

# **DUTIES AND QUALIFICATIONS OF OFFICERS**

## **PRESIDENT**

### ***TERM OF OFFICE***

Two years immediately following the year of serving as President-Elect

### ***QUALIFICATIONS***

Have met the qualifications of President-Elect.

### ***DUTIES OF THE PRESIDENT***

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association officers and District Contacts in coordinating their efforts in carrying out the organization's objectives and programs.
3. Preside at Executive Board and Association business meetings.
4. Appoint committees as provided in the Bylaws and Policies and Procedures.
5. Serve as an ex-officio member of all committees except nominating.
6. Approve all expense vouchers and submit to the Treasurer for payment.
7. Strengthen public relations and maintain cooperative relations with other organizations.
8. Appoint a Historian for the Association.
9. Exercise all powers and duties pertaining to the Office of President.

### ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Perform responsibilities not delegated or assigned to another officer.
2. Be thoroughly familiar with the following:
  - a. Bylaws, standing rules, rules of order, mission statement
  - b. Administrative Manual
  - c. Minutes for the last five years
  - d. President's files
  - e. Nominating Committee duties
  - f. Board Policies And Procedures
3. Review the Association's insurance needs and secure appropriate coverage.
4. Work closely with the Vice President for Professional Development on plans for the Annual Meeting/Session.
5. Correspond with the Executive board as necessary to keep board members informed on Association business.
6. Keep signature card for investment accounts current.
7. Send a copy of all letters to President-Elect.

8. Prepare budget request and submit to Treasurer.
9. Review duties annually and revise for Administrative Manual.
10. The President is the only official VEAFCS representative designated to sign contracts (hotel contracts, Annual Session contracts, etc.)

# **PRESIDENT-ELECT**

## ***TERM OF OFFICE***

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

## ***QUALIFICATIONS***

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

## ***DUTIES OF THE PRESIDENT-ELECT***

1. Be responsible for implementing the Strategic Plan or other association plan.
2. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
3. Attend Regional Leadership Workshop sponsored by JCEP.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Attend/participate in all association board meetings.
2. Read the VEAFCFS Bylaws, Standing Rules, Rules Of Order, Board Policies and Procedures, and the Strategic Plan.
3. Keep the Policies and Procedures current and notify the appropriate person(s) of changes. Send electronic version of current Administrative Manual to VEAFCFS webmaster.
4. Keep the Administrative Manual current, publish, and then distribute to all members of the Executive Board.
5. Annually join one NEAFCS Committee Task Force of your choice.
6. Serve as a member of the Annual Session Program Planning Committee if requested.
7. Assume all duties assigned by the President.
8. Submit budget requests to the Finance Committee Chair by the designated deadline.
9. Remind Vice Presidents as well as other Board members to send budget request to the treasurer by the specified date.
10. Prepare budget request and sent to Treasurer.
11. Submit an Annual Report to the President for report to Members/Annual Report.

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR PUBLIC AFFAIRS**

## ***TERM OF OFFICE***

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

## ***QUALIFICATIONS PREFERRED***

1. Join the NEAFCS Public Affairs Task Force annually to enable continuous flow of information.
2. Attended a National or State Public Issues or Public Policy Conference Experience in legislative/public affairs.

## ***DUTIES OF THE VICE-PRESIDENT FOR PUBLIC AFFAIRS***

1. Perform all the duties of the office of President in the event of absence, disability, or at the request of the President and President-Elect.
2. Chair and serve as the liaison between the Public Affairs Committee and the Executive Board.
3. Coordinate the committee to develop and implement an action plan, which addresses issues, related to external communications, coalition building, public affairs education, and funding opportunities, as defined by the Executive Board.
4. Communicate with committee members within 30 days of receipt of receiving committee list from President.
5. With assistance of coalitions task force chair coordinate publicity materials, outreach efforts.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Coordinate Task Forces through meetings during Annual Session and regular, timely communications, using electronic methods when possible.
2. Secure, review and submit public affairs articles for VEAFCs official publications.
3. Send one (1) copy of an accurate list of committee members to the historian. Send electronic list of committee members and task force chairs to webmaster.
4. Encourage the membership to report significant research/program findings to key decisions makers.
5. File a copy of all correspondence.
6. Submit budget request to the Finance Committee Chair by the designated deadline.
7. Submit "Report To Membership" by the designated deadline.
8. Work with Public Affairs Committee to develop annual impact statements.
9. Send electronic version of public affairs program materials to VEAFCs webmaster.

## ***PUBLIC AFFAIRS COMMITTEE***

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

- ❖ Education
- ❖ Coalitions

- ❖ Building Stakeholder Support
- ❖ External Marketing

## **Task force responsibilities may include but are not limited to:**

### **Education**

1. Encourage participation in the JCEP Public Issues Leadership Development Conference
2. Secure one or more members to attend the Public Issues Leadership Development Conference
3. Work with the Vice President for Awards and Recognition to seek financial support for a Public Affairs Award
4. Identify and recommend speakers who address Public Affairs Issues and process for participation at Annual Session

### **Coalitions**

1. Network with other organizations addressing public affairs issues
2. Develop and maintain coalitions with other organizations
3. Offer public affairs workshops at Annual Session
4. Assist with liaison work of District Contacts
5. Communicate with other Extension associations regarding public affairs

### **Building Stakeholders Support**

1. Maintain and explore electronic network for communication of legislative affairs
2. Develop a process for identifying key issues and prepare impact statements
3. Develop a legislative agenda to promote Extension programming
4. Prioritize and communicate legislative issues in a timely manner to members via internet, fax and mail
5. Educate members to share impacts with decision makers

### **External marketing**

1. Develop strategies for publicizing issues and impacts
2. Communicate issues through fact sheets, newsletters and the NEAFCS official publication
3. Communicate impact information yearly to Extension Directors, legislators and media
4. Communicate mission and goal statements. Speak with one voice to decision makers at local and state levels
5. Plan, implement and evaluate a VEAFCs marketing program based on the goals and objectives
6. Secure, review and submit articles for VEAFCs official publications

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR MEMBER RESOURCES**

## ***TERM OF OFFICE***

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

## ***QUALIFICATIONS PREFERRED***

1. Attended one or more Annual Sessions state and/or national.
2. Join NEAFCS Member Resources Task Force annually to enable continuous flow of information.
3. Served on the State Member Resources committee.

## ***DUTIES OF THE VICE-PRESIDENT FOR MEMBER RESOURCES***

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board and state affiliates
2. Coordinate the Committee to develop and implement an action plan, which addresses issues related to membership, mentoring, leadership, life members, diversity and marketing/communications
3. Provide leadership for the Committee and coordinate the development of regularly scheduled association publication
4. Communicate with Committee members within 30 days of receiving committee list from President

## ***ADDITIONAL RESPONSIBILITIES INCLUDE:***

1. Coordinate task forces through meetings during Annual Session and regular, timely communications, using electronic methods when possible
2. Secure, review and submit member resource articles for VEAFCs official publications
3. Assist in securing articles for VEAFCs publications
4. Encourage membership to submit research and scholarly work to NEAFCS publications
5. Promote NEAFCS life membership and involvement of life members in the Association
6. File a copy of all correspondence
7. Submit budget request to the Finance Committee Chair by the designated deadline
8. Submit "Report To Membership" by the designated deadline
9. Send electronic list of committee members and task force chairs to webmaster
10. Send electronic version of publication and member resources information to VEAFCs webmaster

## ***MEMBER RESOURCES COMMITTEE***

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

- ❖ Membership, mentoring, leadership and life membership
- ❖ Diversity issues
- ❖ Marketing and communications

## **Task Force responsibilities may include but are not limited to:**

### **Membership, Mentoring and Life Membership**

1. Provide support to the recruitment of potential members
2. Develop a mentoring program for minority members and new members
3. Provide support for professional career development
4. Provide support and encouragement to members to apply for life membership
5. Encourage active participation of life members
6. Provide leadership in planning and implementing the First Timers and Life Members Event at annual state conference

### **Diversity Issues**

1. Encourage active participation and interaction of all members
2. Facilitate interaction of members with special interests
3. Communicate concerns and issues of minority members (i.e., race, gender, culture)
4. Develop leadership and encourage active participation of minority members
5. Promote cultural diversity through concurrent sessions and publications
6. Remove barriers that prohibit the active participation of all members

### **Marketing and Communications**

1. Plan and implement the VEAFCs marketing plan to promote the mission and goals of the association
2. Secure, review and submit articles for VEAFCs official publications

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR AWARDS AND RECOGNITION**

## ***TERM OF OFFICE***

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

## ***QUALIFICATIONS PREFERRED***

1. Join NEAFCS Awards and Recognition Task Force annually to enable continuous flow of information.
2. Served as VEAFCs Awards and Recognition Committee Chair.
3. Experience in awards application process, judging and recognition.

## ***DUTIES OF THE VICE-PRESIDENT FOR AWARDS AND RECOGNITION***

1. Chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board
2. Coordinate the Committee to develop and implement an action plan, which addresses issues, related to awards
3. Communicate with Committee Members within 30 days of receiving committee list from President

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Work with the District Contacts to coordinate the judging of all awards
2. Coordinate task forces through meetings during Annual Session and regular, timely communications, using electronic methods when possible
3. Contact, secure and recognize award sponsors
4. Provide leadership to develop Awards Manual and Awards Program book
5. Plan and conduct awards ceremony (ies) with assistance of appropriate task force
6. Plan and conduct awards workshop with assistance of appropriate task force
7. Monitor Scholarship/Awards Fund
8. Develop and implement plans for Scholarship/Awards Fund enhancement
9. Secure, review and submit awards and recognition articles for NEAFCS official publications
10. Notify award winners, monitor progress and encourage completion of award requirements
11. Encourage the membership to apply for award opportunities
12. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence
13. Submit budget request to the Finance Committee Chair by the designated deadline
14. Submit "Report To Membership" by the designated deadline.
15. Send electronic list of committee members and task force chairs to VEAFCs webmaster
16. Keep up-to-date on all NEAFCS and VEAFCs and promote these to all members



## ***AWARDS AND RECOGNITION COMMITTEE***

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

- ❖ Assessment and Sponsorship
- ❖ Ceremony
- ❖ Training

### **Task force responsibilities may include but are not limited to:**

#### **Assessment and Sponsorship**

1. Investigate and contact potential sponsors
2. Maintain communication with current sponsors and encourage continued sponsorship
3. Assist with appreciation and special recognition of sponsors
4. Evaluate member participation in current awards and recommend changes
5. Evaluate current awards for relevance
6. Identify and recommend changes in awards to reflect needs of membership

#### **Exhibit**

1. Plan exhibit for national award winning applications
2. Responsible for set-up and take down of awards exhibit
3. Request awards winners to assist with awards exhibit
4. Obtain information from awards winners for exhibit

#### **Recognition/Ceremony**

1. Plan and conduct awards Ceremony/Recognition

#### **Training**

1. Prepare and distribute news release for award winners
2. Assist with awards workshop at Annual State conference
3. Secure, review and submit articles for VEAFCs official publications

# **DUTIES AND QUALIFICATIONS OF VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT**

## ***TERM OF OFFICE***

Elected in even years; the term of office is two years

## ***QUALIFICATIONS PREFERRED***

1. Join NEAFCS Professional Development Task Force annually to enable continuous flow of information
2. Served as State Committee Member.
3. Experienced in conference coordination and management.

## ***DUTIES OF THE VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT***

1. Chair and serve as the liaison between the Professional Development Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan, which addresses issues, related to professional development.
3. Work with Board to coordinate and manage the VEAFCs Annual State Conference.
4. Coordinate task forces through meetings during Annual State Conference and regular, timely communications, using electronic methods when possible.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Provide leadership for building coalitions with other professional organizations and secure appropriate professional development credits for sponsored activities.
2. Secure, review and submit professional development articles for VEAFCs official publications.
3. Encourage the membership to conduct research projects and report significant findings to the membership at State Conference and other professional development opportunities.
4. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
5. Submit budget request to the Finance Committee Chair by the designated deadline.
6. Submit "Report To Membership" by the designated deadline.
7. Send electronic version of State Conference information to VEAFCs webmaster
8. Send electronic list of committee members and task force chairs to VEAFCs webmaster.
9. Work with VP for Public Affairs to offer mini grants to districts. This includes coordinating application, review of application and dissemination of funds.

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

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

- ❖ Annual State Conference program development
- ❖ Conference coordination and management

- ❖ Sponsor and exhibit recruitment and development
- ❖ Other professional development
- ❖ Annual State Conference publicity and communications

## **Task force responsibilities may include but are not limited to:**

### **State Conference program development**

1. Work to determine themes and goals that address emerging issues for conference
2. Suggest speakers who address goals and objectives, as well as issues that affect total membership
3. Encourage diversity in general and concurrent sessions
4. Explore the feasibility of presentations through electronic technology/distance learning
5. Assist with selection of educational topics and presenters for state conference.
6. Develop and coordinate an external review process of concurrent and showcase applications
7. Develop evaluation criteria for Annual Session program
8. Arrange certification credits from professional associations (e.g. AAFCS, American Dietetic Association, Certified Family Life Educators, Certified Financial Planners etc.)

### **Conference coordination and management**

1. Work on registration
2. Assist speakers, presenters, officers, sponsors and guests as needed
3. Recruit and train members to facilitate conference activities (i.e. concurrent sessions, exhibits, speakers)
4. Coordinate with Member Resources committee to identify and provide for special needs of membership

### **Sponsor and exhibit recruitment and development**

1. Work with committee to prepare exhibits brochure
2. Recruit current and new exhibitors and sponsors through member referrals and other methods
3. Establish a registration procedure for exhibitors and sponsors
4. Assist exhibitors and sponsors in the exhibit area as needed
5. Assist with recognition of exhibitors and sponsors
6. Conduct an evaluation of exhibitors and sponsors

### **Other professional development**

1. Explore the feasibility of compiling and distributing a list of educational opportunities offered by Extension and other organizations for membership on a timely basis (i.e. calendar of events)
2. See information about program funding opportunities and inform the membership

### **Annual Session publicity and communications**

1. Work with committee to develop State Conference registration packet
2. Generate article that summarize presentations by Conference presenters
3. Develop publicity about State Conference to include speakers, tours, etc.
4. Secure, review and submit articles for VEAFCFS publications

# **DUTIES AND QUALIFICATIONS OF SECRETARY**

## ***TERM OF OFFICE***

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

## ***QUALIFICATIONS***

1. Shall have knowledge of electronic communications.

## ***DUTIES OF THE SECRETARY***

1. Join a NEAFCS Task Force of choice annually to enable continuous flow of information
2. Keep complete, accurate records of all meetings of the Executive Board and the Association.
3. Coordinate electronic and printed *Association* newsletters.
4. Serve as VEAFCFS webmaster.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Record minutes of all Board and Association meetings and sends copies of the minutes and attachments to the Executive Board. Responsible for typing, reviewing, approving, and duplicating minutes for all Board Meetings.
2. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence. Send electronic version of approved minutes to VEAFCFS webmaster.
3. Bring copies of the minutes of prior meetings to all Board Meetings for reference.
4. Prepare a progress report. Present the Secretary's report at the Board Meeting.
5. Develop a list of Board actions/meetings highlights, in conjunction with the President, to be printed in an Association Newsletter. Send a copy to each District Contact. District Contacts will send the report to district membership.
6. Submit budget request to the Finance Committee Chair by the designated deadline.
7. Prepare and maintain a five-year "running list of motions" and have available at all Board meetings. At the Winter Board meeting, the most recent 5-year list shall be distributed to each Board member.
8. Each year in the official minutes of the Association Business meeting list the members of the executive board for the coming year. Should include name and office held.

# **DUTIES AND QUALIFICATIONS OF TREASURER**

## ***TERM OF OFFICE***

Elected in uneven years; the term of office is two years

## ***QUALIFICATIONS***

1. Join a NEAFCS Task Force of choice annually to enable continuous flow of information
2. Served as Treasurer of a professional organization or have appropriate educational background or training.

## ***DUTIES OF THE TREASURER***

1. Keep accurate records of all monies received and disbursed.
2. Serve on the Finance Committee.
3. Prepare an Annual Financial Report for audit.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Close the Association's financial records each year as of December 31 and have them audited immediately
2. Notify officers and committee chairs that vouchers for internal operating expenses must be submitted by December 1 of each calendar year
3. Maintain the Association's bank accounts according to the association's financial policies
4. Pay bills within two weeks of receiving approval by the President. Check vouchers for mathematical errors
5. Provide a quarterly financial statement to President. (January, April, July, October)
6. Prepare an annual association budget and a scholarship fund budget
7. Maintain adequate communication with members regarding the processing of membership dues and active membership data
8. Present financial, membership/credentials and investment committee reports during Annual State Conference
9. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence
10. Submit budget request to the Finance Committee Chair by the designated deadline
11. Submit "Report To Membership" by the designated deadline
12. Keep signature card for accounts current
13. Begin audit of previous year's financial records (Early January)
14. Assume leadership of the investment committee
15. Attend all board meetings
16. Present financial reports at the Annual State Conference.
17. Bring the following financial supplies to Annual State Conference:
  - a. Account records
  - b. Checks

- c. Extra copies of expense vouchers
- 18. Meet with the President, VP Professional Development or designee to review Annual State Conference expenses prior to leaving the site.
- 19. Meet with the new Treasurer, explain duties and make arrangements for the transfer of financial records. The books are closed December 31, audited immediately and transferred to the new Treasurer.

## **Change of Treasurer**

1. Maintain a supply of expense vouchers with instructions.
2. Maintain a supply of checks and envelopes.
3. Give checks to the new Treasurer as soon as possible after July 1st. When there is a change in the office of treasurer, the only checks to be written by the former Treasurer after the books are closed are ones to close accounts.
4. Transfer all books and records to the new Treasurer by July 1st.
5. Meet with the new Treasurer in June/July to review duties and train the Treasurer. It is estimated that a one to two-day meeting to set up books, files, and complete training will be required. Notify the President of meeting plans - location, length of meeting, etc. Transfer records, computer, printer, and supplies.
6. Provide a safe place for the following: Association charter, bond papers, audit reports, and IRS forms.
7. Retain all financial records until advised by the auditor that the detailed supporting documents have surpassed the statute of limitations.

## **End of Year**

1. Close books December 31 and prepare all financial records according to auditor's directions. The following should be available:
  - a. Check stubs
  - b. Cash receipts (original letters) in folder in order of receipt number
  - c. Cash disbursements (expense vouchers and bills) in order of check numbers
  - d. Bank statements
  - e. Copy of annual financial report, January 1-December 31
  - f. Copy of previous auditor's report