

Procedures Handbook

October 2009

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Purpose of Procedures Handbook

The Procedures Handbook outlines in detail the purposes and duties of the officers, districts, committees and appointments. It is a guide to the operation of NEAFCS-NY Affiliate, and gives specific information to assist officers and members carry out responsibilities that will promote effective functioning and continuity between terms.

The first procedures handbook was developed in August, 1981, with revisions in the Spring of 1984, Fall of 1985, Fall of 1989, Fall of 2000, and Fall 2009. Revisions are based on recommendations from the officers, districts, committees and appointees, with final approval by the Board of Directors.

It is recommended that the Procedures Handbook be reviewed on an annual basis by the President Elect, with proposed changes brought to the Board. These procedures may be amended at any Board meeting by a majority vote of members present.

Resources for Members

Member Handbook – Each member should receive a copy of the Member Handbook upon joining the Association. The Handbook includes important national, state and district resources.

Procedures Handbook – Included as a section in the Member Handbook

Policy and Motion Handbook – A listing of all motions and policies of the board of directors and general membership meetings is kept by the NEAFCS-NY Affiliate secretary. Members may have access by contacting the Secretary.

Robert's Rules of Order Newly Revised – The bylaws states that this book will be the parliamentary authority for NEAFCS-NY Affiliate. One copy is in possession of the President Elect or a duly appointed substitute at all board and membership meetings.

Duties of President

The President shall:

1. Give administrative guidance and direction to the structure and programming of the association during term of office, January – Dec.
2. Work with Association officers and District Chairs in coordinating their efforts in carrying out the organization's objectives and programs.
3. Appoint committees as provided in the bylaws
4. Appoint a Newsletter Editor, Historian, Website Coordinator and Fund-Raising Chair for the Association.
5. Serve as an ex officio member of all committees except Nominating
6. Call and preside at Board of Director and Association business meetings
 - a. Call special meetings of NEAFCS-NY Affiliate membership, if needed, with one-month notice.
7. Plan orientation for new Board members
8. Maintain appropriate records
 - a. Plan, implement and share annual report of own activities
9. Act as official representative of NEAFCS-NY Affiliate to the NYS Unified Family and Consumer Science Council
10. Maintain and strengthen network with NEAFCS
 - a. File reports and make appointments as required by NEAFCS
 - b. Attend the Joint Council of Extension Professionals (JCEP); provide state report
 - c. Attend NEAFCS Annual Session
 - d. Keep NEAFCS informed of state issues, concerns and events.
 - e. Keep in contact with Regional Director as needed.
 - f. Appoint voting delegates and an alternate to NEAFCS Annual Session
 - g. File necessary paperwork for enrollment of retired members who choose Life Member status
 - h. Work closely with VP of Member Resources in developing list of nominees for national Committees & Officers
11. Maintain a professional relationship with the State Director and Associate Director
12. Orient incoming President

Duties of President Elect

The President-Elect shall:

1. Serve as an apprentice for the office of President
2. Work with Association Vice-Presidents in coordinating their efforts in carrying out the organization's objectives and programs.
3. Serve on Committees at request of President
4. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
5. Attend meetings of the Board of Directors, providing a written report if unable to attend
6. Act a official representative of NEAFCS-NY Affiliate to NYS Unified Family and Consumer Science Council
7. Attend the Joint Council of Extension Professionals (JCEP) workshop.
8. Serve as Parliamentarian at Board of Director and Membership meetings
9. Consult with Past President (in role of Chair of Nominating Committee) to fill slate of candidates for association leadership
10. Serve as Chair of the Bylaws Committee, reviewing and revising as needed.
11. Review Procedures Handbook in consultation with those holding elected and appointed positions
 - a. Prepare draft revision if appropriate and present to Board for comment and action
 - b. Distribute to membership for incorporation into Member Handbook
12. Attend NEAFCS Annual Session, if possible
13. Orient incoming President-Elect

Duties of Immediate Past President

The Immediate Past President shall:

1. Provide accurate records and orientation to the incoming President at beginning of term
2. Fulfill duties at President's request
3. Serve as chair of the Nominating Committee
4. Serve as representative of NEAFCS-NY Affiliate to NYS Unified Family and Consumer Science Council (UFCS)
5. Attend meetings of Board of Directors, ex-officio member; provide written report if unable to attend
6. Orient incoming past president

Nominating Committee

- A. Select qualified members to serve as candidates of NEAFCS - NY Affiliate leadership
- B. Recruit members to nominate as possible candidates
- C. Inform prospective candidates of duties of offices, as defined in Procedures Handbook, Fall 2009
- D. Coordinate the election process
 1. Prepare a slate for a vote by the membership, to include data and candidate statement
 2. Print, distribute, collect and tally the ballots by **September 30.**
- E. Communicate results of vote to all candidates and the membership
- F. Invite newly-elected officers to final Board meeting of the year.
- G. Install newly-elected officers at final Board meeting of the year

Duties of Secretary

The Secretary shall:

1. Keep complete, accurate records of all meetings of the Executive Committee, Board and the Association,
 - a. Maintain Secretary's notebook including minutes of NEAFCS-NY Affiliate meetings, correspondence, officer and district reports, etc
 - b. Maintain updated Member handbook, policy handbook and motion handbook, providing President copies
2. Provide for a substitute if unable to attend meetings.
3. Perform the duties of the President in the absence of the President and President-Elect until a presiding officer of the meeting is chosen.
4. Submit copies of NEAFCS-NY Affiliate Board minutes, transactions and activities for the current year to the Historian for permanent filing.
5. Post copies of meeting minutes in NEAFCS-NY Affiliate List Serve. Present communications and answer in accordance with the decisions to the board of Directors.
6. Order stationery for NEAFCS-NY Affiliate as needed.
7. Orient incoming secretary

Duties of Treasurer

The Treasurer shall:

1. Provide for the timely and accurate accounting of the NEAFCS - NY Affiliate treasury
 - a. Keep a full and accurate record of all income and expenditures
 - b. Maintain financial accounts in a timely manner
 - c. Secure proper identification/signature card and maintain immediate past treasurer's name in all accounts for term of current treasurer
 - d. Deposit income promptly in the CFCU Community Credit Union accounts
 - e. Pay bills promptly and in accordance with the decisions of the Board of Directors.
 - f. Revise reimbursement voucher as needed
 - g. Prepare a written financial report and present at all Board of Directors and Membership meetings.
 - h. Close books for fiscal year by February. Final bills must be submitted to Treasurer by January 31. (dated December 31)
 - i. Prepare end-of-year financial statement
2. Coordinate the NEAFCS-NY Affiliate budget request and approval process
 - a. With approval of the President, appoint a minimum of 2 members at large to the Budget/Audit committee, preferably from the Treasurer's district
 - b. Request budget information from officers and committee chairs

- c. Submit budget request for Budget & Audit Committee work
 - d. With the Budget/Audit Committee, revise requests and prepare the NEAFCS-NY Affiliate budget for the coming year.
 - e. Submit the proposed budget for the coming year to the Board of Directors at the fall meeting
 - f. Revise the budget format as needed with approval from the Board
 - g. Have books audited each year after they are closed (February) and before being transferred to next Treasurer
 - h. Communicate with Cornell regarding funding for scholarships for first time attendee at National Session.
3. Provide for membership in NEAFCS
- a. Collect membership dues and send appropriate portion and membership data to the NEAFCS by appointed deadline (February 1)
 - b. Process membership of individuals joining at other times of year in a timely manner
 - c. Send Membership forms to Vice-President for Member Resources in a timely manner
4. Other duties
- a. Attend all meetings of Board of Directors, Annual Membership Meeting
 - b. If unable to attend meetings, provide written report with financial statement to date
 - c. Orient incoming treasurer

Budget and Audit Committee

- A. Assess the financial needs of NEAFCS - NY Affiliate
- B. With the treasurer, review (and revise if necessary) budget requests and prepare the NEAFCS-NY Affiliate budget for the coming year, in time for the fall Board meeting
- C. Audit books each year after they are closed (February), and prepare statement of Audit to be submitted to Board of Directors at spring meeting, and Annual Membership Meeting.

Duties of Vice President for Member Resources

The VP for Member Resources shall:

1. Provide leadership for the recruitment of members through Membership Committee
 - a. Communicate with district secretary/treasurer and coordinate recruitment for memberships
 - b. Send membership renewal applications to all members yearly, reminding them of NEAFCS deadline (December 1)
 - c. By January 15 of each year, send reminder notices to members delinquent in paying dues. This may be done through district leadership.
2. Maintain NEAFCS-NY Affiliate membership records
 - a. Keep accurate yearly record of members on computer program, including name, county, district, amount paid, type of membership. When possible, keep record of all surnames used by member, and previous states of membership.
 - b. Keep history of membership for each member.
 - c. As owner of the NEAFCS - NY Affiliate listserve, make changes in a timely manner
 - d. Provide membership information to Vice President for Awards, to assist in identifying members eligible for DSA and Continuing Excellence Awards
3. Provide Membership Directory to membership
 - a. Produce and distribute directory of membership yearly, as soon after February 1 as feasible. Directory to include:
 - Important dates
 - Board of Directors data (name, mail address, e-mail address, phone number, fax number)
 - Data for all membership (see above) reported by district
 - b. Produce leadership addendum in January, or as soon as all new leadership is determined
4. Other duties
 - a. Attend all meetings of Board of Directors, Annual Membership Meeting
 - b. If unable to attend meetings, provide written report of activities
 - c. Submit budget request yearly to treasurer and budget/audit committee
 - e. Orient incoming VP for Member Resources

Membership Committee

- A. Comprised of one representative (usually the secretary/treasurer) of each district
- B. Work with the VP for Member Resources to encourage new members and renewal memberships
 - 1. Provide information on membership
 - 2. Invite prospective members to district meetings
 - 3. Provide new members with information and support, encourage new members to fill out data sheets, provide new members with names of other members with similar position responsibilities
 - 4. Provide recognition/fellowship at district level

Vice President for Awards and Recognition

The VP for Awards and Recognition shall:

- 1. Promote and recognize outstanding leadership and achievement of NEAFCS- NY Affiliate members and paraprofessionals
- 2. Provide leadership to Awards and Recognition Committee
- 3. Serve on the board of Directors
 - a. Attend all meetings of the Board of Directors, Membership
 - b. If unable to attend meetings, provide written report
 - c. Prepare annual report of progress, maintain all records of committee activity
 - d. Orient incoming VP for Awards and Recognition
 - e. Submit budget request each year to treasurer
- 4. Update, organize and file Member Data forms to be used to determine award eligibility
- 5. Prepare for Awards and Recognition events
 - a. Organize presentation of awards at NEAFCS - NY Affiliate meetings
 - b. Coordinate recognition gifts and certificates, including necessary signatures
 - c. Coordinate support and recognition at NY state party during National Annual Session
 - d. Attend or appoint representatives to appropriate workshops at Annual Session
- 6. Keep accurate records of past award winners and submit to historian

Awards and Recognition Committee

- A. Made up of one or two representatives from each district
- B. Work with VP for Awards and Recognition, to promote and recognize outstanding leadership and achievement of NEAFCS-NY Affiliate members and paraprofessionals
 - 1. Publicize availability of awards and encourage potential applicants at district meetings and on list serve.
 - 2. Notify membership of new or changed awards, and award requirements
 - 3. Coordinate with associate director's office and VP for Member Resources for possible applicants for DSS and CE
 - 4. Provide recognition for NEAFCS - NY Affiliate members whose applications are recommended for national awards and those receiving state awards
 - 5. Review award applications and determine state winners and those to be passed on for national consideration
- C. Work with VP for Awards and Recognition in planning and presentation of awards, gifts, etc at state meetings and annual session

Vice President for Professional Development

The VP for Professional Development shall:

1. Attend all Board of Director meetings, Membership meetings
 - a. If unable to attend meetings, provide written report
 - b. Submit budget request yearly to treasurer
2. Serve as chair for Professional Development Committee, planning and executing professional development opportunities for membership
 - a. Maintain records of all correspondence, meeting minutes for incoming VP for Professional Development
 - b. With committee, plan for professional development opportunities for membership.
 - c. Coordinate with Professional Development chairs of NYAFCS and NYSAFCE for conference in even numbered years, rotating leadership responsibilities - per Board request
 - d. Chair a NEAFCS - NY Affiliate professional development conference in odd numbered years – per Board request.
3. Encourage districts to discuss needs for professional development, and assist them in providing opportunities at district level.
4. Orient the incoming Vice President of Professional Development

Professional Development Committee

- A. Made up of District Vice-Chairs
- B. With the VP for Professional Development, plan and execute professional development opportunities for membership at district and state level
- C. Plan fall state conference (collaborate with UFCS in even numbered years)
 - 1. Decide on program theme and arrangements for the meeting including:
 - a. Facilities
 - b. Speakers, workshops
 - c. Publicity
 - d. Pre-registration
 - e. Program booklet
 - 2. Coordinate with VP for Awards and Recognition to have award winners recognized at conference.
 - 3. Plan for the expenses of the meeting, through budget request and registration fees.
 - 4. Submit committee and conference expenses to state Treasurer at earliest convenience on NEAFCS - NY Affiliate vouchers
 - 5. Suggested timetable for Conference Planning:

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| 18 months | Set date, place, and notify membership |
| 12 months | Set theme, arrange for speakers, and list serve |
| 6 months | Finalize arrangements for place, costs, and program |
| 3 month | Mail registration program to membership |
| 1 month | Deadline for registration, re-check facilities, program, supplies |
| 2 weeks | Final arrangements |
| Event | Arrive early to prepare registration, signs, check facilities. Conduct evaluation to have for future programs |
| 2 weeks after event | Reconcile finances with Treasurer |

Vice President for Public Affairs

The VP for Public affairs shall:

1. Attend all Board of Director meetings, Membership meetings
 - a. If unable to attend meetings, prepare and submit a written report
 - b. Submit budget request yearly to treasurer, including stipend for participation in PILD
 - c. In collaboration with President, submit request to Cornell Cooperative Extension Administration for PILD support
2. Chair Public Affairs Committee, in effort to increase competence in conducting Public Policy education programs related to the quality of life for families.
 - a. Maintain records of all correspondence, meeting minutes
 - b. Provide orientation for incoming VP
3. Network with other FCS organizations (through UFCS) and other Extension Professional Associations to monitor legislative issues and concerns
4. Alert NEAFCS - NY Affiliate members to related legislative issues, at state and federal level, in a timely fashion utilizing List Serve and special mailings
5. Encourage membership to increase public policy competency by attending professional development opportunities such as the Public Issues Leadership Development conference

Public Affairs Committee

- A. Comprised of at least one member of each district if possible
- B. With leadership from VP for Public Affairs, plan programs and communication that increases competence of membership in Public Policy education programs related to the quality of life for families
- C. Through the VP for Public Policy, bring issues of concern from the district to the Board of Directors, as they relate to the quality of life of families and also those affecting the profession of Extension Family and Consumer Science, and other FCS professionals

Director's Liaison

The Director's Liaison shall:

1. Provide liaison between Cornell Cooperative Extension Administration and NEAFCS - NY Affiliate
2. Serve in an advisory capacity to NEAFCS - NY Affiliate Board of Directors, the President, and NEAFCS - NY Affiliate
3. Facilitate communications with the Director of Extension, Associate Director and Program Leaders
4. Participate in NEAFCS - NY Affiliate Board of Director's meetings, ex officio
5. Provide, on behalf of the Extension Administration, the appropriate documentation required by the NEAFCS - NY Affiliate for New York State educators nominated for national awards, fellowships, national committees and elected officers, etc.

Newsletter Editor

Inactive – Fall 2009

The Newsletter Editor shall:

1. Inform NEAFCS - NY Affiliate members of activities of the Board, Committees, and programs in districts and specific counties
2. Coordinate the publishing of the NETWORK NEWS three or four times a year
 - a. Publicize deadline dates for submission of articles
 - b. Request articles from Board members, District leadership and the membership as a whole
 - c. Edit, layout, publish and distribute newsletter via mail and list serve
 - d. Arrange with VP for Membership Resources for mailing labels
3. Participate in NEAFCS - NY Affiliate Board meetings, ex-officio
 - a. Provide written report if unable to attend
 - b. Submit budget request to treasurer
 - c. Prepare annual report

Newsletter Committee

Inactive – Fall 2009

- A. May be made up of representatives from each district
- B. Assist Newsletter editor with responsibilities as outlined in position description

Fundraiser

The Fundraiser shall:

1. Assess the financial needs of NEAFCS - NY Affiliate in collaboration with Treasurer and Budget/Audit Committee
2. Determine, with input from the Fundraising Committee and approval of the Board of Directors, fundraising opportunities
Consider sales, raffles or other money generating activities at:
 - a. New York State Conference/Annual Meeting
 - b. Joint UFCS Conference
 - c. Annual Session – National
 - d. Other possibilities
3. Recruit members to participate in fundraising activities
4. Arrange with treasurer any up-front expenses for fundraising
5. Participate in NEAFCS - NY Affiliate Board Meetings, ex officio
 - a. Provide written report if unable to attend
 - b. Submit budget request to treasurer
 - c. Prepare annual report

Fundraising Committee

- A. Determine and execute fundraising opportunities in collaboration with the Fundraiser and approval of the Board of Directors,
- B. Consider sales, raffles or other money generating activities at:
 1. New York State Conference/Annual Meeting
 2. Joint UFCS Conference
 3. Annual Session – National
 4. Other possibilities (Ex. Nutrition Concerns)
- C. Recruit members to participate in fundraising activities

Web Site Coordinator
Inactive – Fall 2009

The Web site Coordinator shall:

1. Oversee work of Webmaster hired by NEAFCS - NY Affiliate to develop and update home page
2. Provide initial information and regular updates to Webmaster to be included on homepage
3. Make arrangements for the NETWORK NEWS to be placed on home page
4. Submit vouchers to treasurer for payment to Webmaster as work progresses, in accordance with contract between NEAFCS - NY Affiliate and Webmaster
5. Participate in NEAFCS - NY Affiliate Board Meetings, ex officio
 - a. Provide written report if unable to attend
 - b. Submit budget request to treasurer
- d. Prepare annual report

Historian
Inactive – Fall 2009

The Historian shall:

1. Keep a permanent file of state and district minutes, State newsletters
 - a. Contact State and District Secretaries for minutes
 - b. Contact Newsletter Editor for NETWORK NEWS copies
2. Prepare and submit NEAFCS - NY Affiliate records to the Cornell University Archives (Olin Library). Contact person: University Archivist
3. Prepare a yearly summary of NEAFCS - NY Affiliate activities, leadership, membership, finances and awards
4. Participate in NEAFCS - NY Affiliate Board Meetings, ex officio
 - a. Provide written report if unable to attend
 - b. Submit budget request to treasurer
 - c. Prepare annual report

Districts

There are six districts of NEAFCS-NY Affiliate including:

- Eastern
- Finger Lakes
- North Central
- South Central
- Southern
- Western

PURPOSE: To carry on NEAFCS - NY Affiliate business, involve members in discussion of issues and decisions facing the Board and NEAFCS - NY Affiliate, and promote support and recognition of members' professional work.

DUTIES OF DISTRICTS:

1. Meet at least three times a year for NEAFCS - NY Affiliate business
2. Elect officers in November or December, before the winter Board of Directors Meeting, for a one year term that begins January 1. Vacancies will be filled by election at next district meeting
3. Represent district members on the standing committees of NEAFCS - NY Affiliate
 - a. Chair will appoint district members on the standing committees by January 1 for the coming year
 - b. District representatives will seek input on issues from district members
4. Provide support and recognition of members' professional work
 - a. Provide for professional growth opportunities at district meetings.
 - b. Encourage members to apply for awards and fellowships
 - c. Seek other ways for promoting the professional network
 - d. Recognize members in district who receive the DSA, Continuing Excellence, or other special recognition

DUTIES OF DISTRICT CHAIR:

1. Maintain the smooth functioning of the District
 - a. Call, develop agenda for and preside at all district meetings
 - b. Appoint a district nominating committee by Oct.1, chaired by the immediate past district chair, to develop a slate of candidates for district leadership
 - c. Provide time at district meetings for reports from the Board and committees
 - d. Assist in planning year's program for district meetings with other district officers
 - e. Induct new district officers by January 1 and inform them of duties and responsibilities
2. Represent district on NEAFCS - NY Affiliate Board of Directors
 - a. Serve as a voting member on NEAFCS - NY Affiliate Board; if unable to attend a Board meeting, appoint an alternate to attend (without voting privileges)
 - b. Recommend members to serve on various Board and Vice Presidents' committees and to serve in state leadership positions
 - c. Report district recommendations, activities and concerns at each Board meeting

DUTIES OF DISTRICT VICE-CHAIR

1. Act in the absence of the chair
2. Serve as professional development chair for district meetings
3. Serve on State Professional Development Committee under leadership of the Vice President of Professional Development

DUTIES OF SECRETARY / TREASURER

1. Provide for efficient communications with members and NEAFCS - NY Affiliate
 - a. Send three week notice of district meetings to all district members and life members
 - b. Record the business of the district and send copy of district minutes to: each district member, the Liaison to the Director; the State Treasurer and the State Historian
2. Maintain the financial and membership functions for the district
 - a. Keep accurate records of the finances of the district
 - b. Lead optional fund raising activities for the district

OTHER DISTRICT POSITIONS

Districts shall provide input to the following state committees, through representation by one or two district members:

1. Awards and Recognition Committee
2. Nominating Committee
3. Membership Committee
4. Professional Development Committee – (District Vice-Chair)
5. Public Affairs Committee
6. Newsletter Committee – (District Secretary/Treasurer)
7. Fundraising Committee