to members.
4. The Journal of NEAFCS is an annual electronics peer reviewed publication of member research, applied research, program impacts, and reports of award winners.
5. Position announcements from colleges/universities will be accepted to be placed on the website in the Job Opportunities portion of the web and will be limited to position title and contact name, address, and phone and are offered as a member service for career advancement opportunities.

RECORDS AND REFERENCES

ADMINISTRATIVE MANUAL

An electronic copy of the administrative manual shall be available online to members of the Executive Board and state/territory affiliate Presidents and President-Elects. The administrative manual shall be updated as needed by the President-Elect.

FILES

Officers shall update files and materials before presenting them to their successors. The records and the working files (past two years) shall be forwarded to the successors immediately following the Annual Session. Items judged to be of historical value should be forwarded to the Historian for entry into the historical records and proper disposition. These documents should be sent electronically.

FINANCIAL RECORDS

1. The Association's financial records are closed each year as of December 31. An external audit of the Association's financial records shall be done every third year and a financial review every year.
2. The Treasurer and NEAFCS National Office shall retain all financial records of the Association until advised by the auditor that the supporting documents have suppressed the statute of limitation.
3. The Treasurer and Executive Director shall retain and send copies of monthly financial reports to the Board before each Board meeting.

INVENTORY

Officers should annually compile an inventory of items shipped to or stored at the National Office and share list with their successors, National Office staff and board members.

MINUTES

1. The Secretary shall retain the original copy of each set of minutes of the Executive Board meetings and the Annual Business meeting as an official record of the Association.
2. The Secretary shall send copies of all minutes of Executive Board meetings and the Annual Business meeting to the members of the Executive Board and Historian within 30 days following the meeting.

RESOLUTIONS

1. All proposed resolutions should be submitted with documenting evidence of validity to the Executive Board by May 1.
2. Resolutions shall be submitted electronically to the By-laws chair.
3. All resolutions must be presented to the Executive Board and the Voting Delegates.
4. Members, committees, or state/territory affiliates, may submit resolutions.

REVISION OF POLICIES

Policies may be:

1. Adopted at any meeting of the Executive Board by a majority vote of those present and voting.
2. Amended or rescinded by two-thirds vote without previous notice or a majority vote after previous notice.
3. Suspended temporarily by a majority vote.
4. Reviewed annually.

REGION BREAKDOWN

Central Region	Eastern Region	Southern Region	Western Region
Illinois	Connecticut	Alabama	Alaska
Indiana	Delaware	Arkansas	American Samoa
Iowa	Maine	Florida	Arizona
Kansas	Maryland	Georgia	California
Michigan	New Hampshire	Louisiana	Guam
Missouri	New Jersey	Mississippi	Hawaii
Nebraska	New York	North Carolina	Idaho
North Dakota	Pennsylvania	Oklahoma	Micronesia
Ohio	Rhode Island	Puerto Rico	Montana
South Dakota	Vermont	South Carolina	Nevada
Wisconsin	Washington D.C.	Tennessee	New Mexico
	West Virginia	Texas	North Marianas
		Virgin Islands	Oregon
		Virginia	Utah
			Washington
			Wyoming

DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy of the National Extension Association of Family & Consumer Sciences identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Association’s documents and records.

1. **Rules.** The Association’s staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. **Terms for retention.**

Organizational Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts over \$5,000 (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years

Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Legal and Insurance Records

Appraisals	Permanent
Copyright Registrations	Permanent
Insurance Policies	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
General Contracts	3 years after termination

3. Document Destruction: NEAFCS’s Chief Staff Executive is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

4. Compliance. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Organization and its employees and possible disciplinary action against responsible individuals. The chief staff executive and President will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

3. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Association’s chief staff executives or President of the Board.

ANTITRUST COMPLIANCE POLICY

The National Extension Association of Family & Consumer Sciences (NEAFCS) has a policy of strict compliance with the federal antitrust laws. The antitrust laws prohibit certain combinations and agreements among competitors. Members of an association such as NEAFCS can be considered competitors in the context of antitrust challenges even if their businesses are not in the same geographical area or in the same product line.

The penalties for antitrust violations can be very severe, not only for the Association but also for you as an individual.

NEAFCS members cannot come to understandings, make agreements or otherwise concur on positions or activities that in any way tend to raise, lower or stabilize prices or fees, divide up markets or encourage boycotts. Each member must make an independent decision, without consultation with competitors, on how to conduct business and with whom to do business. Specifically, members should never agree on:

- Current or future prices or fees, price or fee changes, discounting, regulation of production and other terms and conditions of sale or of providing services. Members should be extremely careful about discussing prices or fees. Agreements on pricing and fees are clearly illegal. Even price or fee discussions by competitors, if followed by parallel action among the competitors on pricing or fees can lead to antitrust investigations or challenges.
- Allocating or monopolizing territories or customers. Any agreement by competitors to “honor”, “protect” or “avoid invading” one another’s market areas or product lines would violate the law.
- Refusing to do business with those whose business practices you oppose. Members can discuss the policies or practices of suppliers and other third parties; however, you must never threaten, directly or indirectly, to act jointly to enforce changes to those policies or practices. Again, discussions followed by parallel action could, at the very least, trigger careful antitrust scrutiny.

Officers, directors and members of the NEAFCS should never make any representation, publicly or privately, which would appear to represent an official policy or position of the NEAFCS without the express authorization of NEAFCS executives. The U.S. Supreme Court has determined that recommendations or exhortations in antitrust areas by individuals who might appear to represent an association in some capacity can jeopardize the association; those in positions of responsibility for the NEAFCS must be especially cautious.

Antitrust laws are complicated. If any member is concerned that he or she may be in a “gray area,” that member should consult with NEAFCS’s senior executives. If the conversation among competitors at an NEAFCS meeting turns to antitrust-sensitive issues, participants should discontinue the conversation until legal advice is obtained or leave the meeting immediately. Court cases have demonstrated that individuals that were present when an antitrust violation occurred, even when they did not actively participate in the conversation, were held personally accountable and liable for the antitrust violation.

WHISTLEBLOWER POLICY

This Whistleblower Policy of the National Extension Association of Family & Consumer Sciences: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association; (2) specifies that the Association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Association's chief employed executives or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the association's President-Elect. The Association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

CONFLICT OF INTEREST POLICY

This Conflict of Interest Policy of the National Extension Association of Family & Consumer Sciences: (1) defines conflicts of interest; (2) identifies classes of individuals within the Association covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. Purpose

The purpose of the Conflicts of Interest policy is to ensure that the deliberations and decisions of the Corporation are made in the interests of the global Internet community as a whole, and to protect the interests of the Corporation when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Interested Director, Officer or Person (as defined below). An Interested Director, Officer or Person may not use his or her position with respect to the Corporation, or confidential corporate information obtained by him or her relating to the Corporation, in order to achieve a financial benefit for himself or herself or for a third person, including another nonprofit or charitable organization.

Sitting directors, that are requested to appear in commercial advertising using their name or image and/or provide a testimonial, whether that be print or digital in nature are required not to use any language in said advertising that would imply or unnecessarily construe that the association itself is endorsing said product or service, i.e., using the term "member of NEAFCS board of directors". However, if and when a director is an author of an article that will appear in a trade press publication or other journal, whether that is print or digital, it is allowable to indicate they are a member of NEAFCS board of directors in a bio byline. This also applies to bios used for introductions during speaking presentations during their term of office. As it relates to serving on an Advisory Board for a supplier/vendor, it is recommended that sitting directors not accept such a role during their tenure unless they have an existing relationship at time of election or appointment to the board with said vendor/supplier through an existing established business relationship as a customer or volunteer leadership role. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable corporations.

2. Definitions

2.1 Compensation. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

2.2 Family. The "family" of any individual shall include only his or her spouse; his or her siblings and their spouses; his or her ancestors; and his or her descendants and their spouses.

2.3 Financial Interest. A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family:

(a) An existing or potential ownership or investment interest in any entity with which the Corporation has a transaction, contract, or other arrangement, or

(b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction, contract, or other arrangement, or

- (c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction, contract, or other arrangement, or
- (d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Corporation.

(e) Financial interest does include services related to speaking engagements whereby a director during their term on the board of directors, receives compensation or expense reimbursement from a third party such as a supplier or other vendor to the family and consumer science industry. Although it is rare, should the board have an item of policy, procedure or other operational impact come before the board, that involves a supplier or vendor that has a contractual or other arrangement with a sitting director, said director shall follow the other relevant sections of the overall policy.

2.4 Interested Director. "Interested Director" shall mean any Director of the Corporation who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Corporation has a transaction, contract, or other arrangement.

2.5 Interested Officer. "Interested Officer" shall mean any Officer who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Corporation has a transaction, contract, or other arrangement. For purposes of this policy, the President of the Corporation shall be treated as an Officer.

2.6 Interested Person. "Interested Person" shall mean either:

(a) Any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

(b) Any person whose family member, as defined in Section 2.2, is currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

3. Committee on Conflicts of Interest

3.1 To administer and monitor compliance with this Policy, the Board shall create a Committee of the Board on Conflicts of Interest ("Conflicts Committee"), to consist of at least two Directors named by the Board.

3.2 The Conflicts Committee shall require a statement from each Director and Officer not less frequently than once a year setting forth all business and other affiliations which relate in any way to the business and other activities of the Corporation.

4. Duty to Abstain

4.1 No Director shall vote on any matter in which he or she has a material and direct financial interest that will be affected by the outcome of the vote.

4.2 In the event of such an abstention, the abstaining Director shall state the reason for the abstention, which shall be noted in the minutes of the Board of Directors.

5. Disclosure by Directors and Officers

5.1 When requested by the Conflicts Committee (not less frequently than once a year), each Director and Officer shall promptly submit a statement to the Committee setting forth all business and other affiliations which relate in any way to the business and other affiliations of the Corporation.

5.2 With respect to any particular matter then pending before the Corporation, each Director and Officer shall disclose to the Conflicts Committee any matter that could reasonably be considered to make the Director or Officer an "Interested Director" or "Interested Officer," as defined above.

5.3 With respect to any particular matter then pending before the Corporation, each Director and Officer shall disclose to the Conflicts Committee any relationship or other factor that could reasonably be considered to cause the Director or Officer to be considered to be an "Interested Person," as defined above.

5.4 For purposes of this section, Officers of the Corporation need not disclose compensation and other benefits paid to the Officer by the Corporation pursuant to Board resolution.

6. Disclosure by Supporting Organization

Members of or participants in Supporting Organization councils must disclose conflicts of interest or other financial interests in matters within the scope of the Supporting Organization in the manner required by the Bylaws of the Supporting Organization.

7. Procedures in Connection with Proposed Transactions and Arrangements

7.1 Scope. This section applies to any proposed transaction, contract, or arrangement in which a Director, Officer, or Interested Person has a material financial interest.

7.2 Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Director or Interested Officer must disclose the existence and nature of his or her material financial interest to the Conflicts Committee prior to the consideration of the proposed transaction, contract, or arrangement by the Board or any Committee of the Board.

7.3 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the disinterested members of the Conflicts Committee shall determine whether a conflict of interest exists. Neither the Board nor any Committee of the Board shall vote upon any proposed transaction, contract, or arrangement in connection with which an actual or possible conflict of interest has been disclosed by an Interested Director until such time as the Conflicts Committee has addressed the actual or possible conflict of interest. For matters pending before the full Board of Directors, a referral to the Conflicts Committee will not be required where the Interested Director fully discloses to the Board his or her financial interest and abstains from participation in the Board's consideration of the proposed transaction, contract, or arrangement.

7.4 Procedures for Addressing a Conflict of Interest

(a) Where a matter has been referred to the Conflicts Committee and the Conflicts Committee has concluded that a conflict of interest exists, the chairman of the Board or Committee of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.

(b) After exercising due diligence, the Board or Committee shall determine whether the Corporation can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(c) If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested Directors whether the transaction, contract, or arrangement is in the Corporation's best interest and for its own benefit and whether it is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

8. Violations of the Conflicts of Interest Policy

8.1 If the Conflicts Committee has reasonable cause to believe that a Director or Officer has failed to disclose an actual or possible conflict of interest, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose.

8.2 If, after hearing the response of the Director or Officer and making such further investigation as may be warranted in the circumstances, the Conflicts Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall recommend to the Board of Directors appropriate disciplinary and corrective action.

8.3 The violation of this conflicts of interest policy is a serious matter and may constitute "cause" for removal or termination of a Director or Officer, or the termination of any contractual relationship the Corporation may have with an Interested Person or other party.

9. Records of Proceedings

9.1 The minutes of the Conflicts Committee shall contain:

(a) The names of Directors and Officers found to have a material financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the decision of the Conflicts Committee as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion; and a record of any votes taken in connection therewith.

9.2 In connection with a conflict of interest, the minutes of the Board or other Committee of the Board shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

10. Compensation Committees

A member of any Committee of the Board the jurisdiction of which includes compensation matters and who receives compensation from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

11. Annual Statements

Each Director and Officer shall annually sign a statement which affirms that such person:

(a) Has received a copy of the conflicts of interest policy;

(b) Has read and understands the policy;

(c) Has agreed to comply with the policy; and

(d) Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

12. Periodic Reviews

The Conflicts Committee shall periodically consider whether and how this Conflicts of Interest Policy should be revised or amended to better meet its objectives. In connection with any periodic review conducted by the Corporation to ensure that it operates in a manner consistent with its charitable purposes, the Conflicts Committee shall report on the matters referred to it and their resolution.