

# Affiliate Officer Toolkit



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

**2010**

## MISSION STATEMENT

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

## OUR VISION

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

## CREED

As an Extension educator my prime concern is people.  
I believe it is my responsibility to give the best of my ability and develop myself to be an effective educator.  
I accept the opportunity to empower individuals, families, and communities to meet their needs and goals through a learning partnership.  
May I always be willing to accept the challenges of the changing times.

## NEAFCS AFFIRMATIVE ACTION STATEMENTS

NEAFCS is an equal opportunity/affirmative action association. NEAFCS values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation. Membership is not by invitation. (Strategic Plan 1993-97)

---

The National Extension Association of Family and Consumer Sciences is committed to the active involvement of all of its members regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation.

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

NEAFCS recommends that state/territory affiliates:

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

# PRINCIPLES OF PROFESSIONAL ETHICS

Members of NEAFCS will:

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

*Approved by NEAFCS Executive Board Dec. 2004*



# STRATEGIC PLAN 2009-2012

## Mission Statement

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

## Vision

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

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

## Marketing

NEAFCS will promote to both internal and external audiences the relevance and impact of our profession and programs.

**Goal 1:** Market NEAFCS and Extension Family and Consumer Sciences programming to key internal stakeholders:

- Extension Administration
- University Administration
- Colleagues
- Members
- Non Members

**Goal 2:** Market NEAFCS and Extension Family and Consumer Sciences programming to key external stakeholders:

- General Public
- Policy Makers
- Related associations and agencies
- Media
- Business/Industry
- Funders

## Educational Support

NEAFCS will provide resources and training to design, implement and evaluate research/evidence-based programs.

**Goal 1:** Offer resources for national-based programs that address current and emerging issues.

**Goal 2:** Connecting members with resources.

**Goal 3:** Practices are grounded in scholarship and cultural relevance.

## Organizational Management

NEAFCS will have an organizational structure and governance that meets the needs of members and supports the mission and vision of the association.

**Goal 1:** A seamless structure between affiliate and national entities that fosters leadership development and organizational strength.

**Goal 2:** Efficient and effective operations that enhance member services, optimize management information systems and reflect best financial practices of a nonprofit.

**Goal 3:** A process for honoring the past, maximizing the present and continuing a legacy of excellence.

## Resource Development

NEAFCS will develop sustainable human, financial and technological resources to accomplish the mission and vision of the association.

In order to carry out its critical functions, the association will:

**Goal 1:** Recruit and build capacity of members.

**Goal 2:** Identify and secure the essential funding streams.

**Goal 3:** Identify and apply innovative, leading edge, technology solutions

# DUTIES OF STATE/TERRITORY AFFILIATE PRESIDENT

## **GENERAL DUTIES**

1. Attend the JCEP Officers' Workshop. Submit a copy of your State/Territory Affiliate Report as directed by your Regional Director. The affiliate report form is available in the Document Library of the NEAFCS Members Only section.
2. Keep membership informed of actions of the NEAFCS Board and the Association.
3. Read the Bylaws, Standing Rules, Rules Of Order, Policies, and the monthly NEAFCS e-newsletter.
4. Handle correspondence promptly. (No penalty mail use.)
5. Remind State/Territory Affiliate Committee Chairs/Vice Presidents to submit materials to NEAFCS Vice Presidents promptly. (Observe deadlines.)
6. Encourage members and State/Territory Affiliate Chair/Vice Presidents to send news items to the Vice President for Member Resources for inclusion in the National publications.
7. Encourage State/Territory Affiliate and/or members to contribute to the NEAFCS Educational Awards Fund and Endowment.
8. E-mail a copy of the State/Territory Affiliate officers' roster form to the Regional Director and the National Office as soon as they are elected/change. Notify the Regional Director and National office of officer changes if there are any during the year. The affiliate officer roster form is available in the Document Library of the NEAFCS Members Only section.
9. Remind State/Territory Affiliate Treasurer to submit dues and membership lists to National Office, postmarked no later than the third Friday in December.
10. Keep an accurate list of names and addresses of life members from your state (or assign duty to the State/Territory Vice President for Member Resources/Membership Chair). Also verify and submit life member applications and fee when submitting active member dues/lists. Life member forms are maintained on the Member Resources page of the NEAFCS website. Send completed life member forms and any changes regarding life members to the National office. (*Adopted, Midyear board, 1999*)
11. Perform other responsibilities as determined by State/Territory Affiliates.

## January

- Encourage members to apply for Annual Session Showcase of Excellence and Concurrent Sessions. Make funding arrangements to register and send at least one affiliate leader from your state to the JCEP Leadership Training meeting. Complete and submit your completed Affiliate Officer Update form and Affiliate Annual Report form to your Regional Director and the National Office. Encourage members to apply for NEAFCS Awards.

## February

- Encourage members to run for National offices. Send applications for NEAFCS office and Regional Directors to qualified individuals. Qualifications are in the Winter and Spring issues of NEAFCS official publications and the Administrative Manual, located in the Document Library of the NEAFCS Members Only webpage. Officer applications are due to National Nominating Committee chair by April 1. (*Adopted, post-board, 2000*)

## National officers/directors are elected at the Annual Session

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

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

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

## February-July

- Encourage members to register for the NEAFCS Annual Session & Exhibits.

## March

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

## April

1. See that award applications are sent to the Regional Director and postmarked by April 1.
2. Send State/Territory Administrator's names/addresses for complimentary NEAFCS publications to National office by April 1.



## **May**

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

## **June**

1. Be prepared to nominate a member from your State/Territory Affiliate to serve on the National Nominating Committee. Each Region is represented on the committee. Election will be conducted at the Regional Business Meeting held during Annual Session.
2. Encourage members to attend the Annual Session.

## **July**

- Remind State/Territory Affiliate Treasurer to get additional dues to National Office by August
  1. The number of members as of August 1 determines the number of Voting Delegates.

## **August**

- Send names of Voting Delegates to the Regional Director. Be sure to include the name of the State/Territory Affiliate President if he/she will be a Voting Delegate.

## **September/October**

- Attend the Regional Business meeting held during the Annual Session. Other Annual Session events to attend include. Encourage affiliate officers to attend committee meetings at annual session.
  - ❖ Meet the Candidates
  - ❖ Open Forum
  - ❖ Affiliate Officer Meeting
  - ❖ Annual Business Meeting

## **November/December**

1. Encourage members to apply for Annual Session Showcase of Excellence and Concurrent Sessions.
2. Make funding arrangements to register and send at least one affiliate leader from your state to the JCEP Leadership Training meeting.
3. Complete and submit your Affiliate Officer Update form and Affiliate Annual Report form to your Regional Director and the National Office.
4. Encourage members to apply for NEAFCS Awards.
5. Return evaluation of the National Office. Due December 1 to Vice President of Member Resources.
6. Encourage members to apply for National Committee membership. All committee applications are due to the National Office postmarked by December 31

# DUTIES OF STATE/TERRITORY AFFILIATE AWARDS & RECOGNITION VP

## **GENERAL DUTIES**

1. Familiarize yourself with awards materials on the NEAFCS website  
<http://www.neafcs.org/content.asp?pageID=3>
  - Includes all resources and information you need
  - Use the awards manual for general and specific requirements and formats
  - Review criteria for specific awards
  - Consult judging sheets
  - Review winning samples
2. Set your affiliate awards deadline so you have plenty of time
  - To judge awards (online judging forms)
  - To make sure applications are complete
3. DSA and CE are judged by the affiliate only
  - Submit signed entry form only for these
4. Follow the guidelines for the number of awards submitted per category based on affiliate active membership
  - Exceptions to the award numbers restrictions are NEAFCS Educator of the Year Award and Living Well Award
5. Make your award selections online
6. Be sure to click submit at the bottom of the page
7. View and print the compiled copy
8. Keep a copy for yourself and send a copy with your award entries
9. Awards must be postmarked by April 1<sup>st</sup> - late applications cannot be accepted
10. Awards application packages will not be returned following judging unless a \$20.00 return fee has been paid
11. Read E-News monthly for updates and features on the NEAFCS awards Program
12. Contact the NEAFCS Awards & Recognition VP with questions/and or to set up a phone conference training with your membership

## **January**

Send email to members regarding affiliate award entry deadline, include Awards At A Glance document from NEAFCS website. Online application will not be available until sometime after national dues deadline of February 1<sup>st</sup>. Contact affiliate treasurer regarding total dues paid membership – this determines the number of awards that may be submitted.

## **February**

Contact judges, provide award criteria & score sheets. As awards arrive in your office, log in award and applicant's name, keep track of total number of awards submitted to state and to national. This information will be required by state president for their annual report to NEAFCS. After the state due date, if there are no award entries in a category, re-advertise those categories for a 2<sup>nd</sup> deadline.

## **March**

Have awards judged. Complete the on-line awards selection process for NEAFCS awards. E-mails will be sent from the national awards vp regarding the process. Sign and date the NEAFCS Awards Application cover form in the front of each educator's award application. CE and DSA award applications do not go to National, only the cover form. Make a copy of each award application form. Box and mail awards applications to national awards chair before due date ahead of April 1<sup>st</sup>. Prepare certificates to be given to affiliate winners to present at your state affiliate meeting. Ship awards postmarked before April 1<sup>st</sup>.

## **April**

Notify State President of affiliate award winners forwarded to nationals, email congratulations to affiliate members. At Annual Affiliate Meeting, return Award critique sheet and non-accepted award applications to members. Present affiliate award certificates.

## **May, June, July**

Read E-News for updates and announcements

## **August**

Order corsages for national award winners attending national annual session. Coordinate your travel plans to NEAFCS annual session.

## **September**

Attend NEAFCS annual session. Participate in specific sessions conducted for affiliate VP for Awards & Recognition including awards concurrent session, awards vp meeting, and awards committee meeting.

## **October**

Notify appropriate Dist. & State Officers of national award winners. Encourage national winners to use press releases on national award website to notify local news media and university communications.

## **November**

Set affiliate awards deadline date for February or early March. Be familiar with the award manual, awards-at-a-glance, & judging sheets.

## **December**

Promote awards and conduct training for members. Encourage members to use application examples and resources on NEAFCS website.

# DUTIES OF STATE/TERRITORY AFFILIATE VP FOR PROFESSIONAL DEVELOPMENT

## ***GENERAL DUTIES***

1. Serves as a member of Executive committee and State Board.
2. Attend Vice President for Professional Development Officer's meeting at NEAFCS Annual Session.
3. Serve as a liaison between the National Professional Development and the state board.
4. Provides overall leadership for the Professional Development Committee, which includes the following categories of work and formulates subcommittees as need to carry out the plan of work in these categories: annual state meeting, research and studies.
5. Shall prepare and submit a written plan of work for all components of the Professional Development Committee at the first meeting of the State Board.
6. Shall maintain file of this officer's and committee's activities.
7. Encourage State/Territory affiliate and/or members to apply for Concurrent Sessions and Showcase of Excellence.
8. Encourage State/Territory affiliate and/or member to become a reviewer of abstracts.

## **January**

1. Encourage member to apply for Concurrent Sessions and Showcase of Excellence.
2. Encourage members to judge abstracts.

## **Annual Session**

1. Attend Affiliate Officers Professional Development meeting.
2. Attend professional development committee meeting.

# DUTIES OF STATE/TERRITORY AFFILIATE VP FOR MEMBER RESOURCES

## ***GENERAL DUTIES***

1. Familiarize yourself with member resources sub-committees
  - Download membership and life member forms to your desktop for easy access.
  - Encourage members who are retiring to become life members, dues are a one-time payment of three times current dues
  - Provide a list of Life Members for invitations to State Affiliate Meetings.
  - Encourage newly hired educators to join NEAFCS
  - Encourage educators to renew membership, by up-dating profile and submitting dues to state affiliate treasurer
  - Maintain and up-date a list of your state Life Members
2. Encourage members to submit or review research and scholarly articles for the Journal of NEAFCS
3. Encourage members to submit all awards, (Diversity Certificate Award) Member Resource Award, Concurrent Session and Poster Session
4. Familiarize yourself with Member Resources Plan of Action, for your responsibilities
  - Have a Mentoring Program, simply pair educators
  - Encourage New Members to attend Annual Session
  - Identify a representative within your state as a Life Member contact, encourage them to sign up for Life Members sub-committee
  - Encourage members to sign up for Member Resources sub-committees on-line, before Dec. 31<sup>st</sup>
5. Encourage members to attend Annual Session, encourage early bird registration.
  - Write thank you notes to exhibitors you enjoyed talking with during Annual Session.
  - Process and share wonderful education materials with co-workers that weren't able to attend.
  - Attend annual session with an enthusiasm to learn something new
  - If state meeting is held, do something special for new members and Life Members
6. Encourage members to accept leadership roles
7. Familiarize yourself with resources and evaluation items under the National web-site, member resources drop down menu.
8. Promote the mission and goals of NEAFCS

# DUTIES OF STATE/TERRITORY AFFILIATE TREASURER

## ***GENERAL DUTIES***

1. Serves as a member of Executive Committee and State Board.
2. Pay bills immediately after receiving. Check bills for mathematical errors and review for consistency to fiscal and budget guidelines.
3. Keep accurate records of all monies received and disbursed.
4. Notify officers and committee chairs that vouchers for operating expenses must be submitted at appropriate date.
5. Maintain the Association's bank accounts according to the association's financial policies.
6. Serve as chair of the state finance committee and/or investment committee.
7. Prepare an annual financial report for audit.
8. Serve as a liaison between the National Treasurer and the state board.
9. Attend Treasurer Officer's meeting at NEAFCS Annual Session.
10. Collect dues from membership to submit with updated database to National Office, postmarked no later than the third Friday in December.
  - Collect and pay \$70 dues for Active members.
  - Collect and pay one-time fee for Life membership of \$210 (three times active member dues).
  - Dues are non-transferable and non-refundable.
  - The membership year is from January 1 to December 31 inclusive.
  - Members whose dues are not paid by February 1 shall be dropped.
  - Membership dues must be postmarked by February 1 to the National Office to qualify for awards and officer candidates. February 1 is an eligibility cut-off date. As noted above, for the majority of members, dues should be postmarked to the National Office no later than the third Friday in December.
  - If an Active member ends employment, is granted Life membership and re-enters the Extension Service, that member shall be required to resume Active membership status and pay annual dues. However, the member shall not be reassessed the Life membership fee after leaving service.

- Fees and application for the Life membership shall be sent to National Office through the State Treasurer, at the same time as dues for Active members. The application with the Affiliate president's signature must accompany the dues to verify the applicant has been a member of the Association for at least 5 years.
- Proving the following forms to individuals, which can be found on the NEAFCS website:
  - Membership application forms for new members.
  - Membership renewal form for returning members remind members to verify that all the information in their member profile is accurate, and if inaccurate, please update.
  - Membership profile form for members with personal information that may need to be updated.
  - Life membership application form for members who have retired, resigned, or otherwise become ineligible for Active membership.
- Affiliate treasurers have exclusive NEAFCS administrative website links available on the Members Only page, under Leadership Affiliate Administration:
  - Current Affiliate Members – List of your affiliate's current members.
  - Affiliate Communication – Form e-mail letters for renewal, available to send to membership, and sent from your own e-mail address.
  - Life membership – List of your affiliate's Life members.
  - Expired Members – List of past members who no longer pay dues. (Some may have retired and did not become Life members.)
- Submit any additional new member dues by August 1 to National Office for determining your Affiliate's association voting delegates which are based on the number of members at that time.