

National Association of County Agricultural Agents

# Committee Members Handbook

Revised as of May 2020



## 2019-2020 Council Chairs

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Keith Mickler, Professional Improvement Council  
David Marrison, Program Recognition Council

The NACAA National Committee Handbook is designed to provide NACAA members and specifically national committee chairs, regional vice chairs and state chairs information about NACAA Committees. **It should be noted that the NACAA National Committee Handbook is a guide and NOT NACAA Policy.** In all cases, NACAA Committees shall review applicable chapters in NACAA Policy Manual (Chapter 3, Chapter 6, and other chapters) The NACAA Policy Manual shall supersede the Committee Handbook.

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## Committee Structure and Organizational Chart

### Committee Structure Philosophy

Any structure should be built using a strong, broad-based, and solid foundation. The current structure for NACAA is built on three foundation blocks that are the basic components of NACAA's professional enhancement areas: Program Recognition, Extension Development, and Professional Improvement. This committee structure is also set up to be flexible allowing for the addition or deletion of committees and/or programs that best meets the needs of the membership at any given time.

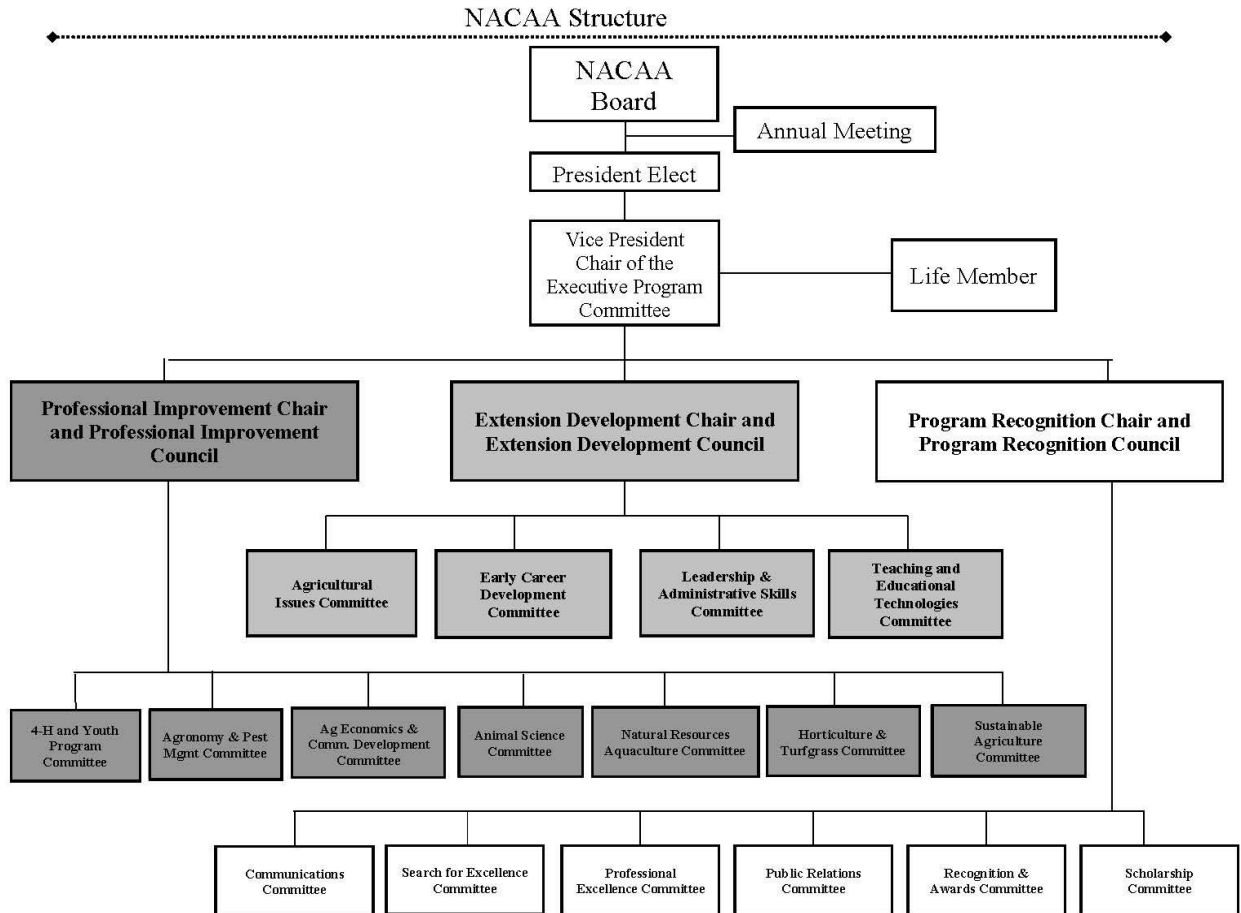
NACAA Councils and their associated committees provide opportunities for NACAA members to make regional and national presentations relative to their individual work experiences. This structure provides opportunities for NACAA members to develop and implement regional and even national programs within their discipline that will meet objectives and goals contained in their annual Plan of Work.

If a committee has a recommendation for a new program or a new award, the committee should draw up the recommended details including funding and submit it through their Council Chair to the Executive Program Council (EPC). The EPC members will determine under which committee and council that new program and award should be handled. This same procedure should be used if a committee is making a recommendation to drop a program or award. The EPC recommendation will then be made to the NACAA Board for final approval before the program or award is put into place.

It is important within the committee structure that ideas, proposals, plans, and funding sources are worked out within a committee, up through including their Council and Council Chair and the Executive Program Committee before being presented to the NACAA Board. This process will allow those in the front line and most familiar with the committee's objectives to develop programming that best meets the professional improvement needs of the NACAA membership. This mode of action will also help expedite requested action by the National Board by having the committee plan and work out the details of a proposal ahead of time, thus allowing the National Board more time to consider strategic planning and overall direction for the future of NACAA.

The committee structure for NACAA is a grass-roots structure, originating at the state level with state committee chairs. The state committee chairs facilitate the functioning of related programming at the state and provide programming input and support to the national committees through the regional vice-chairs. There is a regional vice-chair selected from each of the four NACAA regions on each committee to achieve this purpose. The regional vice-chairs form the national committee. Committee chairs are each assigned to an appropriate Council on which they serve under the leadership of the National Council Chair. The National Council Chairs and the National Vice President form the Executive Program Committee (EPC), which oversees this segment of the organization. More information is provided on each of these entities throughout this document.

# Organizational Chart



## NACAA Calendars

The following calendars are based on the assumption that the national meeting occurs during July/August. Adjustments may be made by the National Board when meetings occur at other times during the calendar year.

### National Board

#### September:

- President Elect - confirm sponsors for next AM/PIC
- Vice President Work with the Executive Director to update NACAA nomination form for Service to Agriculture Award and submit it for the Fall issue of *The County Agent*

#### October - November:

- Prepare reports for Winter Board Meeting
- Vice President – Work with Executive Director to collect committee contact information and update the award, workshop and pre-AM/PIC seminar application information for the Special Edition of *The County Agent*.

#### December:

- President – Contact State Extension Directors requesting their support of professional improvement programs
- President Elect – prepare list of verbal donor commitments
- Vice President –
  - Email State Presidents requesting nominations to fill terms of Council Chair, National Chairs and Vice-Chairs that will expire at the next AM/PIC. Include link to nomination form on the website, descriptions of committees and details of the commitment associated with each vacancy. Nominations are due March 1.
  - Email State Presidents in appropriate region, reminding them to develop nominations for the Service to World Agriculture Award. Include guidelines and a link to the nomination form. Nominations are due March 1.
- Vice President and Executive Director – finalize the Special Edition of *The County Agent* for distribution in early January

#### January:

- Vice President –
  - Review committee selection process and provide regional directors with information related to vacancies that they can distribute at JCEP Leadership Conference.
  - Review recommendations for any committee restructuring.
  - Review recommendations for changes in the Policy Handbook.
  - Send message to all state presidents asking for their help in encouraging members to apply for awards, presentations and leadership positions.

### February:

- Regional Directors – Present the process for selecting Council Chairs and Committee Chairs and Vice-Chairs to state chairs at regional workshops. Nominations are due March 1 to Vice President.
- Vice President – Send message to State Presidents asking them to communicate with their committee chairs to review progress regarding their program responsibilities and deadlines.
- President - Prepare a column for *The County Agent*.

### March-April:

- Vice President – Submit committee progress reports to Board of Directors at Spring Board Meeting. Notify Council Chairs of board action and leadership decisions.
- President - Prepare column for *The County Agent*.

### May:

- President – Prepare a column for *The County Agent*
- Vice President -
  - Develop a list of retiring National Chairs and Vice-Chairs and order certificates for these and certificate holders.
  - Order necessary plaques/certificates for AM/PIC.

### June:

- Review the NACAA Policy Handbook to be sure you are meeting duties and deadlines as the NACAA calendar comes to a close.
- President Elect –
  - Review the donor list and determine what awards are to receive special recognition at AM/PIC.
  - Work with President on planned activities for donors at AM/PIC.
- Vice President –
  - Develop agenda and programs for Committee Member’s Breakfast.
  - Prepare and distribute the agenda for the Committee Chairs and Vice-Chairs Luncheon.

### July-August:

- Submit reports to the Executive Director (60 days prior to AM/PIC) who shall prepare the “Report to the Membership.” This report will contain summaries of all Officers, Directors, Council Chairs, and Committee Chairs for inclusion in the AM/PIC Proceedings and The County Agent magazine. Hard copies of the report “may” be published and distributed to the Voting Delegates at the discretion of the board of directors.
- Executive Director - Submit six copies of the "Report to the Membership" to the Association Policy Committee.
- Vice President - Prepare for role as national officer who conducts the Committee Chairs and Vice-Chairs Luncheon and Workshop and the Committee Members' Breakfast at the AM/PIC.

## Executive Program Committee (EPC)

### *September:*

- Welcome new National Committee Chairs; request corrections for professional improvement programs and entry forms for the Professional Improvement Program issue of *The County Agent*.

### *December:*

- Prepare and present committee reports for the Winter Board Meeting.

### *January:*

- Revise application forms due March 1 for upcoming committee position openings.

### *March-April:*

- Assemble nominations for Committee Chair and Vice-Chair appointments to be presented at the Spring Board Meeting.
- Communicate with new Chairs and Vice-Chairs immediately after the Spring Board Meeting indicating that they will be nominated to serve for the upcoming year. Also, notify those who were nominated and not selected.

### *May:*

- Determine number of plaques/certificates needed by the respective Council Chairs.

### *July-August:*

- Plan the agenda and discussion topics for the Committee Chair and Vice-Chair Luncheon and Workshop.

## National Council Chairs

*The EPC meets monthly with the NACAA Vice-President by conference call.*

### *September:*

- Welcome new National Committee Chairs to your council. An email list is provided on the NACAA website that includes all necessary addresses.
- Work with committees to develop implementation plans for goals established at AM/PIC.
- Encourage donor support to enhance member participation.

### *October – November:*

- Collect committee reports and prepare council report to present at winter board meeting.
- Forward committee recommendations to the Vice President for board action.
- Submit recommended changes for the Policy Handbook to the Vice President.
- Submit changes to the Committee Handbook to the senior council chair.

### *December:*

- Coordinate with AM/PIC Planning Committee to assist with program logistics. This is generally facilitated through participation in the Winter Board meeting in December.
- Remind committee chairs to work with vice-chairs and state chairs to promote award and other



professional improvement opportunities.

- Contact the committee chairs to get information for the Special Edition of *The County Agent* for distribution in early January.
- Senior council chair submits revised Committee Handbook to the board for review and approval at Winter Board meeting.

#### *January:*

- Work with committee chairs and vice-chairs to encourage promotion of awards programs and professional development opportunities.
- Work with committees desiring a Super Seminar at upcoming AM/PIC to complete proposal for submission to Vice-President by February 1.

#### *March-April:*

- Prepare a list of all Committee Chair and Vice-Chair nominees, forward list to Vice President by March 1.
- Collect committee progress reports and forward them as a council report to the Vice President for the Spring Board Meeting.

#### *May:*

- Request plaque/certificate orders from all committee chairs.
- Develop a list of retiring National Chairs and Vice-Chairs and forward to Vice President.
- Work with the President to include opportunities for professional improvement during the AM/PIC.
- Recommend agent members who might be well qualified to be on the AM/PIC program. Request information for proceedings from National Committee Chairs. The information should be sent to the Executive Director by 60 days prior to AM/PIC. Information that needs to be collected is (but not limited to): abstracts, award winners (state, regional and national), Achievement Award winners, Distinguished Service Award winners, and Tuesday Committee Session presenter abstracts.
- Submit an Annual Report for the Council to the NACAA Executive Director to be placed in the AM/PIC Proceedings.

#### *June:*

- Email Committee Chairs and Vice-Chairs, incoming and current, to outline their responsibilities and a schedule of committee activities for AM/PIC. Invite all current and incoming Committee Chairs and Vice-Chairs to the Committee Chair and Vice-Chair to appropriate meals and activities.
- Notify Vice President how many plaques are needed for award recipients.
- Program Recognition Council Chair
  - Inventory certificates used for the Professional Improvement and Extension Development Programs and print any short supply or where dates or sponsors are outdated.
  - Inventory all ribbons and other supplies needed for AM/PIC.

#### *July-August:*

- Prepare a report for the "Report to the Membership" concerning the programs and opportunities within your specific area and send to Vice President.
- Collect the committee Plan of Work, Annual Report and Committee meeting minutes at the AM/PIC in order to prepare a report at the Post-Board meeting.

- Submit Committee Budgets and Council Chair Budgets to Vice President (for Post AM/PIC Board Approval).

## National Committee Chairs

### September:

- Welcome new Vice-Chairs to your committee. An email list is provided on the NACAA website that includes all necessary contact information.
- Provide all Vice-Chairs the current Plan of Work, minutes for the committee, committee goals and any other pertinent information. Complete orientation for members not attending AM/PIC.
- Work with vice-chairs to develop implementation plans for goals established at AM/PIC.
- Remember donor support to enhance member participation.
- Submit recommended changes for the Professional Improvement Issue of *The County Agent*.
- Prepare a column for the fall issue of *The County Agent*.
- Review and recommend changes to the Committee Handbook to the Council Chairs.
- Recognition and Awards Committee Chair – Contact NACAA Executive Director for state-by-state DSA and AA quotas.

### October – November:

- Submit committee progress reports by November 10 to your Council Chair by email or other mechanisms.
- Review committee responsibilities in the Policy Handbook and send recommended changes to the Council Chair by November 15.
- Prepare a column for the winter issue of *The County Agent*.
- Work with vice-chairs to determine program themes and formats for the upcoming AM/PIC.
- Submit any changes from the previous year or special requests for AM/PIC to your Council Chair so they can submit them to the AM/PIC Planning Committee.
- Provide a committee update to your Council Chair for presentation at the National Board Meeting by November 20. The timeframe will cover from the AM/PIC to November 1.

### December:

- Begin soliciting applications for committee and council leadership positions that will be vacated at AM/PIC.
- Provide information for the Special Edition of *The County Agent* for distribution in early January.

### January:

- Begin selecting National judges for award selection.
- Distribute award, request for proposals and professional improvement information to committees.
- For committees wishing to host a Super Seminar at upcoming AM/PIC, complete a proposal and submit to Vice-President by February 1.
- Provide draft announcement to Regional Vice-Chairs that they can forward to State Committee Chairs encouraging applications from the Awards edition of *The County Agent* by January 15.

### February:

- Submit nominations to Vice President for Committee Chair vacancies by March 1.
- Provide email to Vice-Chairs that can be sent to State Chairs emphasizing the importance of member participation in professional improvement programs and encouraging members to apply.

### March-April:

- Submit committee report to Council Chair for Spring Board Meeting by March. These should cover committee activities from December 1 to March 1.
- Remind Vice-Chairs of due dates for professional improvement entries.
- Prepare column for *The County Agent*.
- March 1 – Committee leadership application deadline.
- March 15 – Award and presentation application deadlines.
- Complete the AM/PIC facility request form and special meal request form provided by the host state.

### May:

- Arrange for judging national finalist entries by May 15 for competitive events. Complete awards program judging and notify sponsors and Council Chair and Vice President of the names of the state winners, national finalists, and national winner. Winners must be notified by June 1 so they can register for AM/PIC. For non-competitive events, select presentations to be included in professional development activities at AM/PIC.
- Let Council Chair know the number of certificates and plaques needed for AM/PIC.
- Be sure that entries are in compliance with all rules and regulations. Prepare a column for *The County Agent*.
- Prepare an annual committee report for the “Report to Membership” and submit that report to the Council Chair 60 days prior to AM/PIC.

### June:

- Notify the Council Chair how many plaques are needed for the award winners.
- Notify the appropriate Council Chair of the certificates needed for each award program including names of State winners, National finalists, and National winner to be printed on these certificates. If the committee needs certificate holders, contact the Council Chair.
- Write judges of national awards programs expressing appreciation on behalf of NACAA.
- Submit a “Summary of Committee Activities” to Council Chair by June 15.
- Contact sponsors; determine whether they will sponsor again the next year, and ask them to notify you by July 15 of any recommendations for changes.
- Prepare the appropriate information to publicize the results of the professional improvement programs. Follow the guidelines for news release preparation enumerated in the format for NACAA news releases adopted by the NACAA Board.
- Plan a display or poster of committee activities during the AM/PIC.

### July-August:

- Prepare the agenda for committee workshops and send to Vice-Chairs.
- Write current and new Vice-Chairs, inviting them to the committee functions at the AM/PIC.
- Remind all that retiring and incoming Vice-Chairs of the meals and activities for them. Committee Chairs will conduct the Committee Workshops, prepare the next Committee Plan of Work, and submit it to the Council Chairs prior to the end of AM/PIC for presentation at the Post Board meeting.
- Prepare for the AM/PIC Committee Workshop by working with next year's Committee Chairs. At the Committee Workshop, someone should record the minutes and those minutes should be

reproduced at the AM/PIC and submitted to the Council Chairs prior to the Post-Board Meeting.

- At AM/PIC –
  - Make sure committee poster is on display.
  - Attend Committee Chair and Vice-Chair Sunday Luncheon and Council Workshop and Thursday Committee Breakfast.
  - Conduct Monday Committee Workshop. Submit plan of work, goals and committee minutes to Council Chair immediately.
  - Participate in Committee-sponsored workshops held during the week, conduct evaluations and submit results.

## National Committee Regional Vice-Chairs

### *September:*

- Send a welcome email to State Committee Chairs/Advisory Group Contact. Include a copy of the most recent Plan of Work and Committee Report. An email list is provided on the NACAA website that includes all necessary contact information.
- Ask that state chairs be updated in the event that there are inaccuracies on the NACAA website. This is done by the State Association President.
- Remind state chairs that they serve through the next AM/PIC.
- Provide orientation for state chairs not attending the committee meetings at AM/PIC.
- Watch for professional development opportunities related to your committee.

### *October – November:*

- Study and become familiar with the professional improvement programs that will be your responsibility this year.
- Set state participation goals and inform states chairs of your goals so they can work with membership to achieve those goals.
- Correspond with State Committee Chairs on program responsibilities. Work with state presidents to fill vacancies as they occur.

### *December:*

- Work with committee chair to fill leadership vacancies and determine the committee's contribution to AM/PIC.

### *January:*

- Distribute all program materials for your committee to the state chairs.
- Select regional judges for competitive events.
- DSA, AA and Hall of Fame Award applications due by January 15 to regional Vice-Chair.
- Help recruit applicants for your Regional Vice-Chair position if term expires at upcoming AM/PIC. Applications are due March 1.

### *February:*

- Submit nominations to Vice President for Committee Vice-Chair vacancies by March 1.
- Remind State Chairs of deadlines for Award and Professional Improvement programs.

### *March-April:*

- Encourage prompt selection of State winners and reiterate the application process for regional and national judging.

- Assemble and arrange entries for regional judging by April 1.

#### *May:*

- Be sure regional entries are in compliance with all rules and regulations. Submit top three (3) entries in each category to Committee Chair for national selection by April 15. Return entries not going to the national level to the state chairs.
- Send report including regional committee activity to committee chair by May 8.
- Thank regional judges for their help in selecting regional winners.

#### *June:*

- Write to the new State Committee Chairs urging that they attend the AM/PIC.
- Participate in the committee workshops and Committee Members Breakfast.
- Prepare the appropriate information to publicize the results of the professional improvement programs and submit information to Council Chair.
- Follow the guidelines for news release preparation enumerated in the format for NACAA news releases adopted by the NACAA Board.
- Be aware of responsibilities for upcoming AM/PIC. Contact Committee Chair for more information.

#### *July-August:*

- Mail a copy of the Committee Workshop agenda to State Committee Chairs/Advisory Groups, giving them the time and place of meetings and asking them to be prepared to offer suggestions.
- Offer to assist Committee Chairs with committee activities at the AM/PIC. Do not wait for the Chair to write and ask - Be a volunteer.
- Attend the Committee Chairs and Vice-Chairs Luncheon and Workshop, committee workshop and Committee Members Breakfast.
- At AM/PIC –
  - Attend Committee Chair/Vice-Chair Sunday Luncheon and Council Workshop, Monday Committee Workshop and Thursday Committee breakfast.
  - Attend Committee-sponsored workshops held during the week. Assist with evaluations and submission of results.

### **State Committee Chairs**

#### *September:*

- Check to see that your information is listed correctly under committee leadership on the NACAA website.

#### *October – November:*

- Submit report of state committee activities and recommendations to the Regional Committee Vice-Chair responsible for your region.

#### *December:*

- Email professional improvement program reminders to members and potential members of the state association. Identify subject matter groups that can develop tours, demonstration exchanges, seminars or group discussions to meet member needs.
- Encourage award and presentation proposal submissions by requesting at least one from each county. Encourage submission of programs and individuals you recognize as worthy recipients.
- Encourage membership to apply for leadership opportunities on the national committees.

### *January:*

- Distribute all program materials and encourage participation among state membership for NACAA Awards and Professional Improvement Programs. Encourage submission of presentations to be made at AM/PIC.
- Select state judges for competitive events.

### *February:*

- Remind membership of entry deadlines (March 15) for NACAA Awards and Professional Improvement programs.
- Develop network list for non-contest professional improvement opportunities. Make sure members know about tours, discussion groups, field days, etc. that will occur within each subject matter area.

### *March-April:*

- Collect NACAA Awards and Professional Improvement program entries and rank State winners.
- Report of Committee Activity and winning entries should be submitted to Vice-Chair no later than April 1.
- Be sure entries are in compliance with all rules and regulations. Check that entries are made by members of State Associations, and check with the NACAA Treasurer to verify that winners are members of NACAA.
- Extend congratulations to state winners. Arrange for local and/or statewide publicity.
- Express your appreciation to state judges for their time and service in making selections.
- Forward state winners to the Vice-Chair. Return other entries to members. Express appreciation for their effort in developing the entry and encourage them to submit an entry next year.

### *May:*

- Notify Committee Vice-Chair of outstanding professional improvement programs that might be included in a future AM/PIC program agenda.

### *June:*

- Plan to attend the AM/PIC. If your state will have a new State Chair next year, notify them of the importance of attending the AM/PIC as well.

### *July-August:*

- Attend Committee Meetings held during AM/PIC. Be prepared to participate by sharing what your state committees are doing and providing suggestions for programs and activities related to AM/PIC.
- Visit with committee leadership about committee leadership opportunities for you at AM/PIC.

## Descriptions and Leadership Responsibilities

### Executive Program Committee (EPC) Description

- Chair is the NACAA Vice President, serving as link between committees and NACAA Board.
- Composed of the three Council Chairs and the Vice President.
- Determines the criteria for Chair selections and regional Vice-Chair rotation sequence as posted on the NACAA website.
- Provides input to the AM/PIC Planning Committee for presentation opportunities to incorporate into AM/PIC format.
- Solicits input from the Life Members Committee and uses this group as a resource for agent training, mentor programs, and other needs to enhance NACAA members.
- Establishes priorities for resource alternatives and development, ultimate approval to be made by NACAA Board.
- Determines the most appropriate placement for new Professional Improvement program opportunities, ultimate approval will be made by NACAA Board.
- Develops the criteria to determine when a Program Committee is to be added or deleted, with ultimate approval to be made by NACAA Board.
- Receive committee name change requests and forward to the National Board for approval/denial (See Policy 6-6 for clarification of procedures.)

### Council Description

- Council membership will consist of the Council Chair and Committee Chairs associated with that committee.
- Members should continually look for national opportunities for Committee activities.
- Members should keep other Council members aware of concerns identified within individual Committees and recognize opportunities to create networks where Program Committees with mutual concerns can work together.
- Members should recommend to the Executive Program Committee through the Council Chair when to add additional Program Committees or remove non-functional Program Committees. These recommendations will be forwarded to the NACAA Board for action.
- Members should monitor financial resources and be sensitive to existing NACAA and/or Host State AM/PIC sponsors.
- Members should forward reports, evaluations, and financial needs of activities to the Executive Program Committee.
- Members should maintain a historical database on activities and resources of programs being carried out, identify exchange opportunities for members, and serve as a clearinghouse for information.
- Members should assist NACAA members relative to job opportunities, tours, or exchanges on a national or international level.

## Committee (Program Committees) Description

- Committees are composed of one representative per region.
- Professional Improvement and Extension Development Council committee chairs will be selected annually as addressed in the Committee Description. (Policy 6-4)
- Committee Members serve two-year terms and can serve a maximum of two consecutive terms.
- Committees represent the interests and concerns of the Advisory Groups within their Region and encourage participation in Advisory Group activities.
- Committees review, expand, and establish networks for the proposals and/or plans, and may use Advisory Groups.
- Committees continually evaluate and indicate when they recognize the need to add new Committees or remove non-functional Committees.
- Committees develop suggestions for funding resources necessary for Advisory Group activities.
- Committees maintain a file/data base of programs and resources initiated by Advisory Groups.
- Committees prepare annual reports/evaluations on Advisory Groups' activities.
- Committees solicit members to present papers, lead discussion groups, or presentations at the AM/PIC.
- Committees assist NACAA members to see how specific issues can relate to one or more committee activities; i.e., Water Quality, 4-H Youth, IPM, or Leadership Development.
- When deemed necessary a Program Committee can request a name change for that committee by the following procedure. A Program Committee name change can take place by having the chair of the involved Program Committee forward a request for a name change to the associated Council Chair. The request should come forward when there is significant interest for the change from NACAA members associated with the involved program committee and/or from the program committee itself. The Council Chair will forward the request to the Vice-President for presentation to the National Board for approval/denial.

## Program Advisory Committees

The Professional Improvement Committees make use of program advisory committees, which form to address a specific topic within one of the committee's broader subject matter area. For more information, consult the Professional Improvement Council section.

## Council Chair Responsibilities

- Nominations for Council Chair are made by the Vice President with input from the Regional Directors and approved by the NACAA Board.
- Council Chairs will represent their respective councils on the Executive Program Committee.
- Council Chairs will conduct and facilitate Council meetings.
- Council Chairs will serve three-year terms on a rotating basis. Consult: <http://ncaa.com/members/showcommittees.php> expiration of terms
- The three Councils are the: 1) Program Recognition Council, 2) Extension Development Council and 3) Professional Improvement Council.
- Council Chairs will solicit nominations for Committee Chairs – applications are collected by the Council Chairs who make recommendations to the Vice President. The Vice President will obtain input from the Regional Directors and Council Chairs and approval of Program Committee Chairs will be made by the NACAA Board, with final approval made by the voting delegates at AM/PIC. The Vice President will communicate these decisions to the Council Chairs so they can notify those nominated of the outcome.



## National Committee Chairs Responsibilities

- Represent Program Committees on the Council.
- Conduct Program Committee meetings.
- Forward reports to the Council Chair.
- Maintain a historical data base of resources for all committee activities for future use.
- Serve as Mentors for Vice-Chairs, State Chairs and committee members.

## National Committee Regional Vice-Chairs Responsibilities

- Regional Vice-Chair nominees will be selected after consultation between the Vice President and respective Council Chairs and will be presented to the NACAA Board at their spring meeting for confirmation.
- Regional Vice-Chairs serve as a liaison between the national committee and state committee chairs in the region that they represent.
- Regional Vice-Chairs participate in committee meetings held by the committee chair.

## State Committee Chair Responsibilities

- State chairs are to act as a liaison between the membership and state association and the regional vice chairs.
- State chairs should serve as a conduit for information about the committee's activities and programs, and share ideas, thoughts and concerns up the chain of command when necessary.
- State Committee Chair responsibilities vary depending on the purpose and activities of each committee. Details may be found under the Professional Improvement Council, Extension Development Council and Program Recognition Council committee descriptions in this handbook.

## Extension Development Council (EDC)

### Council Description

The Extension Development Council (EDC) will be comprised of the EDC Council Chair and the Chairs of the following committees:

- Agricultural Issues
- Early Career Development
- Leadership and Administrative Skills
- Teaching and Educational Technologies

The Extension Development Council (EDC) strives to enhance the professionalism of our members by providing opportunities for strengthening their leadership and educational delivery skills. One common thread among NACAA members is the fact that we are all Extension agents/educators. Therefore, it is imperative that our organization strengthen and continue to offer training in the process of how to become better extension professionals. This is the one area that effectively separates NACAA from

other subject specific professional organizations. The sub-areas of the EDC are not to be subject matter specific, but rather cover broad, general extension related topics that focus on the following: Agricultural Issues, Early Career Development, Leadership and Administrative Skills, and Teaching and Educational Technologies. Each of these broad headings is addressed by a Committee.

## Committees

### Early Career Development

The Early Career Development Committee develops professional improvement education programs that will assist members who are early in their career to maximize and successfully complete their Extension education experiences. The Committee will also help train members in management positions, or those who are in other positions that might play a role in mentoring new professionals, to assist those who are new to Extension. This charge also includes the securing of resources to fund these activities and the responsibility to promote these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various State Chairs. As ideas for professional improvement are brought to the Early Career Development Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

The Early Career Development Committee will coordinate with the host state of the AM/PIC on the first timers program and activities.

#### National Chair:

- Coordinates the activities of the Early Career Development Committee.
- Provides leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assumes responsibility for reporting Early Career Development Committee activities to the NACAA EDC Chair.
- Works with Regional Vice-Chairs in establishing communications concerning committee activities with State Early Career Development Committee Chairs.
- Assumes responsibility for conducting Early Career Development Committee meetings at the NACAA AM/PIC.
- Assumes responsibility for conducting Early Career Development Committee professional improvement workshops at the NACAA AM/PIC.
- Works with Regional Vice-Chairs and State Chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and to assist them in understanding the application process.
- Assumes responsibility for informing the membership of activities being conducted by the Early Career Development Committee by submitting articles and information to the editor of *The County Agent* magazine and the Electronics Communications Coordinator.
- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

#### Regional Vice-Chairs:

- Assist with the NACAA Early Career Development Committee activities at the NACAA AM/PIC.

- Serve as communication link between NACAA Early Career Development Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the National Chair.
- Assist Early Career Development Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Early Career Development Committee National Chair by promoting activities to State committees and to regional and State membership.
- Promote the flow of ideas for the Early Career Development Committee from States to the National level by requesting input from State Chairs.
- Keep the National Chair informed of regional and State activities relating to Early Career Development programs being conducted that might have National applications.

#### **State Chairs:**

- Participate in and assist with the Early Career Development Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Early Career Development Committee and the State's membership.
- Assist the Early Career Development Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Early Career Development Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Early Career Development Committee from States membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Early Career Development being conducted within the State that might have National applications or benefit NACAA members.

#### **Leadership and Administrative Skills (formerly Administrative Skills)**

The Leadership and Administrative Skills Committee strives to improve and enhance the administrative skills of all NACAA members regardless of the degree of administrative responsibility. Possible areas of focus could include working with State legislators and other local government officials, general office administration, budgetary skills, personnel management and evaluation, administering volunteers, developing position descriptions and grant writing. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members.

Professional improvement program ideas should come from the total NACAA membership to this committee through the various State Chairs. As ideas for professional improvement are brought to the Leadership and Administrative Skills Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

**National Chair:**

- Coordinates the activities of the Leadership and Administrative Skills Committee.
- Provides leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assumes responsibility for reporting Leadership and Administrative Skills Committee activities to the NACAA EDC Chair.
- Works with Regional Vice-Chairs in establishing communications concerning committee activities with State Leadership and Administrative Skills Committee Chairs.
- Assumes responsibility for conducting Leadership and Administrative Skills Committee meetings at the NACAA AM/PIC.
- Assumes responsibility for conducting Leadership and Administrative Skills Committee professional improvement workshops at the NACAA AM/PIC.
- Works with Regional Vice-Chairs and State Chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and to assist them in understanding the application process.
- Assumes responsibility for informing the membership of activities being conducted by the Leadership and Administrative Skills by submitting articles and information to the editor of *The County Agent* magazine and the Electronics Communications Coordinator.
- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

**Regional Vice-Chairs:**

- Assist with the NACAA Leadership and Administrative Skills Committee activities at the NACAA AM/PIC.
- Serve as communication link between NACAA Leadership and Administrative Skills Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the National Chair.
- Assist Leadership and Administrative Skills Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Leadership and Administrative Skills Committee National Chair by promoting activities to State committees and to regional and State membership.
- Promote the flow of ideas for the Leadership and Administrative Skills Committee from States to the National level by requesting input from State Chairs.
- Keep the National Chair informed of regional and State activities relating to Leadership and Administrative Skills Committee programs being conducted that might have National applications.

**State Chairs:**

- Participate in and assist with the Leadership and Administrative Skills Committee activities at the NACAA AM/PIC.

- Serve as communication link between the NACAA Leadership and Administrative Skills Committee and the State's membership.
- Assist the Leadership and Administrative Skills Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Leadership and Administrative Skills Committee Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Leadership and Administrative Skills Committee from States membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Leadership and Administrative Skills programs being conducted within the State that might have National applications or benefit NACAA members.

### Agricultural Issues

The Agricultural Issues Committee provides educational opportunities that help NACAA members identify, define and educationally address issues in agriculture that impact the sustainability of agriculture operations in their areas. In addition, it encourages and trains members to carry out high impact public relations projects to enhance appreciation for and an overall understanding of agriculture. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various State Chairs. As ideas for professional improvement are brought to the Agriculture Issues Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

#### National Chair:

- Coordinates the activities of the National Agricultural Issues Committee.
- Provides leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assumes responsibility for reporting Agricultural Issues activities to the NACAA EDC Chair.
- Works with Regional Vice-Chairs in establishing communications concerning committee activities with State Agriculture Issues Committee Chairs.
- Assumes responsibility for conducting Agricultural Issues Committee meetings at the NACAA AM/PIC.
- Assumes responsibility for conducting Agricultural Issues Committee professional improvement workshops at the NACAA AM/PIC.
- Works with Regional Vice-Chairs and State Chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and to assist them in understanding the application process.
- Assumes responsibility for informing the membership of activities being conducted by the Agricultural Issues Committee by submitting articles and information to the editor of *The County*

*Agent* magazine and the Electronics Communications Coordinator.

- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

#### **Regional Vice-Chairs:**

- Assist with the NACAA Agricultural Issues Committee activities at the NACAA AM/PIC.
- Serve as communication link between NACAA Agricultural Issues Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the National Chair.
- Assist Agricultural Issues Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Assist the National Chair in planning and conducting professional improvement activities when needed.
- Assist the Agricultural Issues Committee National Chair by promoting activities to State committees and to regional and State membership.
- Promote the flow of ideas for the Agricultural Issues Committee from states to the National level by requesting input from State Chairs.
- Keep the National Chair informed of regional and State activities relating to Agricultural Issues programs being conducted that might have National applications.

#### **State Chairs:**

- Participate in and assist with the Agricultural Issues Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Agricultural Issues Committee and the State's membership by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Agricultural Issues Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agricultural Issues Committee from State's membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Agricultural Issues programs being conducted within the State that might have National applications or benefit NACAA members.

### **Teaching and Educational Technologies**

The Teaching and Educational Technologies Committee focuses on the development of programs to assist members in learning non-traditional Extension education skills. Possible areas of focus could include electronic multi-media skills, computer networking, compressed video, electronic communications, distance education, and traditional teaching skills. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various State Chairs.

As ideas for professional improvement are brought to the Teaching and Educational Technologies Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

**National Chair:**

- Coordinates the activities of the Teaching and Educational Technologies Committee.
- Provides leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assumes responsibility for reporting Teaching and Educational Technologies Committee activities to the NACAA EDC Chair.
- Works with Regional Vice-Chairs in establishing communications concerning committee activities with State Teaching and Educational Technologies Committee Chairs.
- Assumes responsibility for conducting Teaching and Educational Technologies Committee meetings at the NACAA AM/PIC.
- Assumes responsibility for conducting Teaching and Educational Technologies Committee professional improvement workshops at the NACAA AM/PIC.
- Works with Regional Vice-Chairs and State Chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and to assist them in understanding the application process.
- Assumes responsibility for informing the membership of activities being conducted by the Teaching and Educational Technologies Committee by submitting articles and information to the editor of *The County Agent* magazine and the Electronics Communications Coordinator.
- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

**Regional Vice-Chairs:**

- Assist with the NACAA Teaching and Educational Technologies Committee activities at the NACAA AM/PIC.
- Serve as communication link between NACAA Teaching and Educational Technologies Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Teaching and Educational Technologies Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.  
Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Teaching and Educational Technologies Committee National Chair by promoting activities to State committees and to regional and State membership.
- Promote the flow of ideas for the Teaching and Educational Technologies Committee from States to the National level by requesting input from State Chairs.
- Keep the National Chair informed of regional and State activities relating to Teaching and Educational Technologies programs being conducted that might have National applications.

## State Chairs:

- Participate in and assist with the Teaching and Educational Technologies Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Teaching and Educational Technologies Committee and the State's membership.
- Assist the Teaching and Educational Technologies Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Teaching and Educational Technologies Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Teaching and Educational Technologies Committee from State membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Teaching and Educational Technologies programs being conducted within the State that might have National applications or benefit NACAA members.

## Professional Improvement Council (PIC)

### Council Description

The Professional Improvement Council (PIC) is comprised of the PIC Council Chair and the Chair of each of the following Program Committees:

- 4-H and Youth
- Agricultural Economics and Community Development
- Agronomy and Pest Management
- Animal Science
- Horticulture and Turfgrass
- Natural Resources/Aquaculture
- Sustainable Agriculture

Our members have indicated a need for more opportunities to present and receive specific subject matter information. This component was created and designed to better fulfill our mission: "...to further the professional improvement of our members.," as written in the NACAA mission statement. This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include: discussion groups, seminars, webinars, refereed papers, demonstration sharing, study tours, and interstate/international exchanges.



Six broad, fundamental subject matter areas were identified that would encompass the vast majority of work done by Extension agents/educators across the country. That list includes: 4-H and Youth, Agricultural Economics and Community Development, Agronomy and Pest Management, Animal Science, Horticulture and Turfgrass, Natural Resources/ Aquaculture, and Sustainable Agriculture. Each of these six broad subject matter areas comprise a Committee. Additional committee categories can be added in the future or existing areas modified to meet the needs of the NACAA members. Each of these broad subject matter committees may have numerous advisory groups beneath it as is deemed necessary. Examples of advisory groups under the Animal Science Committee might include: Range/Pasture Management, Bio- Technology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, and Animal Waste Management. This short list is not meant to be all-inclusive.

## Committees

### 4-H and Youth

The 4-H and Youth Committee is charged with the responsibility of providing professional improvement opportunities for members in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the 4-H and Youth Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, determine what course should be taken to offer this opportunity to members.

#### National Chair:

- Coordinate the activities of the 4-H and Youth Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting 4-H and Youth Committee activities to the NACAA PIC Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State 4-H and Youth Committee Chair.
- Assume responsibility for conducting 4-H and Youth Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting 4-H and Youth Committee professional improvement workshops at the NACAA AM/PIC.
- Works with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assists them in understanding the application process.
- Provide information to the Editor of The County Agent publication and the Electronics Communications Coordinator that will promote 4-H and Youth Committee activities.
- Receive all NACAA 4-H and Youth Committee program applications online, check the applications for accuracy, and select participants.
- Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.

- Assume responsibility for informing the membership of activities being conducted by the 4-H and Youth Committee by submitting articles and information to the editor of The County Agent magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

#### **Regional Vice-Chair:**

- Participate in and assist with the 4-H and Youth Committee activities at the NACAA AM/PIC.
- Serve as communication link between 4-H and Youth Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist 4-H and Youth Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion online and notify the NACAA 4-H and Youth Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the 4-H and Youth Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the 4-H and Youth Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to 4-H and Youth programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the 4-H and Youth Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA 4-H and Youth Committee and the states membership.
- Assist the 4-H and Youth Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the 4-H and Youth Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to 4-H and Youth programs being conducted within the state that might have national applications or benefit NACAA members.

### **Agricultural Economics and Community Development Committee**

The Agricultural Economics and Community Development Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these

activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Agricultural Economics Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

#### **National Chair:**

- Coordinate the activities of the Agricultural Economics and Community Development Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Report Agricultural Economics and Community Development Committee activities to the NACAA Professional Improvement Council (PIC) Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Agricultural Economics and Community Development Committee Chairs.
- Provide information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Agricultural Economics and Community Development Committee activities.
- Assume responsibility for informing the membership of activities being conducted by the Agricultural Economics and Community Development Committee by submitting articles and information to the editor of *The County Agent* magazine.
- Coordinate Agricultural Economics and Community Development Professional Improvement Sessions for the NACAAAM/PIC.
  - Work with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC Professional Improvement Sessions and assist them in understanding the application process.
  - Coordinate the selection of all NACAA Agricultural Economics and Community Development Committee Professional Improvement Sessions. Review program applications online, check the applications for accuracy, and coordinate selection process of participants with PIC Chair and Regional Vice-Chairs. Approve selected presentations on the NACAA website. Contact selected members to let them know of their selection for participation.
  - Work with PIC Chair to make facility/equipment requests for sessions.
  - Develop schedule for professional improvement sessions and assign session moderators.
  - Work with PIC Chair to develop evaluation for sessions. Distribute and collect evaluations for each session. Summarize data and provide results to PIC Chair and presenters.
  - Work with PIC Chair to provide certificates to presenters at NACAAAM/PIC.
- Plan, promote and implement any additional professional improvement activities to be conducted at NACAA AM/PIC such as super seminars or pre- or post-tours.
  - Assess needs of membership to determine activities/topics proposed.
  - Seek approval of PIC Chair and NACAA board to offer additional activities at NACAA AM/PIC.
  - Work with PIC Chair to make facility/equipment requests for sessions.
  - Develop and distribute evaluation tools and summarize results. Share results with PIC Chair and Regional Vice-Chairs.
- Plan and conduct Agricultural Economics and Community Development Committee meeting at the NACAA AM/PIC.
  - Develop and submit proposed plan of work and budget for the following year to PIC Chair.
- Attend Professional Improvement Council meetings at NACAAAM/PIC.

- Prepare/provide committee poster for display at NACAAAM/PIC.
- Plan, promote and implement any professional improvement activities not held during the NACAA AM/PIC such as webinars, seminars, workshops, tours, short courses, etc.

#### **Regional Vice-Chairs:**

- Participate in and assist with the Agricultural Economics and Community Development Committee activities at the NACAA AM/PIC including committee meetings, professional improvement sessions and other special activities (super seminars, pre- or post-tours, etc.)
- Serve as communication link between NACAA Agricultural Economics and Community Development Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Agricultural Economics and Community Development Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion online and notify the Ag. Economics and Community Development Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities.
- Promote committee activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Agricultural Economics and Community Development Committee from states to the national level by requesting input from state chairs.
- Keep the National Chair informed of regional and state activities relating to Agricultural Economics and Community Development programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the chair.

#### **State Chairs:**

- Participate in and assist with Committee activities at the NACAA AM/PIC including professional improvement sessions, committee meetings and special activities such as super seminars or tours.
- Serve as communication link between the NACAA Agricultural Economics and Community Development Committee and the states membership.
- Assist the Agricultural Economics and Community Development Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agricultural Economics and Community Development Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Agricultural Economics and Community Development programs being conducted within the state that might have national applications or benefit NACAA members.

## Agronomy and Pest Management

The Agronomy/Pest Management Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Agronomy/Pest Management Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

### National Chair:

- Coordinate the activities of the Agronomy/Pest Management Committee.
- Provide leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting Committee activities to the NACAA PIC Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Agronomy/Pest Management Committee Chair.
- Assume responsibility for conducting Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting Agronomy/Pest Management Committee professional improvement workshops at the NACAAAM/PIC.
- Work with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process.
- Provides information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Agronomy/Pest Management Committee activities.
- Receives all NACAA Agronomy/Pest Management Committee program applications online, check the applications for accuracy, and select participants. Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.
- Assume responsibility for informing the membership of activities being conducted by the Agronomy/Pest Management Committee by submitting articles and information to the editor of *The County Agent* magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, super seminars, etc.

### Regional Vice-Chairs:

- Assist with the NACAA Agronomy/Pest Management Committee activities at the NACAA AM/PIC.
- Serve as communication link between NACAA Agronomy/Pest Management Committee Chair and State Committee Chairs.

- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Agronomy/Pest Management Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion notify the Agronomy/Pest Management Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Agronomy/Pest Management Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Agronomy/Pest Management Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to Agronomy/Pest Management programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the Agronomy/Pest Management Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Agronomy/Pest Management Committee and the states membership.
- Assist the Agronomy/Pest Management Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Agronomy/Pest Management Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agronomy/Pest Management Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Agronomy/Pest Management programs being conducted within the state that might have national applications or benefit NACAA members.

### **Animal Science**

The Animal Science Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Animal Science Committee it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

### **National Chair:**

- Coordinate the activities of the Animal Science Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting Animal Science Committee activities to the NACAA PIC Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Animal Science Committee Chair.
- Assume responsibility for conducting Animal Science Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting Animal Science Committee professional improvement workshops at the NACAAAM/PIC.
- Works with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assists them in understanding the application process.
- To provide information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Animal Science Committee activities.
- Receives all NACAA Animal Science Committee program applications online, check the applications for accuracy, and select participants. Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.
- Assumes responsibility for informing the membership of activities being conducted by the Animal Science Committee by submitting articles and information to the editor of *The County Agent* magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, webinars, etc. Currently coordinates the Pre-Tour.

### **Regional Vice-Chairs:**

- Participate in and assist with the Animal Science Committee activities at the NACAA AM/PIC.
- Serve as communication link between NACAA Animal Science Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Animal Science Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion online and notify the NACAA Animal Science Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities.
- Assist the Animal Science Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Animal Science Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to Animal Science

- programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the Animal Science Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Animal Science Committee and the states membership.
- Assist the Animal Science Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Animal Science Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Animal Science Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Animal Science programs being conducted within the state that might have national applications or benefit NACAA members.

### **Horticulture and Turfgrass**

The Horticulture and Turfgrass Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Horticulture and Turfgrass Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

#### **National Chair:**

- Coordinate the activities of the Horticulture and Turfgrass Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting Horticulture and Turfgrass Committee activities to the NACAA PIC Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Horticulture and Turfgrass Committee Chair.
- Assume responsibility for conducting Horticulture and Turfgrass Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting Horticulture and Turfgrass Committee professional improvement workshops at the NACAA AM/PIC.
- Works with regional vice-chairs and state chairs to encourage NACAA members to submit



applications for participation as presenters at the NACAA AM/PIC workshops, and assists them in understanding the application process.

- Provide information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Horticulture and Turfgrass Committee activities.
- Receive all NACAA Horticulture and Turfgrass Committee program applications online, check the applications for accuracy, and select participants. Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.
- Assume responsibility for informing the membership of activities being conducted by the Horticulture and Turfgrass Committee by submitting articles and information to the editor of *The County Agent* magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc. Current activities are the Pre-AM/PIC Tour.

#### **Regional Vice-Chairs:**

- Participate in and assist with the Horticulture and Turfgrass Committee activities at the NACAA AM/PIC.
- Serve as communication link between Horticulture and Turfgrass Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Horticulture and Turfgrass Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion online and notify the NACAA Horticulture and Turfgrass Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Horticulture and Turfgrass Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Horticulture and Turfgrass Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to Horticulture and Turfgrass programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the Horticulture and Turfgrass Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Horticulture and Turfgrass Committee and the states membership.
- Assist the Horticulture and Turfgrass Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional

- improvement activities when called upon.
- Promote the flow of ideas for the Horticulture and Turfgrass Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Horticulture and Turfgrass programs being conducted within the state that might have national applications or benefit NACAA members.

## Natural Resources/Aquaculture

The Natural Resources/ Aquaculture Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the state chairs. As ideas for professional improvement are brought to the Natural Resources/ Aquaculture Committee it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

### National Chair:

- Coordinate the activities of the Natural Resources/ Aquaculture Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting Natural Resources/ Aquaculture Committee activities to the NACAA PIC Chair.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Natural Resources/ Aquaculture Committee Chair.
- Assume responsibility for conducting Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting Natural Resources/Aquaculture Committee professional improvement workshops at the NACAA AM/PIC.
- Work with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops. Assist them in understanding the application process.
- Provide information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Natural Resources/ Aquaculture Committee activities.
- Receive all NACAA Natural Resources/ Aquaculture Committee program applications online, check the applications for accuracy, and select participants. Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.
- Assume responsibility for informing the membership of activities being conducted by the Natural Resources/ Aquaculture Committee, by submitting articles and information to the editor of *The County Agent* magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as

seminars, workshops, webinars, tours, short courses, etc. Currently coordinates the Pre-Tour.

#### **Regional Vice-Chairs:**

- Serve as communication link between NACAA Natural Resources/ Aquaculture Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.
- Assist Natural Resources/ Aquaculture Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Check all applications for accuracy and completion online and notify the NACAA Natural Resources/ Aquaculture Committee Chair when complete.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Natural Resources/ Aquaculture Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Natural Resources/ Aquaculture Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to Natural Resources/ Aquaculture programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the Natural Resource/ Aquaculture Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Natural Resources/ Aquaculture Committee and the states membership.
- Assist the Natural Resources/ Aquaculture Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Committee Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the committee from states' membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Natural Resources/ Aquaculture programs being conducted within the state that might have national applications or benefit NACAA members.

## Sustainable Agriculture

The Sustainable Agriculture Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Sustainable Agriculture Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

### National Chair:

- Coordinate the activities of the Sustainable Agriculture Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Assume responsibility for reporting Committee activities and the selection of the Fellows Program applicants to the NACAA PIC Chair.
- Act as liaison between SARE and the Board in matters of policy for the Fellows Program and other matters in the committee purview.
- Work with Regional Vice-Chairs in establishing communications concerning committee activities with State Sustainable Agriculture Committee Chair.
- Assume responsibility for conducting Committee meetings at the NACAA AM/PIC.
- Assume responsibility for conducting Committee professional improvement workshops, seminars, and tours at the NACAA AM/PIC.
- Work with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process.
- Provide information to the Editor of *The County Agent* publication and the Electronics Communications Coordinator that will promote Sustainable Agriculture Committee activities.
- Review all NACAA Sustainable Agriculture program applications electronically, checking the applications for accuracy, and selecting participants (while communicating with the Regional Vice-Chairs. Contact Regional Vice-Chairs to inform them of selected participants. Contact selected members to let them know of their selection for participation in activities.
- Assume responsibility for informing the membership of activities being conducted by the Sustainable Agriculture Committee by submitting articles and information to the editor of *The County Agent* magazine.
- Organize any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

### Regional Vice-Chairs:

- Participate in and assist with Committee activities at the NACAA AM/PIC.
- Serve as communication link between the Committee Chair and State Committee Chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the National Chair.

- Assist Sustainable Agriculture Committee Chair in preparation of reports, plan of work, and other tasks as requested by the Committee Chair.
- Review applications and proposals online, checking for accuracy and completion and notifying Sustainable Agriculture Committee Chair when review is complete.
- Assist the National Chair in planning and conducting professional improvement activities when called upon.
- Assist the Sustainable Agriculture Committee national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the Sustainable Agriculture Committee from states to the national level by requesting input from state chair.
- Keep the National Chair informed of regional and state activities relating to Sustainable Agriculture programs being conducted that might have national applications.
- Attend all committee activities at AM/PIC and help as requested by the Chair.

#### **State Chairs:**

- Participate in and assist with the Sustainable Agriculture Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Sustainable Agriculture Committee and the states membership.
- Assist the Sustainable Agriculture Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Sustainable Agriculture Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Sustainable Agriculture Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Sustainable Agriculture programs being conducted within the state that might have national applications or benefit NACAA members.

## **Program Recognition Council (PRC)**

### **Council Description**

The Program Recognition Council (PRC) is comprised of the PRC Council Chair and Chairs of the PRC Committees. These include:

- Communications
- Search for Excellence
- Professional Excellence
- Public Relations
- Recognition and Awards

- Scholarship

This council oversees the award-based programs that have been a very traditional part of NACAA. Members can enter competitive contests that highlight the following areas: Communications, Search for Excellence, Professional Excellence, Public Relations, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee. As new competitive awards programs are introduced, they would be placed into this block.

## NACAA Awards Guidelines

- All programs in this council are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.
- Donors will be solicited for all awards. If adequate donor funds are secured, the National Winner will receive up to \$500; and three National Finalists up to \$250; and state winners up to \$50. These cash awards are not cumulative unless otherwise specified by sponsor or donor and stated as such in the current Awards edition of *The County Agent Magazine*. State communications winners do not receive a cash award. The Executive Program Committee, in consultation with the Committee Chair, reserves the right to adjust awards based on availability of donor funds. (July 2003).
- All DSA, AA, National Award winners, National award finalists and Hall of Fame winners must register for the AM/PIC and attend the designated ceremony to receive their award. The respective National Committee Council Chair, in concert with the National Committee Chairs/Vice-Chairs and the NACAA Vice President, will make a recommendation to the NACAA President who will rule on request for non-attendance. Excuses may be granted for extreme personal or family illness, circumstance that would seriously jeopardize their job, or similar extreme situations.
  - In the event a national winner does not receive an excused absence from attending the AM/PIC, the national winner's award will be presented to the next ranking National Finalist who attends the AM/PIC. If none of the national finalists attend the AM/PIC, a national winner award will not be presented.
- Program entries may include work within the past three years (ex. If entry is due March 15, 2018, then the entry could include work from March 15, 2015 through March 15, 2018) where the application allows multiple years.
- National winners may not repeat in consecutive years in the same category.
- For each award category, each region will submit three (3) unranked entries in each award program to create a national pool of 12 applicants.
- From the pool of 12 applicants in each award category, the appropriate NACAA committee chair and regional vice-chairs will select four national finalists. One national winner will be selected from the selected national finalist. Cash awards will NOT be cumulative unless otherwise stated as indicated in NACAA Award Guideline#2.
- National award winners in each category will be designated the Search for Excellence winner for that category in the Search for Excellence awards programs. The award winner will give an oral presentation of their accomplishments during the AM/PIC. Upon completing their oral presentation, the national winner will be eligible for a registration fee reimbursement for the NACAA AM/PIC at which the award and oral report were presented. These fee reimbursements, along with award expenses, would become the responsibility of the award sponsor.
- All award entries, except training seminars and tours, will submit an abstract of a maximum of 350 words. This abstract must adhere to established NACAA guidelines. All abstracts will be published in

the AM/PIC proceedings and/or posted on the NACAA website.

- All references to team applications (excluding Scholarships) shall require at least one NACAA member. Presentation in Search for Excellence must be given by NACAA member. All team awards will be provided one plaque for the NACAA member who submits the application and certificates for all other team members who are NACAA members unless specified by sponsor or donor.
- The deadline for State Committee Chairs to submit entries to Regional Vice-Chairs is April 1. The deadline for Regional Vice-Chairs to submit entries to National Chairs is April 15.
- Consult the Awards Policy for State Committee Chair Participation located in the Committee Policy Section of this handbook.
- All award winners receiving more than the IRS minimum amounts (currently \$600) shall complete the required W-9 information form.

## Committees

### Communications

The objective of the Communications Committee will be to enhance the communication skills and knowledge of the County Agent/Educators through promotion, training and recognition efforts.

The committee under the leadership of the national chair, will conduct the Communications Award Program, working closely with its sponsors and supporters, to sharpen communication skills, encouraging interest, and sharing ideas with other Extension workers. NACAA members can apply to 14 communication award categories. Each communication category is listed in the Special Edition issue of *The County Agent*.

#### National Chair:

- Beyond the general responsibilities, the National Chair is responsible for putting together a team of judges for the selection of the national finalists and national winner for each award category.
- National Chair is to submit a report of National, Regional, and State Winners and Finalists to the immediate past Vice President following AM/PIC for each award category.

#### Regional Vice-Chairs:

- The Vice-Chair is responsible for putting together a team of judges for the selection of three regional winners for each category. The regional winners will be selected from the state award winners sent them by state chairs.

#### State Chairs:

- Work closely with the regional communications vice-chair and the state recognition chair to carry out the goals and guidelines and provide leadership as set by the National Association of County Agricultural Agents Program Recognition Council.
- Enhance the communication skills and knowledge of the County Agent through promotion, training, and recognition efforts.
- Conduct the state communications recognition program to recognize effective communications

- skills and technology use by state members.
- Work closely with state sponsors and supporters, as means of sharpening communication skills, encouraging interest, and sharing ideas with other Extension Staff.
- Promote the cooperation with all media to serve as an outlet for Extension information.
- Recommend educational programs to the state president that will improve or train members in communication skills and/or better use of communication technology.
- Promote cooperation and collaboration with printed and electronic media to Extension
- Conduct the state communications program.
- Receive entries in the 14 award categories
- Assemble a team of judges who will select the top three entries in each category
- Forward the winning entry in a timely manner (no more than three weeks after the entry deadline) to the regional communications vice-chair.
- Provide leadership to the state communications award programs.

### Professional Excellence

The objective of the Professional Excellence Committee is to showcase excellence in program efforts of NACAA members. This will be done by giving members the opportunity to present posters with abstracts at the NACAA Annual Meeting/Professional Improvement Conference. Another objective to this committee is to assist members with their career promotion and performance evaluations. If the member has distinguished himself/herself by becoming a national finalist in an award program, the abstract of their award-winning program will be published. In addition, abstracts from all accepted poster session entrants will be published as well. The abstracts will be published in the Annual Meeting Proceedings.

#### General Responsibilities:

- Reviews submitted abstracts from poster session entrants for completeness and publish them as a supplement to the AM/PIC proceedings.
- Provide guidelines for poster preparation and judging.
- Recruit judges to select posters for awards.
- Work with AM/PIC committee regarding poster session placement and logistics.
- Provide information to general membership on poster preparation, writing abstracts, judging, and the online poster abstract submission process.
- Implement methods for NACAA to be a catalyst and vehicle for its members to use for publishing and presenting papers at annual meetings.

#### National Chair:

- National Chair is to submit a report of Winners and Finalists to the immediate past Vice President following AM/PIC.

#### Regional Vice-Chair:

- Communicate with state chairs to encourage members to submit posters for the Poster Session.
- Assist in processing abstracts from Poster Session entrants and forward them to the National Chair.
- Recruit judges to judge Regional and National Finalist posters.
- Assist with AM/PIC poster session logistics and poster judging.



- Provide information to general membership on poster preparation and writing abstracts.

#### **State Chair:**

- Encourage and recruit state members to submit posters for the Poster Session
- Provide NACAA guidelines for poster preparation and judging to state members.
- Provide information to state membership on poster preparation and writing abstracts.
- Guide state membership on NACAA website poster application process.

### **Public Relations & Agricultural Awareness**

It is the responsibility of all members of the Association to promote good public relations. However, this committee will:

- Assume leadership in developing suggestions for improving the public image of Cooperative Extension and the county agent.
- Implement a system whereby all NACAA award recipients receive recognition in their home community media and acknowledgment to advisory committees and supervisors. Included as recipients will be elected officers and directors, DSA and AA recipients, and professional improvement program sponsors. The committee will work with the chairs of the appropriate committees for implementation and maintenance of the system.
- Conduct the Agriculture Awareness and Appreciation Award program.
- Conduct the Agriculture Awareness and Appreciation Luncheon program at the NACAA Annual Meeting.

#### **National Chair:**

- National Chair is to submit a report of National, Regional, and State Winners and Finalists to the immediate past Vice President following AM/PIC.

#### **Regional Vice-Chairs:**

- Keep state chairs updated on committee activities
- Responsible for putting together a team of judges for the selection of regional winners. The regional winners will be selected from amongst the state award winners sent them by the state chairs.

#### **State Chairs:**

- Following AM/PIC meeting, state chair should establish communications with Public Relations Regional Vice-Chair.
- Maintain communication with Regional Vice-Chair throughout the program year.
- Secure information on Public Relations Awards Program from Regional Vice-Chair and send to state membership.
- Encourage participation in Public Relations Program within state membership. Be informed about the Public Relations program and provide timely information to state membership. Be prepared to answer questions about programs from membership.
- Provide state membership information on due date for submitting Public Relations entries to

- state chair. (All entries must be sent to state chair by March 15).
- Assemble committee to judge state entries and select state winner.
  - Submit state winner to Regional Vice-Chair by April 1.
  - Encourage state winner to attend the National AM/PIC meeting.
  - Encourage all first timers attending the AM/PIC from respective state to attend the Agriculture Awareness and Appreciation luncheon and program.
  - Implement local recognition program to recognize Public Relations award recipient(s) from respective state.
  - Promote good public relations between the Cooperative Extension Service and the state.
  - Encourage good public relations efforts by all state association members.
  - Attend national AM/PIC meeting and participate in Public Relations committee meetings and workshops.

### Recognition and Awards

The objective of the Recognition and Awards Committee will be to provide leadership in the recognition of outstanding accomplishments by NACAA members including the selection and appropriate recognition of three awards programs. They will administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award, the Achievement Award, and the Hall of Fame Award.

#### National Chair:

- Will prepare and notify the Regional Vice-Chairs eligibility procedure, report forms and information concerning the Distinguished Service Award, the Achievement Award, and the Hall of Fame Award.
- Check for accuracy, individual forms as they are received from the Vice-Chairs.
- Check with the NACAA Treasurer to be sure that all nominees are in good standing.
- Contact each nominee regarding their attendance at the Annual Meeting (breakfast and banquet) to receive their award. Also, check on correct spelling of name to be used on certificates.
- Check with ES/USDA for names of NACAA members receiving USDA honors.
- Obtain certificates and arrange to have the names engraved on the certificates.
- Purchase plaques and mount certificates.
- Work with NACAA Annual Meeting Committee and the President-Elect in making definite plans for the awards portion of the Annual Banquet.
- With the assistance of the Regional Vice-Chairs, make presentation of DSA certificates, the Hall of Fame Awards at the Annual Meeting Banquet and the AA certificates at the Awards Breakfast.

#### Regional Vice-Chair:

- Send notice of awards information and forms to the state representative. Contact the State Association President if an active NACAA Committee member does not represent a state.
- Make sure that each state in the region acts on schedule and forwards the necessary data and information on DSA, AA and Hall of Fame nominees.
- Will review all data and make corrections where necessary. Reduce or rewrite citations to a maximum of 75 words in length for the DSA and AA Awards.
- Will forward one completed copy of nominees' material to the National Chair after checking, but before April 1. The second copy of the nominees' data is to be kept on file until after the Annual Meeting in case of accident to forms forwarded to the National Chair.

- Will assist the Chair with the program honoring the DSA and Hall of Fame recipients at the Annual Banquet and the AAs at the Awards Breakfast.
- Assist the Chair with the picture taking of DSAs and AAs and their spouses following the state picture taking.

#### **State Chairs:**

- Be informed on the eligibility requirements and deadlines for selecting Distinguished Service and Achievement Award winners and a Hall of Fame nominee.
- Secure names of the nominees and the necessary data for the Hall of Fame nominee, DSAs and AAs as early as possible and forward material to the Regional Vice-Chair by specified date.
- Notify Extension Director and Publicity Unit of the award recipients. Make notification to appropriate persons and organizations such as legislators and the media.

### **Scholarship**

The Scholarship Committee is charged with the responsibility of promoting the scholarship program by obtaining funds from Extension personnel, friends of NACAA, and others interested in this effort. The committee should work with other committees with responsibility concerning the scholarship fund, thus enabling NACAA to provide scholarships to members as a means of encouraging and supporting professional improvement. Per NACAA Policy: National Chair and Regional Vice-Chairs are not eligible to apply for scholarship. *Per Policy on the relationship between the Foundation Funding and the NACAA organization and the Selection of the scholarship recipients. Memorandum of Understanding between the Foundation and NACAA - Section 6-20*

#### **Scholarship Auction:**

- Cash received at the AM/PIC NACAA Scholarship Auction shall be given directly to the NACAA Foundation Treasurer who shall take the funds to the bank and obtain a Bank Cashiers' check or Money Order made out to "NACAA Foundation."
- The NACAA Foundation Treasurer shall be present at the AM/PIC Scholarship Auction and receive all cash and all checks. Checks shall be made out to "NACAA Foundation."
- Social Security Numbers will not be required from NACAA Scholarship donors or recipients. If over \$600, a 1099 must be filed and a Social Security number is required. However, because there are very few, the Treasurer will contact the individual directly, rather than requiring everyone to submit his or her Social Security Number on the form.
- There will be acknowledgement by the NACAA Foundation to any individual or others who furnish item (s) or cash valued at \$250 or more.
- Receipts/letter of acknowledgement shall be available to anyone who requests one from the NACAA Scholarship Foundation for donations of value under \$250.

#### **National Chair:**

- Coordinate the three (3) sections of the NACAA Scholarship Committee membership: active NACAA members, Life Members, and friends of Extension.
- Assume responsibility for reporting total Scholarship Committee Report to membership at Annual Meeting/Professional Improvement Conference.

- Work with Regional Vice-Chairs; Life Member Committee Chair and Regional Vice Directors in developing regional and state plans to raise monies from NACAA members, businesses, industry, and foundations.
- Assume responsibility for organizing and conducting the NACAA Scholarship Auction at the AM/PIC.
- Assume responsibility for receiving and accounting of funds received from all sources; membership, Life Members, and Friends of Extension, and maintain records on computer.
- Forward all funds received to Treasurer, NACAA Foundation for investment and management.
- To encourage NACAA members to submit applications for individual and group scholarships, and assist them in understanding the application process.
- To provide information to the Editor of the County Agent publication and the Electronics Communications Coordinator that will promote scholarship applications.
- To receive all NACAA Scholarship Applications from the Regional Vice-Chairs, check the applications for accuracy, and distribute the applications to the NACAA Scholarship Selection Committee before the annual meeting.
- Organize the Scholarship Selection Committee meeting during the annual meeting. Inform the Scholarship Selection Committee of the Foundation's Trustees decision on the funds available for scholarships.
- Assist the Selection Committee in determining the amounts and numbers of scholarships to be awarded for the coming Association year.
- Inform NACAA Scholarship recipients of their awards and the procedures to follow in claiming their scholarships.
- Direct the Foundation Board treasurer to send scholarship payments to the scholarship recipients after all the requirements of the scholarship are met.

#### **Regional Vice-Chairs:**

- Serve as the communication link between NACAA Scholarship Chair and State Scholarship Committee members.
- Assist in the collection of scholarship funds from State Committee Chair members; forward collected funds to the NACAA Scholarship Chair.
- Assist Scholarship Committee Chair in preparation of reports, Plan of Work, and other tasks as requested by the Committee Chair.
- Process all scholarship applications from each State Scholarship Committee Chair. Check applications for accuracy and completion before forwarding to Scholarship Committee Chair.
- Secure any information necessary from State Committee Chairs to ensure that each scholarship application is complete and accurate.
- Vice-Chair must send acceptable scholarship applications onto National Chair by July 1.
- Use the State Committee Chairs to ensure that the National Committee Chair receives the written report of the scholarship recipients.
- The Vice-Chair in the region that hosts the annual meeting will be responsible for organizing the scholarship auction at that annual meeting.

#### **State Chairs:**

- The State Scholarship Chair shall receive, review and forward onto the NACAA

Scholarship Committee Regional Vice-Chair all scholarship applications from his or her state. Scholarship applications must be accepted electronically at [www.nacaa.com](http://www.nacaa.com). The chair shall note the date of the application and check to make sure applicants are eligible.

- Scholarship application deadline is June 1. State Chairs will send applications to Regional Vice-Chairs before June 15.
- Check applications for accuracy and completion before sending to Regional Vice-Chair.
- The State Scholarship Chair shall receive money from members to be donated to the NACAA Scholarship Foundation. Donations will be sent to the national chair in a reasonable time after receipt. The state chair can review the state's records in the national database to make sure the database is up to date. Request for corrections go to the National Chair.
- The State Scholarship Chair shall promote the mission of the Scholarship Committee to state membership and make them aware of the opportunity to apply for financial support from the fund and of the opportunity to support the fund.
- The State Scholarship Chair shall assist the Regional Vice-Chair and National Chair in other areas to support the committee's mission as requested and able. The state chair shall maintain good communication with the Regional Vice-Chair and make reasonable efforts to remain abreast of current scholarship committee policy.

### Search for Excellence

The objectives of the Search for Excellence Committee will be to promote and recognize quality program efforts of NACAA members, and to design methods of transferring such excellence in programming to other County Agents across the United States.

This committee will conduct recognition programs in program development, implementation and evaluation by NACAA members, including:

- Search for Excellence in 4-H and Youth
- Search for Excellence in Consumer or Commercial Horticulture
- Search for Excellence in Crop Production
- Search for Excellence in Livestock Production
- Search for Excellence in Farm and Ranch Financial Management
- Search for Excellence in Environmental Quality, Forestry, and Natural Resources
- Search for Excellence in Young, Beginning or Small Farmers/Ranchers
- Search for Excellence in Sustainable Agriculture

#### **National Chair:**

- Beyond the general responsibilities, the National Chair is responsible for putting together a team of judges for the selection of the national winner and national finalists for each award category.
- National Chair is to fill out the Search for Excellence Award Winners Form and submit the report to the immediate past Vice President following AM/PIC.

#### **Regional Vice-Chairs:**

- Beyond keeping state chairs updated on committee activities, the Vice-Chair is responsible for putting together a team of judges for the selection of three regional

winners for each category. The regional winners will be selected from amongst the state award winners sent them by the state chairs.

#### **State Chairs:**

- See that all members of your state association receive information on Search for Excellence Award Programs, including but not limited to: Livestock Production, Crop Production, Farm and Ranch Financial Management, Environmental Quality and Natural Resources, Young, Beginning or Small Farmers/Ranchers, and Farm Health and Safety.
- Encourage and recruit agents to apply for awards.
- Conduct state judging of Search for Excellence Programs within two weeks of the date listed in the Awards Edition of *The County Agent* as due date to State Committee Chair.
- Notify State Winner of their winning entry. Encourage them to send a thank you (paper note or electronic message) to the sponsor of their awards program.
- Send State Winners in each of the awards programs to your regional Vice-Chair listed in the magazine prior to April.
- Include a list of all entries you received by name and program area.
- Encourage Search for Excellence Award winners to attend the NACAA AM/PIC to receive their awards.
- Participate in the Search for Excellence Committee Workshop during the NACAA AM/PIC.
- Make contact with potential sponsors through local representatives.

## **Life Members Committee**

### **Committee Purpose, Responsibilities and Office Duties**

#### **Purpose:**

Serve as a liaison between Life Members and members of NACAA and the Board of Directors; actively seek resources for the Scholarship Fund and encourage state program committees to develop programs that will enhance the Cooperative Extension Service.

#### **General Responsibilities:**

- Promote Life Membership.
- Encourage Life Members to support the Scholarship Fund.
- Identify and solicit agribusiness to become contributors to the Scholarship Fund.
- Develop Life Member program for AM/PIC.
- Motivate State Life Member Committee Chairs to develop significant program that will improve the image of County Agents.

#### **Leadership Recruitment**

The Life Member Committee will function similarly to other NACAA committees. Each officer is elected for a two-year term. The election shall be by Life Members in attendance at the NACAA AM/PIC. The election shall be conducted by the year prior to taking office. The Chair will be elected on a rotation schedule by regions.

The Chair and an alternate will be nominated in an odd year by those Life Members attending the Annual Meeting in the year prior to taking office. The nominee and alternate, where possible, will have been a Life Member Committee Regional Vice-Chair. The Chair will serve for two years and the position rotated among the regions in the following sequence<sup>1</sup>:

Elect	Region	Term Begins	Term Ends
2019	Northeast	2020	2022
2021	South	2022	2024
2023	North Central	2024	2026
2025	Western	2026	2028
2027	Northeast	2028	2030

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<sup>1</sup> Established August 2002

Each region will nominate a Regional Vice-Chair and alternate by those Life Members attending the Annual Meeting. The nomination will be for two-year term of office. Nominations will be executed on forms provided by the NACAA Vice President. These nominations will be processed as all other committee nominations. E-mail for communication for both chair and vice-chair would be highly desirable.

**National Chair:**

- Prepare 15 copies committee report for Board of Directors prior to each Board Meeting and submit to the Vice-president.
- Preside at Life Member Committee meeting.
- Submit to Editor “*The County Agent*” sufficient copy and pictures for one page for each issue.
- Assist the Life Member Regional Vice-Chair in the region hosting the AM/PIC with life member portion of the AM/PIC program.
- Encourage Regional Vice-Chairs to promote program with State Committee Chairs.
- Life Member Committee Chair receives expenses to AM/PIC.

**Regional Vice-Chairs:**

- Vice-Chair in the region hosting the AM/PIC is to plan the Life Member portion of the AM/PIC in concert with the AM/PIC Chair and the NACAA President.
- Promote the Scholarship Fund among Life Members and encourage seeking resources from agribusiness in their state.
- Encourage State Chairs to have active committees that come together for fellowship and to plan programs that will enhance Cooperative Extension work and improve the image of the County Agent. (Example: scholarship, young Agents, tour, public relations)
- Encourage State Chairs to work with State Address Coordinator to ensure current mailing addresses.
- Life Member Regional Vice-Chairs are eligible for reimbursement for AM/PIC registration cost.

## State Chairs:

- Develop plan for scholarship program and submit funds to State Scholarship Committee Chair
- Encourage attendance to state and national meetings.
- Develop programs that are unique to your state and that will enhance Cooperative Extension and support the County Agent.
- Maintain addresses with State Address Coordinator.

Many Life Members move to or live a portion of the year in the “Sunbelt Area.” Those individuals are encouraged to contact the State Life Member Chair of their current residence and determine whether there are life member programs planned that would be of interest to them. Please consult the NACAA website at <http://nacaa.com> for the current list of members of this committee.

## Committee Policy

### Committee Chair Selection

Committee chairs are selected annually as follows: (REFER TO POLICY 6-4 FOR COMPLETE EXPLANATION OF COMMITTEE CHAIR SELECTION AND TERM LIMITS).

- Nominations for Program Committee Chairs and Vice Chairs should be made by the Vice President with input from the Council Chairs and Regional Directors to be approved by the NACAA Board at the Spring Board meeting.
- For the *Extension Development Council* Committees only:
  - Chairs for committees on this council are selected from committee vice-chairs.
  - National Chairs under this Council serve a one-year term. An individual can be re-appointed for a second year, but can serve only two consecutive terms as committee chair. However, an individual is eligible to serve again as committee chair after stepping down for a least one year. A member who retains membership on a committee is eligible for additional opportunities to serve as Chair. The Committee Chair can request a Vice-Chair to represent the Chair in the event that Chair is unable to attend a particular function.

### State Committee Chair Participation in NACAA Awards Programs

- For state committee chairs serving on the Professional Improvement Council (PIC) and Extension Development Council (EDC) Committees:
  - If a state committee chair of a PIC or EDC committee DOES NOT apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will rank all the applications at the state level. The state chair will forward the ranked applications to the regional Vice-Chair by the designated deadline.
  - If a state committee chair of a PIC or EDC committee DOES apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will forward all applications unranked to the regional Vice-Chair. The regional Vice-Chair will make arrangements for ranking the applications from that state.
- For state committee chairs serving on the Program Recognition Council Committees:
  - When a PRC committee chair DOES NOT apply for an award program(s) that their



- committee is in charge of, the state chair will go through the normal selection process and forward the top place winner from the state to their regional Vice-Chair.
- When a PRC committee chair DOES submit an application for an award program that their committee is in charge of and the state chair is selected as the state winner, their application along with the second place state application will be sent on to their regional selection committee to verify and agree with the state ranking. The regional selection committee has the final authority in selecting the state winner.
- Any applicant selected as a state winner is not allowed to participate in any regional awards/professional improvement selection committee.

## NACAA Expense Reimbursement for Council Chairs, Committee Chairs and Vice-Chairs

It is the policy of NACAA to reimburse persons for expenses that were incurred in conducting NACAA programs and activities, and persons elected to Council Chair, Committee Chair, and Committee Vice-Chair positions are entitled to a reimbursement of certain expenses. All expenses must be filed on a NACAA Expense Voucher. The NACAA Voucher, Instructions and Expense Guidelines are available on the NACAA website at <http://nacaa.com/committees/>. After the expense voucher is completed, it is sent to the NACAA President for approval. The President then forwards the approved expense voucher to the Treasurer who writes and mails the check. This approval process can easily take several days to complete the circuit. All expenses related to an Annual Meeting and Professional Improvement Conference will be approved by the President who was in office during the AM/PIC. **All requests for reimbursement must be submitted for approval within 30 days following the end of the AM/PIC.**

Below are guidelines to be used by persons who have been elected Council Chairs, Committee Chairs, or Committee Vice-Chairs:

### Council Chairs:

- Expenses to attend the AM/PIC: travel, lodging, meals, registration fee, etc.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone
- Travel to pre-approved meetings (approval granted by NACAA President)

### National Committee Chairs:

- Expenses to attend the AM/PIC: travel, lodging, meals, registration fee, etc.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone
- Travel to pre-approved meetings (approval granted by NACAA President)

### Committee Regional Vice-Chairs:

- Registration Fee for AM/PIC - the AM/PIC where he/she is confirmed by delegates is not included, but the following two years are. For more clarification, contact the council chair or vice president.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone

## NACAA Committee Program Support Funds

Each Professional Improvement Council and Extension Development Council Committee shall be allowed up to \$1,000 for program support for committee workshops and other educational opportunities at the AM/PIC. The funds shall be used for speakers, transportation and materials as per NACAA Policy for reimbursement. NACAA members serving as speakers for a respective committee program at the AM/PIC are not eligible for reimbursement from the \$1,000 NACAA sponsored program support dollars.

- No funds shall be used that are in conflict with other NACAA Policies, as per, reimbursement for travel, waiver or reimbursement for AM/PIC registration or other NACAA Policies.
- Committee and Council Chairs shall keep the NACAA Vice-President informed as to committee plans for the AM/PIC to assure these plans fit within the activities planned by the NACAA Board and the AM/PIC host state(s)/region(s).
- Funds for program support are to be maintained in the NACAA treasury. It is the policy of NACAA not to account for revenue remaining on a committee basis at the completion of the fiscal year for monies maintained in the general fund.
- Committees should complete a budget request as part of the Annual Committee Workshop Report Form that is prepared during the AM/PIC Committee Meetings and submitted to the Council Chair. This information provides a Plan of Work for the committee. The information is also used by the Council Chair to report at the Post-AM/PIC Board Meeting of the committee's planned activities.
- In addition, a Committee Budget Report Form should be completed after each AM/PIC. The Committee Chairs should prepare an itemized accounting of their respective committee's income and expenses and provided to the NACAA Treasurer in the fall following the AM/PIC once all items of that committee are accounted for. All committees should note that submission of this budget sheet does not indicate approval of expenditure of funds. Therefore, during the year all requests for expenditures must be pre-approved by the NACAA President through Council Chairs and Vice President, prior to commitment of funds by committees.

## The County Agent Magazine and E-County Agent

### Submission Schedule

The submission schedule is updated annually based on the publication schedule approved at the previous Pre-AM/PIC Board Meeting. The following dates provide an approximate schedule for planning purposes. Please check with NACAA Executive Director for details for a given year. (Check with schedule on website.)

#### *September:*

- E-County Agent

#### *October:*

- Topic: Recap of Annual Meeting Highlights
- Deadline for articles: September 5
- Mail Date: September 25

#### *January:*

- Topic: Committee Awards Directory
- Deadline for articles: November 15

- Mail Date: December 20

**February:**

- E-County Agent

**March:**

- E-County Agent

**April:**

- Topic: AM/PIC Registration Issue
- Deadline for articles: February 25
- Mail Date: March 15

**June:**

- Topic: Open Issue
- Deadline for articles: May 20
- Mail Date: June 15

**July:**

- E-County Agent

## Forms

### Reimbursement Form – NACAA National Award Winners Making Presentations at AM/PIC

Guidelines passed by the NACAA Board make it possible for the National Winners who make program presentations to obtain a reimbursement of their registration fee. Any member selected as a Search for Excellence National Winner and who is asked to make a program presentation about their winning entry at the AM/PIC is eligible for a reimbursement of the AM/PIC registration fee. All reimbursement requests should be made using the most current NACAA voucher, found on the NACAA website at:

<https://www.nacaa.com/committees/voucher/>

- Complete a NACAA Expense Voucher, scan receipt for the AM/PIC registration fee showing payment and email to the NACAA President.
- All requests for reimbursement must be mailed to the NACAA President for approval within 30 days following the end of the AM/PIC.

## Annual Committee Workshop Report & Plan of Work Form

This form should be completed during your AM/PIC Committee Workshop. The form will assist you in preparing for the activities of your committee for the coming year.

The completed form should be provided to your Council Chair before the end of the AM/PIC, as the information contained within will be used to prepare a council report for the Post-AM/PIC Board Meeting.

**Council** (*circle one*): Professional Improvement    Extension Development    Program Recognition

**Committee Name:**

**Committee Chair:**

**Please record the names and states for each member attending your Committee Workshop:** (type names here or attach an attendance sheet)

**Committee goals for the upcoming year:**

**Plan of Work for the upcoming year:** (Include initiatives that will take place at the next AM/PIC and during the year between AM/PICs):

**Budget:** Provide a preliminary budget of estimated expenses and income for the upcoming year.

Note that each Professional Improvement (PIC) and Extension Development Council (EDC) Committee is allowed up to \$1,000 for program support for workshops and educational opportunities at the AM/PIC. The funds shall be used for speakers, transportation and materials as per NACAA Policy for reimbursement. NACAA members serving as speakers for a respective committee program at the AM/PIC are not eligible for reimbursement from the \$1,000 NACAA support dollars. Committee Chairs shall keep the Council Chair informed as to committee's plans for the AM/PIC to assure the plans fit within the activities planned by the NACAA Board and the AM/PIC host state(s)/region(s). See details under "NACAA Committee Program Support Funds" section of NACAA Committee Handbook.

<b>Expected Income</b>			
	NACAA		
	Donors/Sponsors		
	Other (itemize by source)		
		<b>Total estimated income</b>	
<b>Estimated Expenses</b>			
	AM/PIC	Cash Awards	
		Awards Meals/Functions	
		Connectivity Fees	
		Other (itemize)	
	Non- AM/PIC	Postage	
		Phone	
		Travel	
		Other (itemize)	
	Pre/Post Conference Program	Transportation (buses, vans)	
		Meals	
		Lodging	
		Speakers	
		Materials (notebooks, etc.)	
		Refreshment breaks	
		Other (itemize)	
		<b>Total estimated expenses</b>	

**Recommendations for committee involvement in future NACAA AM/PICs:**

**Recommendations for NACAA Board Action.** (Be specific and present in the form of a motion. These might include suggested changes or additions to current committee’s duties and responsibilities, changes in NACAA policy, etc.)

**Any other items or ideas from the Committee Workshop you wish to record/share with your Council Chair:**

## Report of Committee Activity

Council Name:

Committee Name:

Person Completing Form:

Level of Committee Report (state or regional):

Award or Professional Improvement Category	Number of Participants (State Level)	Number of Participants (Regional Level)

## Search for Excellence Award Winners Form

To be submitted by the Extension Programs Committee Chair to immediate past Vice President following AM/PIC. Submit one for each Award Category.

**Extension Programs Committee Chair:**

**Award Category (example: Crop Production):**

National Winner:			
Name:	Address:	Score:	Publish Abstract (Yes or No):
National Finalists:			
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):

State Winners:			
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):

Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):
<b>Non-State Winner Abstract Published</b>			
Name:	Address:	Score:	Publish Abstract (Yes or No):
Name:	Address:	Score:	Publish Abstract (Yes or No):



## Operations

### The NACAA Committee Handbook

The Senior Council Chair is responsible for overseeing the review and revision of the Committee Handbook each year. Electronic copies should be sent to members of the NACAA Board and Council Chairs. Council Chairs should initiate the process of sending the revised copy to the committee chairs, with communication continuing through the regional Vice-Chairs to the state chairs. The revised copy will be posted on the NACAA website at <http://nacaa.com>.

### Altering a Committee Name

When deemed necessary a Program Committee can request a name change for that committee by the following procedure:

1. A Program Committee name change can take place by having the chair of the specific Program Committee forward a request for the name change to the appropriate Council Chair.
2. The request should come forward when there is sufficient interest for the change from NACAA members with the involved program committee and/or from the program committee itself.
3. The Council Chair will forward the request to Executive Program Committee, which will then forward a recommendation to the NACAA Board.
4. The NACAA Board will make a final decision on the requested committee name change.

### Adding or Dissolving a Committee

#### Adding:

A new Program Committee can be created by NACAA members who have an interest in doing so.

1. The request and with supporting information should be forwarded to the Council Chair under which the new program would most appropriately fit.
2. The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request. If supported, the Council under which the new Program Committee would exist will share the recommendation with the EPC.
3. The recommendation will be forwarded to the NACAA Vice-President who will present the information to the NACAA Board for approval or denial.

#### Dissolving:

A recommendation to dissolve a Program Committee can come from the Council Chair, the Executive Program Council or a Program Committee.

1. A request from a Program Committee to dissolve such committee will be sent to the appropriate Council Chair.
2. The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request.
3. The Council's recommendation and request will be forwarded to the NACAA Vice-President who will present the request to the NACAA Board for approval or denial.

## Correspondence

All correspondence between Program Committee Chairs and Vice-Chairs should be shared with the associated Council Chair. All correspondence from a Council Chair should be shared with the other Council Chairs and NACAA Vice President. Lists have been created on the NACAA website that take these requirements into consideration.

## Sponsorship for Committee Activities

### **Background, Purpose and Objective:**

For committees to be successful in providing NACAA members with effective professional improvement opportunities during the AM/PIC or at other times, adequate funding is essential. Committee chairs and other NACAA leadership can be effective in securing funds from outside sponsors.

### **Policy:**

- Committees are encouraged to secure funding from sponsors outside of NACAA for sponsorship.
- Funds for program support are to be maintained in the NACAA Treasury. It is the policy of
  - NACAA not to account for revenue remaining at the completion of the fiscal year.
- Committees shall submit to the National Board a proposal on how the funds secured by that committee will be expended for the year(s) designated.
- Committee chairs are to keep the President Elect and Treasurer informed of all contacts and funds obtained.

## Committee Support for the Annual Meeting and Professional Improvement Conference

### **Background, Purpose and Objective:**

In order to provide resources for NACAA Committees to conduct professional improvement opportunities for NACAA member's committees that focus on enhancing members' knowledge shall have the financial support as per the following NACAA Policy.

### **Policy:**

Each Professional Improvement Committee and all Extension Development Council Committees shall be eligible for up to \$1,000 for program support for committee workshops and other educational opportunities at the AM/PIC or other educational opportunities, such as webinars, as approved by the NACAA Board. The funds shall be used for speakers, transportation and materials as per NACAA Policy for reimbursement. NACAA members are not eligible to be reimbursed for serving as speakers from these funds. No funds shall be used that is in conflict with other NACAA Policies, as per, reimbursement for travel, waiver or reimbursement or AM/PIC registration or other NACAA Policies.

Committee and Council Chairs shall keep the NACAA Vice President informed as to committee plans for the AM/PIC to assure plans fit within the activities planned by the NACAA Board and the AM/PIC host state.

## Electronic Communications

### Obtaining a Copy of the Committee Handbook

The most current copy of the committee handbook will be placed on the NACAA website as changes occur. The URL for the NACAA website is: <http://www.nacaa.com>

### Web Site Data Base

The NACAA web site contains a Membership Database that can be accessed to obtain the address, phone and fax numbers, and e-mail address of an NACAA member. You must be a member in good standing to access the membership database. You must login and have a password. The site is <http://nacaa.com/members/>

### Mailing Lists

Mailing lists for leadership groups are available on-line at [http://nacaa.com/members/email\\_lists.php](http://nacaa.com/members/email_lists.php)

These lists will change as office holder's change – so please refer to the NACAA website each time you need to send electronic communications in order to have your message sent to the current office holders.