

**Florida Extension Association
OF
FAMILY AND CONSUMER SCIENCES**

**Handbook
2006 – 2007**

Revised November 6, 2006

PURPOSE OF FEAFCS HANDBOOK

1. To introduce the benefits of the Association to members.
2. To acquaint members with the bylaws and policies of the Association.
3. To introduce opportunities in the Association to members so they can become involved in areas of interest to them.
4. To explain member and officer responsibilities.

MEMBERSHIP

Types of Membership:

- **Active Members**

Active members are dues paying professionals who hold a county or state Extension appointment with a minimum of a bachelor's degree in the field of Home Economics/Family and Consumer Sciences or a related field. Those submitting an application with a degree in a related field may become a member of FEAFCS after review of their credentials, approval by the board of FEAFCS and upon payment of dues (See Article XIII Section 5).

- **Life Members**

A member of FEAFCS in good standing for at least ten years, upon retirement, shall be granted life membership upon payment of a one-time fee, to the National Extension Association of Family and Consumer Sciences (NEAFCS). Life members shall be granted the following rights and privileges: 1. Eligible for committee appointments; 2. Shall receive all publications upon payment of annual subscription fees; 3. Shall receive the NEAFCS and EPAF conference registration brochures at no charge. Life members shall not be eligible to hold an NEAFCS or FEAFCS office.

Eligibility:

Any professional employed in any capacity with Family and Consumer Sciences programming with the University of Florida IFAS Extension may become a member.

Qualifications:

The membership of FEAFCS consists of professional employees of the University of Florida IFAS Extension who are employed in any capacity with Family and Consumer Sciences programming.

Membership Year:

The membership year shall be from January 1 through December 31.

Transfer of Membership:

It is the responsibility of active members to initiate request for transfer of membership from another state to Florida.

Dues and Fees:

Dues for the coming year are payable after the EPAF meeting and are delinquent after December 31. If dues are paid by the county, it is the members responsibility to ensure the dues are paid by December 31.

New professionals hired by Extension after May 1 will pay the national portion of the dues for that year. (Also see By-Laws Article XII Section 2, Section 6).

Members active in another state that transfer to Florida before May 1 will pay the state portion of the dues for that year. (Also refer to other options as described in By-Laws Article XII Section 8).

Life membership shall be granted after a one-time fee is paid to NEAFCS.

Benefits of FEAFCS Membership:

- Fellowship and networking with other Extension Professionals.
- Opportunities for professional improvement and personal growth through serving as officers or on committees, and through participation in association activities.
- Participation in state and national organizations.
- Availability of scholarships and grants.
- Recognition for outstanding programs.

MISSION STATEMENT

The National Extension Association of Family and Consumer Sciences (NEAFCS) educates its professionals to empower individuals and families to make informed decisions.

Our Vision Includes:

- Being the **VOICE** for professionals in Extension Family and Consumer Sciences program development.
- Providing an information **NETWORK** for its members.
- Providing continuing **EDUCATION** for Extension professionals.
- Recognizing Extension professionals through **AWARDS** and **RECOGNITION**.

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.***

The National Extension Association of Family and Consumer Sciences

NARRATIVE HISTORY

Organization and Early Years

The National Home Demonstration Agents' Association became a reality on June 29, 1933 in Milwaukee, WI, during the annual meeting of the American Home Economics Association (AHEA).

Twenty-one home demonstration agents from 13 states met at a breakfast in the Schroeder Hotel and discussed the possibility and advisability of forming a national organization to promote the interests of home demonstration work. States represented were: Alabama, Illinois, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Dakota, Ohio, Vermont, Virginia and Wyoming.

This was actually the fourth meeting of this group, but no action had been taken at the other meetings.

In 1930, Extension workers had a house party in Denver, CO and a second house party in St. Clair Inn, MI in 1931. This was just prior to the AHEA meeting in Detroit, MI.

It was at this meeting that Miss Grace Frysinger, Washington, D.C. Home Economist of the central states, asked Miss Clara M. Brian, Home Advisor in McLean County, Illinois to call a breakfast meeting of home demonstration agents to consider the organization of a National Home Demonstration Agents' Association.

Since the house party included home economics staff members, specialists, federal and district agents, Miss Frysinger felt the home demonstration agents should have a program of their own.

Miss Anna Searl, Home Advisor in Livingston County, Illinois, was named temporary chairman. She then appointed committees to make plans, work on a Constitution and report at the next meeting.

The next house party was at Tate Mountain Estates in Georgia in 1932, just before the AHEA meeting in Atlanta, GA. But apparently not too much was accomplished--not much more than talk. But the idea was still alive because in 1933, the organization began to materialize.

Organizational Meeting

In the general discussion at this organizational meeting on June 29, 1933, many values of a national association were discussed. But the most legitimate reason was planning the pre-convention conference and program in conjunction with the AHEA meeting each year. Also, through an organization, home agents possibly might have a voice in forming state policies.

Some thought a temporary committee should be appointed, but since most of the

experienced home demonstration agents present were already convinced that a national association would be of great value and that it would be impossible to have a large representation of states together at any other meeting, they said "Now is the time!"

NARRATIVE HISTORY OF FLORIDA

The Florida Extension Home Economics Agents' own organization was established as the Home Demonstration Agents Association on October 21, 1946. Miss Anna Heist, home demonstration agent in St. Johns County, served as the first president. The emphasis included professionalism, professional recognition, professional improvement, scholarship and public relations.

The Early Years

Miss Harris, head of the Department of Home Economics at Florida State College for Women (FSCW), was invited by Mrs. Shackelford, president of the Florida State Federation of Womens' Clubs and wife of Supreme Court Justice T.M. Shackelford, to give a cooking demonstration in Ocala. The demonstration was a great success and marked the beginning of home demonstration work in Florida. The idea of the method demonstration was so keen to Miss Harris that she requested a year's leave of absence from Florida State College for Women to go to Columbia University, where she prepared herself especially for Extension work.

After a year's work at Columbia, Miss Harris returned to FSCW to develop work called tomato clubs. Each girl in the club planted 1/10 acre of tomatoes and "canning parties" were held. Canning in tin was a very new idea at the time. The mothers came as chaperons and helped with canning the tomatoes. The agent showed the women and girls how to can and canning tomatoes was among the first "method" demonstrations given in home demonstration work in Florida.

Dr. Edward Conradi, president of Florida State College for Women, was very supportive of the Extension movement and was instrumental in establishing the headquarters for home demonstration work at FSCW.

Many of the very early home demonstration agents in Florida were teachers who worked with the tomato clubs during a few months in the summer. Their salaries were very small. Travel was slow and often difficult. They traveled by means of horse and buggy, usually over rough, narrow country roads. Some rode horseback to visit in the homes and teach the club girls to measure the 1/10 acre, set the plants or can the tomatoes. Typical of these was Mrs. Ruth Conibear (Kellum) who traveled by buggy, row boat, horseback and train. Once she even rode in on an ox cart as she went from one community to another in DeSoto County.

Twelve agents began work in 1912 and 500 girls enrolled in the tomato clubs. Mrs. W.S. Jennings, chairman of education of the Florida Federation of Women's Clubs, saw the

value of this work. During the same year, 1912, wearing a little club pin, she began traveling the entire state urging county commissioners to make appropriations. The Federation of Women's Clubs from the beginning not only gave home demonstration work their hearty support morally and through creating public opinion, but the members went out and worked at the canning projects and arranged scholarships for girls.

This period was perhaps the most glorious in the entire history of home demonstration work. There was direct work with county women and men, taking the canning machine, working with county superintendents and newspaper men, and carrying the information out to the Florida people about how to save the surplus fruits and vegetables, of which there were literally tons.

In 1914, the Smith-Lever Act gave official federal government sanction to a plan providing for the cooperation of federal, state and county in a system of rural education now known as Cooperative Extension work. After the passage of this bill, more agents with better training and with better salaries were appointed. Organized work with adult women started in Florida in 1916.

With war in the offing, home demonstration work among Negroes was stressed in the fall of 1916. The first group of Negro home demonstration agents was taught canning in tins at the Agricultural and Mechanical College in Tallahassee. A cooperative program for county work, which made the county home demonstration agent a consultant on Negro work in her respective county, provided the Negro agents a source of information and direction as needed.

By 1945, there was a total of 9 state staff members: the state leader, 4 specialists and 4 district agents, including 1 at Florida A&M. Fifty- three home demonstration agents, including 10 Negro agents, served 40 counties.

In late 1963, the reorganization of the Extension Service in Florida was implemented by naming the senior county agent chairman and the senior home demonstration agent vice-chairman of county operations. Seven state home demonstration staff members were transferred from Florida State University to headquarters at the University of Florida in Gainesville. Floy Britt, Negro district home demonstration agent, was moved from Florida A&M to Florida State University and her title was changed to Extension Home Economist-Special Programs. Subsequently, home demonstration agents' titles were changed to Extension Home Economics Agents.

The next major reorganization occurred in 1968, when the women district agents were deleted in favor of program assignments. The state leader became Assistant Dean for Home Economics and all county personnel and operations were united under the direction of county directors.

Other subsequent changes in organization included:

1971 Department of Extension Home Economics established. Duties of

Assistant Dean of Extension Home Economics expanded to include 4-H and title changed to Assistant Dean - Human Resource Development.

Two program positions were transferred to an administration unit on program development.

Assistant Dean's position was changed again to Assistant Dean for Home Economics. The department chairman position was vacated by retirement and was deleted.

Department was organized in subject matter sections.

In more recent years, one other major program influence has been the efforts to comply with affirmative action standards.

Source: Cooper, J. Francis, Dimensions in History. Bicentennial Edition, Gainesville, FL: Alpha Delta Chapter Epsilon Sigma Phi, 1976. Chapter 9, pp. 48-65.

- 1994 The Home Economics profession changed its name to Family and Consumer Science.
- 1994 The National Association of Extension Home Economists changed its name to National Extension Association of Family & Consumer Sciences.
- 1995 The Florida Affiliate changed its name to Florida Extension Association of Family & Consumer Sciences.
- 1997 The Home Economics Department and 4-H Department at the University of Florida were combined. The name was changed to Department of Family Youth and Community Sciences. The position of Assistant Dean for Home Economics became the chair of the new department.

AFFIRMATIVE COMMITMENT TO ASSURE EQUAL OPPORTUNITY

I. Introduction:

The Florida Extension Association of Family and Consumer Sciences has an affirmative commitment to assure equal access to opportunities in all aspects of its operations affecting members and applicants for membership which satisfies the NEAFCS Policy in

Affirmative Action Equal Opportunity Recruitment Program.

The Florida Association establishes policies and procedures in recruitment and membership management providing equal opportunity to each eligible Extension Family and Consumer Sciences Agent without regard to race, color, national origin, sex, religion, age or handicap as stipulated in the NEAFCS policy on affirmative action. These policies and procedures provide equal access in enrollment on the basis of merit and fitness, as defined in the NEAFCS and State Association rules and regulations, and prohibits discrimination in membership on the basis of irrelevant factors.

II. Recruitment and Selection:

The association will develop and implement a recruitment program designed to attract men and minority Extension Family and Consumer Sciences Agents for membership consideration and representation on various leadership bodies (i.e., advisory groups, committees, ad-hoc groups, etc.) in the Florida Extension Association of Family and Consumer Sciences.

- Identifying and assigning male and minority Extension Family and Consumer Sciences Agents to assist in the recruitment of prospective candidates for membership.
- Establishing and maintaining, on a regular basis, recruitment contacts with prospective candidates, and extending an invitation for such individuals to participate in meetings, activities and events sponsored by the Association.
- Ensuring that recruitment literature clearly states the Association policy on affirmative action.
- Disseminating information about the Association, its programs and activities to all eligible individuals.
- Selecting candidates for enrollment from among applicants based upon a comparison of each applicant's qualifications for membership.

III. Utilization of Skills of Members:

Opportunities to participate in programs and related activities and to serve in leadership roles and on leadership bodies are to be administered uniformly throughout the Association. The males and racial minority members should be contacted and encouraged to aggressively participate and assist the Florida Association by serving in leadership roles.

This outreach effort should be carried out in order to help to contribute to the continued career advancement of minority group members.

IV. Establishment of Membership Goals:

The Florida Association shall adopt membership goals and time-tables based on men and minority Family and Consumer Sciences Agents in the Florida Cooperative Extension Service.

V. Awards and Recognition:

The President will consider ways and means for providing motivational incentives to members of the Association who make notable contributions to achievement of the minority recruitment goal through appropriate recognition and awards.

VI. Discipline:

Those association members who have been found to have engaged in discriminatory practices against a prospective applicant for membership or members, are subject to appropriate disciplinary action. Such action may lead to termination of membership in the Association.

FINANCIAL INFORMATION

Tax Status:

FEAFCS is a tax-exempt association. The tax-exempt number and Federal Identification Number (FIN) are recorded in the treasurer's books.

Checking Account:

First Union National Bank of Florida
PO Box 1000
Orlando, FL 32802-1000
Phone number: 1-800-735-1012

The account was originally opened in Bartow, Florida.

Signatures on Checking Account:

There are three signatures on the bank card: President, President-Elect and Treasurer

Savings Account:

Campus Federal Credit Union
Gainesville, FL

Locations: 1900 SW 34th St
1200 SW 5th Avenue
5200 NW 43rd St.
5725 SW 75th St
Room H-1, Shands
2511 NW 41st St

Phone: Local: 352-335-9091
Long distance: 1-800-367-6440

Signatures on Savings Account:

There are two signatures on the account: President, Treasurer

OFFICER JOB DESCRIPTIONS

President

Term of Office:

One year immediately following the year of serving as President-Elect. Assume duties following the NEAFCS meeting.

Duties:

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association officers, District Directors, and standing committees in coordinating their efforts in carrying out the organization's objectives and programs.
3. Schedule and preside at Executive Board and Association business meetings.
4. Appoint chairs as outlined in the by-laws.
5. Serve as an ex-officio member of all committees except nominating.
6. Strengthen public relations and maintain cooperative relations with other organizations.
7. Member of EPAF board.
8. Attend Southern Region Workshop.
9. Attend Public Issues Leadership Development Conference.
10. Contact District Director's office for travel approval to NEAFCS meeting and Executive Board meeting.
11. Order corsages for national award recipients.
12. Write and distribute newsletters.
13. Appoint Parliamentarian.
14. Appoint ad-hoc committees and task forces as needed.
15. Attend NEAFCS meeting as a voting delegate.
16. Serve as Extension liaison on FAFCS Executive Board.

17. Serve as Agent liaison on FAHCE Executive Board.
18. Appoint members to fill officer or committee chair vacancies for the unexpired term with the approval of the Executive Board.

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 year as President or until a successor has been elected. Assume duties following the NEAFCS meeting.

Duties:

1. Serve as chair of the Bylaws and Handbook Committee, reviewing and recommending changes to the Executive Board. Appoint members to serve on committee.
2. Perform all duties of the office of President in the event of absence, disability, or at the request of the President.
3. Member of EPAF Council.
4. Attend Southern Region Workshop.
5. Attend Public Issues Leadership Development Conference.
6. Attend NEAFCS meeting as a voting delegate.
7. Appoint co-chairs of Audit, Youth and Nominating Committees. These individuals serve the following year as chair.

Vice-President For Awards and Recognition

Term of office:

Elected in uneven years, the term of office is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Recruit Awards and Recognition Committee members. Establish sub-committee chairs to be responsible for coordinating one or more of the following awards:

- a. **Professional Development Awards**
 - Continued Excellence Award
 - Extension Educator of the Year Award
 - New Professional Award
 - Distinguished Service Award
 - Florence Hall Award
 - Para-Professional Award

 - b. **Program Awards**
 - Dean Don Felker Financial Management Award
 - Mary W. Wells Memorial Diversity Award
 - Program of Excellence Through Research
 - Environmental Education Award
 - Extension Housing Outreach Award
 - NEAFCS Grace Frysinger Fellowship
 - NEAFCS Greenwood Fellowship
 - Early Childhood Child Care Training Award
 - Food Safety Award
 - 4-H Excellence in Afterschool Programming Award
 - Clean Homes Healthy Families Award
 - Healthy Lifestyles Education Grant

 - c. **Communications Awards**
 - Educational Curriculum Package
 - Educational Publications
 - Educational Technology
 - Newsletters
 - Radio
 - Television
 - Written News
 - Internet Education Technology

 - d. **Public Relations**
 - Marketing Package Award
 - Community Partnership Award

 - e. **FEAFCS Awards**
 - Friend of Extension
 - Outstanding Specialist Award
 - Program of Excellence Award
 - 4-H Youth Development Award

 - f. **Other NEAFCS and FEAFCS Awards**
2. Chair and serve as the liaison between the Awards and Recognition committees and the Executive Board.

3. Coordinate the committee to develop and implement action plans which address issues related to awards.
4. Review current FEAFCs guideline for awards and submit recommended changes to Executive Board by the Spring board meeting.

Vice-President For Professional Development

Terms Of Office:

Elected in even years, the term of office is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Chair and serve as the liaison between the Professional Development Committee and the Executive Board.
2. Coordinate the committee to develop and implement action plans that provide opportunities for members to develop professionally.
3. Notify state committee appointees immediately following the NEAFCS annual meeting and keep committee list current.
4. Assist the President and President-Elect in planning the EPAF annual session.
5. Work with committee to provide hospitality for the EPAF Meeting.
6. Coordinate and manage the professional development seminars for the EPAF annual meeting.
7. Coordinate abstract presentation of papers for FEAFCs at EPAF annual meeting.
8. Coordinate task forces through meetings and regular, timely communications, using electronic methods when possible.
9. Secure PDU's for professional sessions at EPAF annual meeting.

Vice-President For Public Affairs

Term Of Office:

Elected in uneven years, the term of office is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Perform all the duties of the office of President in the event of absence or disability of, or otherwise 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 policy education, and funding opportunities, as defined by the Executive Board.
4. Notify state committee appointees following the NEAFCS annual meeting and keep committee list current.
5. Coordinate task forces through meetings and regular, timely communications, using electronic methods when possible.
6. Encourage the membership to conduct research projects and report significant findings to key decision makers.
7. Work with other professional associations to develop strategies for communicating information to key decision-makers at the JCEP (Joint Council of Extension Professionals) Public Issues Leadership Development Seminar and the Florida Association of Counties meeting.
8. Serve as representative of FEAFCS at JCEP Public Issues Leadership Development Seminar..
9. Develop and coordinate booth at Florida Association of Counties meeting.
10. Develop promotional materials to be used with external individuals and groups.

Vice-President For Member Resources**Term Of Office:**

Elected in even years, the term of office is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan which addresses issues related to networking opportunities for members with diverse and similar interests. Encourage active participation and leadership.

3. Notify state committee appointees immediately following the NEAFCS annual meeting and keep committee list current.
4. Coordinate task forces through meetings and regular, timely communications, using electronic methods when possible.
5. Provide leadership to coordinate articles from Vice- Presidents' committees to develop FEAFCFS official publications.
6. Provide leadership to FEAFCFS research and study efforts by encouraging the membership to conduct research projects and report significant findings at the EPAF annual meeting through abstract presentations.
7. Contact new employees and invite them to become members of FEAFCFS.
8. Coordinate New Agent Orientation efforts on behalf of FEAFCFS with other associations. Passed by Board action 12/4/97
9. Inform retiring agents of the opportunity to be life members. Recruit life members to serve on committees. Passed by Board action 12/97 and 6/98

Secretary

Term Of Office:

Elected in even years, the term of office is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Record minutes of all Executive Board and Association meetings and send copies of the minutes and attachments to the Executive Board. Forward minutes of all Executive Board and Association meetings to FEAFCFS webmaster for posting on the website . Responsible for typing, reviewing, approving, and duplicating minutes for all board meetings.
2. Keep accurate list of honorary members.
3. Send copies of all correspondence to the President, President-Elect, and Vice-President of Public Affairs. File a copy of all correspondence.
4. Bring copies of the minutes of prior meetings to all board meetings for reference.
5. Prepare a progress report. Present the Secretary's report at the board meeting.
6. Secure copies of all reports and names of award recipients for the files.

7. Maintain Articles of Incorporation, and seal of the organization.

Treasurer

Term Of Office:

Elected in uneven years, the term of office is two years. Assumes duties on November 1.

Duties:

1. Keep accurate records of all monies received and disbursed.
2. Serve as chair of the Finance Committee.
3. Keep an official record of all memberships. Provide membership list to the Committee Chairpersons of the Membership Resource Committee, the Awards and Recognition Committee, and the District Directors.
4. Maintain the Association's bank accounts.
5. Present the “final” proposed budget for the upcoming fiscal year at the Fall Executive Board meeting held at the start of the EPAF conference.
6. Provide a budget report at all Executive Board and membership meetings.
7. Pay bills within two weeks of receiving approval by the President. Check vouchers for mathematical errors.
8. The outgoing treasurer closes the financial records on October 31 for transfer of records to the new treasurer on November 1. The new treasurer closes the Association’s fiscal year records on December 31.
9. Prepare an annual financial report for audit. Turn report over to audit committee within 2 weeks of annual meeting for audit. The Audit Committee shall complete audit by October 15.
10. Receive audit report and send copies to Past President, President and President-Elect.
11. Keep tax status records.
12. During month of December, with the assistance of the Finance Committee, prepare a “proposed” draft budget for the next FEAFCS operating year. This budget shall be presented to the Executive Board during the Winter Board Meeting but it will not be adopted until the next September/October general membership meeting.

Parliamentarian

Term Of Office:

Appointed by the President, the term of office is one year.

Duties:

1. Be knowledgeable about parliamentary procedure, and serve in an advisory capacity to the President and President-Elect.
2. Insure the use of Roberts Rules of Order in order to expedite the business of the Association.

District Directors

Term Of Office:

The term is two years. Assumes duties following the NEAFCS meeting.

Duties:

1. Serve as the liaison between the Executive Board and the state Association membership in the district.
2. Serve as a member of the FEAFCFS Executive Board, complete appropriate reports and perform other responsibilities as determined by the Executive Board.
3. Conduct regular and timely communications/correspondence with members in respective district regarding deadlines and other relevant information.
4. Convey responses, concerns, requests/questions, etc. and recommendations from membership to the FEAFCFS Executive Board.
5. Secure and forward candidate and committee applications and other appropriate information for members in response to FEAFCFS requests and deadlines.
6. Promote/encourage leadership and member involvement in FEAFCFS. Contact new employees, welcoming them and inviting them to become a member of FEAFCFS.
7. Inform Vice-President of Member Resources of new employees in their district.
8. Serve as member of the Nominating Committee.

Immediate Past President

Term Of Office:

One year immediately following the year of serving as President.

Duties:

1. Serve on the Finance Committee.
2. Serve as requested by the President.

Standing Committees

Bylaws and Handbook Committee

Chair: President-Elect

Purpose:

To review the Bylaws and Policies and submit proposed changes to the membership.

To review Handbook and revise as needed. To add to the Handbook changes in policies, proposed calendar dates, and other pertinent information.

Responsibilities:

1. Committee members study Bylaws to determine if changes are needed and communicate suggested changes to committee chair.
2. Committee studies suggested changes and writes revisions.
3. Committee Chair presents proposed Bylaws changes to Executive Board at Spring Board meeting for discussion and Board approval.
4. Committee Chair distributes proposed changes of Bylaws to the membership through appropriate means (e-mail, posting to FEAFCs website, mail) at least 30 days prior to the date of the meeting at which changes will be voted on.
6. Review Member Handbook and make changes as needed.
7. Keep membership updated on changes to Handbook, Bylaws and Policies through posting such on the FEAFCs web site.

Finance Committee

Chair: Treasurer

Purpose:

Prepare and submit a proposed budget for the next fiscal year to the Executive Board at the Spring/Summer FEAFCs Executive Board meeting.

Responsibilities:

1. Review previous budgets and recommend changes giving rationale.

Nominating Committee

Chair: Appointed by the President

Purpose:

1. To prepare the yearly slate of officers for FEAFCFS.
2. To issue ballots to voting members.
3. To compile election results.

Structure of the Committee:

The nominating committee shall be composed of a chairperson, the District Director from each district, and a member-at-large (total 8 members). (Refer to By-Law Article IX, Section 1, 9/05).

Responsibilities:

1. The Nominating Committee shall seek and secure names for the ballot, preferably two names for each position.
2. Each person desiring to run for office shall submit a resume.
3. The committee shall mail ballots or e-mail notification of on-line ballots to active members by April 1.
4. Ballots are due back to the Nominating Committee Chair by May 15 and are tallied prior to the Spring Executive Board meeting.
5. Secure at least two FEAFCFS members to count ballots.

Public Affairs Committee

Chair: Vice President for Public Affairs

Purpose:

Develop and implement an action plan that addresses issues related to external communications, coalition building, public policy education, and funding opportunities as defined by the Executive Board.

Responsibilities:

1. Work with the Chair in developing promotional materials and exhibits.
2. Notify members of public policy and legislative issues that impact families and the profession.
3. Investigate new external groups for possible networking and coalitions.

Member Resources Committee

Chair: Vice President for Member Resources

Purpose:

To develop and implement an action plan that addresses issues related to networking opportunities with the Association membership.

Responsibilities:

1. To encourage membership in FEAFCS.
2. To provide mentoring for new agents.
3. To develop an action plan to recruit and maintain diversity of membership in the Association.
4. To encourage retirees to become honorary members.
5. To develop and implement a plan of sharing resources.
6. To maintain inventory of and distribute New Member pins to all new FEAFCS members.

Awards and Recognition Committee

Chair: Vice President for Awards and Recognition

Purpose:

To provide the opportunity for members to receive recognition for their educational efforts.

Responsibilities:

1. Secure sponsorship and funding for awards.
2. Review current guidelines for awards and submit recommended changes to Executive Board by the Winter Board meeting.
3. Prepare press releases for award recipients and attach to awards given at the annual EPAF meeting.
4. Prepare awards information needed for the EPAF program book.
5. Assist with the recognition of award recipients at the EPAF annual meeting.

Professional Development Committee

Chair: Vice President for Professional Development

Purpose:

Develop and implement an action plan which provides opportunities for members to develop professionally.

Responsibilities:

1. Plan and implement professional development session at the EPAF annual meeting.
2. Seek and compile a list of professional development opportunities available to FCS Extension professionals.
3. Promote professional development opportunities to the membership.
4. Seek funding for professional development opportunities.

Youth

Chair: Appointed by the President

Purpose:

To encourage the commitment of FEAFC members to the 4-H Youth Development program. To seek sponsorship for the 4-H Youth Development Award, encourage FCS agents to apply for the award, and to choose the recipient from the award applications submitted in June.

Responsibilities:

1. To seek sponsorship for the 4-H Youth Development Award.
2. To serve as the liaison between FEAFC and FAE4-HA.

Audit Committee

Chair: Appointed by the President

Purpose: To audit the Association's books

Responsibilities:

1. The books are to be audited within two weeks after the EPAF annual meeting, but no later than October 15.

2. The audit will include: treasurer's books, bank statements, deposit slips, and the treasurer's reports.