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National Extension Association of Family & Consumer Sciences

***Affiliate Toolkit***

*Updated June 2020*

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**National Extension Association  
of Family & Consumer Sciences**

Dear Affiliate Leader:

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

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

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

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

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

Sincerely,

Danielle Jessup  
NEAFCS Executive Director

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# MISSION STATEMENT

The National Extension Association of Family and Consumer Sciences (NEAFCS) educates and recognizes Extension professionals who impact the quality of life for individuals, families and communities.

## OUR VISION

NEAFCS is the professional organization for Extension Family and Consumer Sciences that:

- Builds leaders for the future
- Provides innovative professional growth and development opportunities
- Recognizes and promotes excellence and scholarship in programming
- Serves members as a nation-wide resource for education, information, networking, and building partnerships
- Promotes the profession and the mission and goals of the Land Grant University Extension System

## CREED

As an Extension educator my prime concern is people.

I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator.

I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership.

May I always be willing to accept the challenges of the changing times.

## NEAFCS AFFIRMATIVE ACTION STATEMENTS

NEAFCS is an equal opportunity/affirmative action association. NEAFCS values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation. Membership is not by invitation.

The National Extension Association of Family and Consumer Sciences is committed to the

active involvement of all of its members regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation.

Active involvement at the state/territory level would result in members being prepared for leadership roles in NEAFCS.

NEAFCS recommends that state/territory affiliates:

1. Pledge to seek out and involve as many members as possible for leadership positions regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation.
2. Take advantage of every opportunity to recommend qualified members for NEAFCS committee assignments, awards, and officer nominations regardless of race, color, gender, age, religion, national origin, disability, veteran status or sexual orientation.
3. Review policies, rules, and traditions that may block or discourage active involvement of all association members.
4. Develop and implement an affirmative action plan to correct any injustices.
5. Develop a written statement outlining the state's commitment to the active involvement of all members regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation.

## **PRINCIPLES OF PROFESSIONAL ETHICS**

Member of NEAFCS will:

- Adhere to the highest standards of professional conduct
- Strive for impartiality and objectivity when dealing with others
- Communicate openly and honestly with colleagues and clientele
- Maintain confidentiality in professional relationships
- Fulfill commitments in a reliable, responsive and efficient manner
- Be fully accountable for actions, use of resources and financial dealings
- Avoid potential or apparent conflicts of interest
- Show respect and understanding toward all people and honor diversity
- Continue to upgrade professional competences to meet changing needs of families and communities

# STRATEGIC PLAN 2017-2020

## **Mission Statement**

The National Extension Association of Family and Consumer Sciences (NEAFCS) provides personal and professional development and recognizes Extension professionals who impact the quality of life for individuals, families and communities.

## **Vision**

NEAFCS is the professional organization for Extension Family and Consumer Sciences that:

- Builds leaders for the future
- Provides innovative professional growth and development opportunities
- Recognizes and promotes excellence and scholarship in programming
- Serves members as a nation-wide resource for education, information, networking, and building partnerships
- Promotes the profession and the mission and goals of the Land Grant University Extension System

## **Values**

NEAFCS members are dedicated to the beliefs that education is basic across the lifespan; that our clients have the ability to make their own plans and arrive at their own decisions; that diversity enhances our work with cultures that are respected and celebrated; that innovative solutions will enable us to better serve our evolving communities; and that carrying out our work in a professional and ethical manner is vital in our role as Extension Educators.

## **Organizational Management**

**Goal 1: Ensure an organizational structure and governance that meets the needs of Extension Family and Consumer Sciences members and supports the mission, vision and values of the Association**

### **Strategies:**

- Adhere to the bylaws, policies and procedures of the organization.
- Consider the development of committees, partnerships and causes as they relate to

strategic direction.

- Assure balanced affiliate representation through an examination of regions and affiliate relationships.
- Seek innovative and appropriate management and information tools to support Association priorities.
- Review tools including the website and social media for their use in helping NEAFCS obtain its goals.
- Provide oversight and structure to the management company so their work supports the vision and mission of NEAFCS through policies and procedures put in place.

## **Goal 2: Implement financial policies that ensure our continued viability and that reflect best practices for nonprofit organizations**

### **Strategies:**

- Assure accountability, transparency, integrity, and ethical practices in all financial transactions and philosophies.
- Work toward a level of reserves equivalent to three years of operating expenses.
- Develop investment strategies and vehicles to support our vision and mission.
- Obtain a fully funded Endowment that will continuously support targeted projects consistent with our vision, mission and strategic direction.

## **Awards & Recognition**

### **Goal 1: Recognize and promote excellence, diversity and scholarship in NEAFCS programming**

#### **Strategies:**

- Guide members in understanding awards opportunities and procedures.
- Evaluate awards and recognition programs in order to address current program trends and emerging technology.

### **Goal 2: Maintain adequate financial resources to continue funding quality awards and recognition**

#### **Strategies:**

- Recruit and expand sponsorships for awards and recognition.
- Continue relationships with and recognition of current award sponsors.

## **Member Resources**

### **Goal 1: Create an awareness of diversity issues impacting NEAFCS members**

#### **Strategies:**

- Involve diverse members in all facets of the Association.
- Provide opportunities for members to present successful programming related to diversity.

### **Goal 2: Provide opportunity for communications, marketing resources and networking partnerships for Association members and the Family and Consumer Sciences profession**

#### **Strategy:**

- Promote the relevance and impact of our profession and programs to internal audiences.

### **Goal 3: Support association publications that showcase academic excellence**

#### **Strategy:**

- Provide an opportunity for members to share scholarly work through peer reviewed publications.

### **Goal 4: Build and support membership, leadership, mentoring and life member opportunities**

#### **Strategies:**

- Encourage members to join national committees, attend Annual Session, and participate fully in Association offerings.
- Market opportunities for involvement, promote mentoring opportunities, and engage retirees.

## **Professional Development**

### **Goal 1: Offer professional development opportunities that enhance the scholarship**

**and research qualities and skills of members' diverse Extension work in family and consumer sciences.**

**Strategies:**

- Through Annual Session and a selection of additional professional development opportunities, members will learn current and cutting-edge research and practice to impact families and communities. Members will also discover new ideas, tools, techniques and colleagues to enhance their work.
- Through professional development committee work, members will enhance and/or gain leadership skills.
- By writing and proposals for presentations, webinars and other scholarly works, members will increase their scholarship capabilities.

**Goal 2: Utilize technology and media to enhance the NEAFCS profession**

**Strategy:**

- Through targeted training and professional development members will develop and enhance skills and competencies in using technology and social and professional media.

**Public Affairs**

**Goal 1: Increase knowledge of public issues and the relationship between the Extension system and the legislative process**

**Strategies:**

- Encourage members to participate on public affairs committees, educational activities and in workshops.
- Support impact reporting at the local, state and national levels.

**Goal 2: Build unity, pride and visibility of NEAFCS membership**

**Strategies:**

- Provide resources, ideas, and links related to marketing NEAFCS to members and the Extension system.
- Oversee selection of marketing materials that showcase the professionalism and wide-ranging scope inherent in our association.

### **Goal 3: Promote relevance and impact of our profession and programs to both internal and external audiences**

#### **Strategies:**

- Communicate the value of Family and Consumer Sciences to families and communities.
- Enhance the Family and Consumer Sciences image/brand and work of Extension professionals.
- Build new partnerships with external organizations that share a common mission and vision with FCS educators.

# ASSOCIATION LEADERSHIP RESOURCES

## **Annual Report:**

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

## **Affiliate Officer Contact Form Update:**

Affiliates must submit an updated Officer Contact Form after the completion of their election. The form should include all officer contact information. Forms should be sent to your respective Regional Director and the NEAFCS National Office. This form can be found in the NEAFCS Document Library.

## **Document Library:**

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

## **Dues Renewal:**

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

## **Annual Session Host Bid:**

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



# Affiliate Annual Report Form

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

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

State/Territory: \_\_\_\_\_ Date: \_\_\_\_\_  
Person Completing Form: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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

# NEAFCS IMPORTANT DATES TO REMEMBER

## November

- ❖ RFP applications for PILD concurrent sessions due in November by the designated deadline
- ❖ JCEP Leadership Conference Scholarship Application announced as early in November as possible but no later than the last Monday in November

## December

- ❖ Affiliate Annual reports are due to National Office by December 31st
- ❖ JCEP Leadership Conference Scholarship applications due to President-Elect by December 15th (preference given to first time attendees) with extension to February for remaining scholarships
- ❖ PILD First Timer Scholarship Application announced in mid-December
- ❖ 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

- ❖ 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
- ❖ JCEP Leadership Conference Scholarships due to President-Elect by February 1st (remaining scholarships without first time preference given)

## March

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

## April

- ❖ Journal of NEAFCS articles due April 1st

## **May**

- ❖ Hall of Fame Nominations due to the National Office by May 1<sup>st</sup>.
- ❖ First Timer Annual Session Scholarship deadline will be set for May of each year (when offered)
- ❖ Applications (credentials) for Officers and Regional Directors due to National Nominating Committee Chair (Immediate Past President) by May 1st

## **July**

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

## **August**

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

# DUTIES OF AFFILIATE PRESIDENT

## GENERAL DUTIES

1. Attend the JCEP Extension Leadership Conference.
2. Submit a copy of State/Territory Affiliate Report as directed by Regional Director.
3. Keep membership informed of actions of the NEAFCS Board and the Association.
4. Read the Affiliate Officer Toolkit, Bylaws, Standing Rules, Rules of Order, Policies, and the NEAFCS Mission Statement.
5. Handle correspondence promptly. (No penalty for mail use.)
6. Remind State/Territory Affiliate Committee Chairs/Vice Presidents to submit materials to NEAFCS Vice Presidents promptly. (Observe deadlines.)
7. 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.
8. Encourage State/Territory Affiliate and/or members to contribute to the NEAFCS Educational Awards Fund.
9. 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 the new officers are elected. Notify the Regional Director and National Office of officer changes if there are any during the year.
10. Remind State/Territory Affiliate Treasurer to submit dues and membership list to National Office by December 31.
11. Keep an accurate list of names and addresses of life members from your state (or assign duty to the State/Territory Vice President for Member Resources/Membership Chair). Also verify and submit life member applications and fee when submitting active member dues/lists. Send completed life member forms and any changes regarding life members to the National Office.
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.
- ❖ Apply for the PILD First Timer Scholarship or determine who will receive it

from your state.

- ❖ Collect and submit impact statement data, and supporting materials for the state to be used in the NEAFCS IMPACT fact sheets at PILD by February 1st, information instructions 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 Office. Send applications for NEAFCS office and Regional Directors to qualified individuals. Application with qualification information is available on the Members Only Website. Officer applications are due to the National Nominating Committee chair by May 1.

National Officers/Directors are elected at the Annual Session

Even Years	Odd Years
President-Elect	President-Elect
Vice President for Member Resources	Vice President for Awards & Recognition
Vice President for Professional Development	Vice President Public Affairs
Secretary	Treasurer
Eastern Region Director	Central Region Director
Western Region Director	Southern Region Director

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

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

## MARCH

- ❖ Send State/Territory Extension administration a list of members serving on National Committees when National Committee appointments are confirmed.

## MAY

- ❖ Nominations for NEAFCS Hall of Fame due to the NEAFCS President by May 1st.

## 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 - If you are unable to participate, please designate someone to attend on your behalf to take notes.
  - 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 Extension Leadership Conference Scholarship Application or determine who will receive it from your state.

# **DUTIES OF AFFILIATE SECRETARY**

## General Duties

1. Keep complete, accurate records of all meetings of the Affiliate.
2. Record minutes of all Affiliate Board and Affiliate Annual Business meetings and distribute copies of the minutes to membership; post on website if available or keep paper and /or electronic file of records.
3. Send copies of all correspondence to the Affiliate President, electronic or paper. File a copy of all correspondence. Bring copies of the minutes of prior meetings to Board Meetings for reference.
4. Prepare a progress report for Annual Business Meeting. Present the Secretary's report at the Board Meeting.
5. Promote the mission and goals of NEAFCS.
6. Work with Member Resources to maintain affiliate website, if available.
7. Provide minutes before Board Meeting.

# DUTIES OF AFFILIATE TREASURER

## General Duties

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

# DUTIES OF AFFILIATE VICE PRESIDENT FOR AWARDS & RECOGNITION

## General Duties

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

program

9. Join an NEAFCS Awards Subcommittee (Training, Ceremony, or Support)
10. Contact the NEAFCS Awards & Recognition VP with questions.

## OCTOBER

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

## NOVEMBER

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

## DECEMBER

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

## JANUARY – FEBRUARY

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

## MARCH

- ❖ Complete the online state winner form by March 15.
- ❖ Notify State President of affiliate award winners forwarded to nationals, email congratulations to affiliate members. Prepare certificates to be given to affiliate winners to present at your state affiliate meeting.

## MAY – JUNE – JULY

- ❖ Read NEAFCS Network for updates.

## AUGUST

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

## SEPTEMBER

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

# DUTIES OF AFFILIATE VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

## GENERAL DUTIES

1. Serve as a member of Affiliate Executive committee (if applicable).
2. Attend Vice President for Professional Development Officers meeting at NEAFCS Annual Session.
3. Serve as a liaison between the National Professional Development and affiliate members.
4. Provides overall leadership for the Affiliate Professional Development Committee.
5. Encourage State/Territory affiliate and/or members to apply for Concurrent Sessions and Showcase of Excellence.
6. Encourage State/Territory affiliate and/or member to become a reviewer of abstracts.

## NOVEMBER – JANUARY

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

## ANNUAL SESSION

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

# DUTIES OF AFFILIATE VICE PRESIDENT FOR MEMBER RESOURCES

## GENERAL DUTIES

1. Serve as a member of Affiliate Executive committee (if applicable).
2. Attend Vice President for Member Resources officers meeting at NEAFCS Annual Session. If you are unable to participate, please designate someone to attend on your behalf to take notes.
3. Serve as a liaison between the National Member Resources VP and affiliate members.
4. Familiarize yourself with member resources sub-committees.
  - ❖ Download membership and life member forms (active and affiliate member, life member, student member, partner member) to your desktop for easy access. Familiarize yourself with online forms and printable pdf forms.
  - ❖ Encourage members who are retiring to become life members, dues are a one-time payment of three times current active/affiliate member dues.
  - ❖ Encourage newly hired educators to join NEAFCS.
  - ❖ Encourage educators to renew membership, by up-dating profile and submitting dues to state affiliate treasurer.
  - ❖ Maintain and up-date a list of your state Life Members (available on NEAFCS website).
  - ❖ Provide a list of Life Members for invitations to State Affiliate Meetings.
5. Encourage members to submit or review research and scholarly articles for the Journal of NEAFCS.
6. Encourage members to serve as an External Reviewer for promotion and tenure as well as publication reviews.
7. Encourage members to submit applications for awards, (i.e. Mary Wells Diversity Award), Concurrent Sessions and Poster Sessions.
8. Familiarize yourself with Member Resources Plan of Action, for your responsibilities
  - ❖ Have a mentoring program or simply pair educators
  - ❖ Encourage new members to attend Annual Session
  - ❖ Identify a representative within your state as a Life Member contact, encourage them to sign up for Life Members sub-committee
  - ❖ Encourage members to sign up for Member Resources sub-committees on-line.

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

# **DUTIES OF AFFILIATE VICE PRESIDENT FOR PUBLIC AFFAIRS**

## **GENERAL DUTIES**

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

## **JANUARY - APRIL**

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

## **SEPTEMBER - OCTOBER**

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

## **DECEMBER**

- ❖ Promote Dining In for Healthy Families on December 3<sup>rd</sup>.

## ANNUAL SESSION

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

# DUTIES OF AFFILIATE PRESIDENT-ELECT

## GENERAL DUTIES

1. Perform duties as assigned by President.
2. Attend JCEP Conference in February depending on state by-laws.
3. In the event the President cannot perform their duties, president elect could step in depending on state by- laws.
4. Attend state Board Meetings, executive committee meetings and any other committee meetings as designated by the state by laws.
5. Handle correspondence promptly.
6. Encourage members to submit credentials for state or national office

## SEPTEMBER/OCTOBER

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

# **DUTIES OF AFFILIATE IMMEDIATE PAST PRESIDENT**

## **GENERAL DUTIES**

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

# **DUTIES OF AFFILIATE PARLIAMENTARIAN**

## **GENERAL DUTIES**

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