

# MACAA Officers Handbook



**Mississippi Association of County Agricultural Agents**

**Revised November, 2000**

## **OFFICERS**

---

### **President**

The President performs such duties as usually pertain to this office. He has the power to call meetings of the Executive Committee and Board of Directors and presides at such meetings. He is a member ex-officio of all committees.

#### ***Duties***

1. Respond to all invitations from other organizations. He represents MACAA or delegates the responsibility to another MACAA Officer.
2. Extend official notice of Annual Meeting to all MACAA members.
3. Schedule Annual Meeting program participants except where this responsibility is assigned to someone else.
4. Preside at the Annual Meeting of MACAA.
5. Write a brief historical account of the year in which he served as soon as he has completed his term of office. This history is to be included in the MACAA history, with one copy to be filed with the permanent records.
6. Work closely with officers of the Mississippi Association of Extension Home Economists (MAEHE) and Mississippi Association of Extension 4-H Youth Agents (MAEYA) to insure that the Annual Meeting has been completely and fully planned.
7. Arrange with presidents of MAEHE and MAEYA on dates for the Executive Committees of the three associations to meet with Extension administration, MSU president, and vice president for Agriculture, Forestry and Veterinary Medicine. This duty can be assigned to Land Grant Committee.
8. Submit report of MACAA activities to NACAA Southern Regional Workshop and to NACAA State Relations Chairman before the NACAA Annual Meeting.
9. Represent MACAA at Southern Regional President's Workshop as deemed appropriate by MACAA Board of Directors.
10. Represent MACAA on the Extension Publications Committee.
11. Appoint all committees, including representatives to Mississippi Cattlemen's Association Advisory Committee.

### **President-Elect**

The President-Elect performs the duties of the President in case of his absence or disability and assumes other obligations that may be assigned to him by the President or Board of Directors. He is over-all chairman of all committees.

#### ***Duties***

1. Keep in close contact with all committee chairmen. Request plan of work from each committee, assemble committee reports, and report to the Board of Directors on committee work.
2. Work closely with the Board of Directors to develop a good group of committee chairmen and committee members.
3. Work with banquet committee of the Annual Meeting regarding seating, guests, and other arrangements.
4. Represent MACAA at Southern President's Regional Workshop (NACAA) as deemed appropriate by

MACAA Board of Directors.

### **First Vice-President**

The First Vice-President is the over-all chairman of the Membership Committee. He becomes President in the event of vacancies in the office of both President and President-Elect.

#### ***Duties***

1. Get membership reports from district and state Membership Chairmen.
2. Arrange for meeting places for MACAA committees while at Annual Meeting and conduct Committee Chairman Workshop.
3. Arrange for the Annual Board of Directors Breakfast.
4. Attend Southern Regional President's Workshop if designated by MACAA Board of Directors.
5. Write or contact each new eligible Extension worker and solicit membership in MACAA.

### **Second Vice-President**

The Second Vice-President is the Chairman of the Annual Meeting Committee.

#### ***Duties***

1. Work closely with Annual Meeting Committee and MACAA President to develop an effective program for the Annual Meeting.
2. Develop an effective Annual Meeting evaluation form with help from Public Relations Committee, to be completed by members attending the Annual Meeting. Compile evaluation results and reports to MACAA Board.
3. Have MACAA stationery printed after annual election of officers. Distribute stationery to Association officers.

### **Secretary-Treasurer**

The Secretary-Treasurer keeps full and accurate records of the proceedings of the Executive Committee, Board of Directors, and the Association. He receives all communication, records, and bills that normally come with such an office, keeps a record of the membership, sends out notices of meetings, and conducts all necessary correspondence and performs such other duties as usually pertain to the office. The Secretary-Treasurer keeps a full and complete record of all monies received and paid, receives and receipts all membership dues, pays all bills of the Association, keeps an account of the membership fees paid and the date thereof, and delivers to his successor all funds and records remaining in his hands at the expiration of his term of office.

#### ***Duties***

1. Secure addresses, office and home telephone numbers of officers, directors, junior directors, and committee chairmen. Have list of same printed and ready to distribute, if needed.
2. Respond to NACAA requests regarding officer list up-date.
3. Send to NACAA Secretary names of three individuals to receive free copy of *County Agents Magazine*. Form available from NACAA Secretary.

4. Send in-state membership list and dues to NACAA Treasurer before June 30.
5. Send membership drop list to NACAA Treasurer as membership changes occur.
6. Send copy of all minutes to MACAA officers, directors, junior directors, and others as directed.
7. Maintain file system for easy access to Association records.
8. Confirm membership status of participants and winners in MACAA and NACAA Professional Improvement Programs.
9. Keep a current list of trustees that are in charge of MACAA time certificates of deposit.
10. Send Annual Meeting call letters, at direction of President, listing important items to be discussed.
11. Keep membership list current, showing number of years dues have been paid by each member.
12. Make financial report at each MACAA Board meeting.
13. Set up checking account for MACAA funds.
14. Pay all bills by pre-numbered check.
15. Have an audit of Association performed.
16. Send checks for NACAA Annual Meeting expense to those designated by the MACAA Board. Send Checks at least three weeks before National Meeting.
17. Verify names of DSA's AA winner and voting delegates from current membership as members.

## **Past President**

### ***Duties***

1. Serve as a member of the Executive Committee.
2. Serve as a chairman of the Nominating Committee.
3. Serve as chairman of the Policy Committee.
4. Serve as advisor to the Annual Meeting Committee.

## **DIRECTORS**

---

Each year member agents in each of the four Extension districts and the state specialists who are members elect one Director to represent their respective districts or specialist group on the Board of Directors for a two-year term. For the first year of his term a new Director serves as Junior Director. He becomes Senior Director at the beginning of the second year of his two-year term, and a newly elected Director fills the Junior Director position.

### **Duties**

1. Represent all the membership across the state but are particularly responsible for bringing the concerns and wishes of their respective districts or group membership constituents to the attention of the Board of Directors. They are also responsible for communicating Board actions and statewide information to the members they represent.
2. Keep in close touch with all phases of MACAA work through the officers, the various committee chairmen, and in turn, are responsible for keeping their district members fully informed.
3. Recommend annually to the MACAA Vice-President names from his region for the various standing committees.
4. The retiring Director turns over his files to the incoming Senior Director.
5. Attend Board meetings at the call of the MACAA President, the Executive Committee, or Board.
6. Give reports of Director activities at Board Meetings.
7. Arrange for and conduct annual election of Junior Director and Membership Chairman from their respective districts.
8. Strengthen communication between their district members and MACAA.
9. Work closely with District Membership Chairman to encourage eligible members to pay dues on time and to keep membership lists current.
10. Conduct nominating process for Secretary-Treasurer on years when that officer will be elected from their districts.
11. Inform junior director of their MACAA responsibilities.

## **COMMITTEES**

---

### **Committee Chairmen**

Chairmen of MACAA committees work under the direction of and are responsible to the Board of Directors. The President-Elect, acting for the Board, is in charge of all MACAA committee work. MACAA provides each committee chairman a file on past committee work, programs, and pertinent correspondence. Chairmen keep the files up-to-date and pass them on to their successors. Postage used by the State and District Chairmen for official business will be paid by MACAA.

### ***Duties***

1. Attend the committee chairman workshop held during the Annual Meeting. The First Vice-President conducts the workshop for instructing new committeemen.
2. Conduct a meeting of the newly appointed committee as scheduled by the Board during the Annual Meeting. Develop the committee program for the coming year and report the plans for the committee work to the MACAA Board at the close of the Annual Meeting. After the Annual Meeting correspond with committee members to welcome them to the committee and solicit their active participation.
3. Work through the district chairmen. Have them responsible for securing information and participation from counties in their districts. Work closely with committee to be sure all members participating in award programs were members of MACAA by June 30 of the current year.
4. Keep the President-Elect informed of committee progress by providing copies of correspondence. Prepare a short progress report to be used by the President-Elect at the winter and summer Board meetings.
5. Prepare a committee report, not to exceed two typed pages, covering the year's work. Mail copies to the President-Elect five or six weeks before the Annual Meeting for Policy Committee review. Do not publish or permit to be published any Association materials or committee reports except on approval of the Association Policy Committee.
6. Take part in the committee chairman report panel on the Annual Meeting program, giving essential highlights of committee accomplishments.
7. Attend business sessions of the Annual Meeting.
8. Attend Annual Meeting of NACAA is possible.

## **SUGGESTED PROCEDURES**

### **Communications**

State committee chairmen should write a letter of welcome to all State Committee members soon after the Annual Meeting. This letter should contain:

1. A copy of the duties of their particular committees.
2. A copy of the plan or project of the committee for the coming year.
3. Names and mailing addresses of the district chairmen.
4. Instructions for committee members to work through the district chairmen.

- A. Following the initial letter, the state committee chairmen should work through the district chairmen.
- B. State committee should send copies of all important correspondence to the Association President-Elect and, when appropriate, to district junior and senior directors.
- C. District chairmen will be working through the state members of the district committee; copies of correspondence to district committeemen should be sent to state Association officers, district directors, and state committee chairmen. A list of state committee members, directors, and officers is distributed at the Annual Meeting and is available from the state Association secretary.
- D. Stamp all MACAA mail.

#### Program Plans

Committee chairmen review the duties of the State Committee and discuss program plans for the coming year with the district chairmen and committeemen. Make sure that each chairman on your committee is informed of and familiar with the communication responsibilities outlined above.

#### Reports

Committee chairmen send copies of the following reports to the President-Elect of MACAA:

- A. Progress Report - due before the winter Board Meeting. The date is set by the President-Elect.
- B. Progress Report - due before the summer Board Meeting. The date is set by the President-Elect.
- C. Annual Report - copies to President-Elect about five weeks before the Annual Meeting. If additional copies are needed, the chairman will be advised well in advance of Annual Meeting.

#### Contests, Awards

All State winners in the various contest and award programs should be certified as members of MACAA in good standing by the state secretary before the state winners are sent to the regional vice chairmen. THIS CERTIFICATION IS VERY IMPORTANT.

Where applicable, committee chairmen remind committee members to have State Extension Administration represented on committees involved in the selection of agents to receive awards, study tours, DSA, AA, or other recognition.

Plan for timely publicity; vice chairmen prepare news releases and secure pictures for local and/or national publicity as appropriate.

#### Program Participation

State and district chairmen are requested to participate in programs they supervise. They may also participate in programs supervised by other committees. The rationale is to build confidence and integrity in all aspects of MACAA.

## Calendar

Committee chairmen mail to district chairmen copies of the Calendar of Events as soon as the calendars are available. Many mailings can be anticipated, letters prepared and envelopes addressed well in advance. District chairmen will find this kind of organization useful in order to expedite workloads and develop efficiency.

## **Annual Meeting Committee**

### ***Duties***

1. Follow MACAA Annual Meeting Policy.
2. Appoint the Annual Meeting subcommittee chairmen and select committee members in cooperation with these chairmen.
3. Maintain a close liaison between the Annual Meeting Executive Committee and subcommittees to insure coordination of all Annual Meeting activities.
4. Outline anticipated duties and responsibilities of all Annual Meeting committees. Provide a copy for each committee chairman.
5. Work with the immediate Past President as an advisor to the Annual Meeting Committee. Work with hotel management (or University Administration, where applicable) on Annual Meeting plans, room rates, meeting facilities, and housing needs. Have agreements and arrangements in writing and signed.
6. Work with the MACAA President on programs, time schedules, speakers, entertainment, and other details.
7. Convene a meeting of past Annual Meeting chairmen, future chairmen, and the MACAA Second Vice-President to review and evaluate each Annual.

It is understood that the Annual Meeting Committee will not contact sponsors or donor regarding annual meeting events. The Annual Meeting Committee will work with the hospitality committee regarding door prizes, etc.

## **Communications Committee**

### ***Duties***

1. Secure the cooperation of District Chairmen and, through them, the cooperation of all representatives on the Communications Committee.
  - A. Encourage state Association members to help get usable news stories and pictures.
  - B. Encourage state members to submit news articles and pictures for possible national use.
  - C. Encourage state members, state committees, and agents to make best use of all available local, state, and regional news media; radio, TV, daily and weekly newspapers, magazine. Give special emphasis to enlarging existing local news program.
2. Conduct the Communications Awards Program and the Scotts Horticultural Program and work closely with the region Vice Chairman.
  - A. Follow closely the National Committee "Plan of Work" in meeting deadlines.

- B. Award framed certificates to all first place winners at MACAA Annual Meeting and cash awards to second and third place participants as approved by the Board of Directors.
  - C. Work with the Extension Information/ Publications Department in getting entries in Awards Programs judged and subsequent publicity of winners prepared and disseminated. Encourage participation in the Awards Program.
  - D. Send winning entries to NACAA by deadline.
3. Cooperate with the editor of NACAA's official organ, *The County Agent*. Provide him with special news and pictures of interest to members.
  4. Secure the cooperation of local and state news media in use of Extension articles. Submit articles to *National 4-H News* and other national or regional magazines. Find preferences of editors of each magazine and edit articles from state representatives to include use of the largest number of useful items.
  5. Enlist the aid of state Extension editors for potential news articles for local and state use. In turn, keep them informed of local news.
  6. Cooperate closely with MACAA officers, board members, and all other committee chairmen on news, publicity, planning, and other communication matters.
  7. Keep a complete record of all news articles and pictures received, submitted, and used in committee efforts.
  8. See that all county agents receiving national recognition or elected to an office get local publicity.

## **Programs Committee**

### ***Duties***

Conduct the "Search for Professional Excellence" program, an on-going program sponsored by NACAA. Its scope and direction are reviewed annually at the NACAA Annual Meeting Extension Programs Committee Workshop. Programs are submitted to NACAA Officers and Board of Directors each year for approval.

The Search for Professional Excellence consists of these components:

1. 4-H and Youth
2. Rural Development (Community Resource Development)
3. Urban Programs
4. Farm Income
5. Administrative Management of County or Area Program Office

Entries must follow this format:

1. How was the problem identified and the program developed?
2. What goals or objectives were established.
3. What audiences were targeted?
4. What teaching methods or activities were used?

5. What results were achieved?
6. How was the program evaluated?

Entries are evaluated according to these criteria:

1. 25 points - Creativeness or originality
2. 15 points - Timeliness
3. 25 points - Consistency with state and national goals of Extension
4. 35 points - Overall excellence

Entries are selected from each area and are submitted for judging on the regional level. If an entry is a regional winner, the MACAA member is invited to serve as a resource person while presenting his professional program paper at the NACAA Annual Meeting's Professional Improvement sessions.

NACAA's financial obligation to the Search for Professional Excellence winners is the presentation of a suitable certificate of recognition.

The president of MACAA and the state chairmen of MACAA Extension Programs Committee should encourage the MCES Director to provide funds to help defray the expenses of those selected present their Search for Excellence papers at the Annual NACAA Meeting.

The chairman of the Programs Committee informs the MCES Director and the MACAA President-Elect of the Search for Excellence winners.

The chairman of the Programs Committee prepares and distributes appropriate news releases to each winner's designated news media.

**NOTE: The following program was cancelled in 1990 due to loss of national sponsor.**

### **Dow Study Tour Committee**

Conduct the Dow Study Tour search for entries.

#### ***Duties***

1. The Extension Programs Committee Chairman and District Chairman will work to fully inform MACAA members of the Dow Study Tour, the application and selection procedure.
2. The Dow Study Tour is conducted in the Extension regions as designated by NACAA.
3. The Dow Tour will be evaluated by the participants, the Extension Programs Committee. Following evaluation, the Extension Programs Committee helps the Dow winner prepare a presentation for the MACAA Annual Meeting.
4. The Program Committee chairman informs the Extension Director and MACAA President-Elect of the Dow Study Tour winners.

The Dow Study Tour allows MACAA members to improve their professional expertise and competence as Extension agents by involving them in an on-site observation and study of production agriculture, agricultural research, agribusiness, marketing, and merchandising activities.

The tour shall be 10 to 14 days long and be developed and conducted by the Regional Vice Chairman in the region where the tour is to be held.

One agent (or the number allocated per state by NACAA) will be selected by the Programs Committee chairman to participate in the Dow Study Tours. An alternate or alternates should be selected in the event the selected participant or participants cannot make the tour. Candidates for the Dow Study Tour shall be selected on the basis of:

1. Present Extension program responsibility
2. Extension program accomplishments
3. Future programs plans and professional goals

The chairman of the Extension Programs Committee should be prepare and distribute appropriate news releases to each Dow Study Tour participant's media.

Each tour participant is required to write and individual report of his or her observations and their professional implications.

## **4-H and Youth Committee**

### ***Duties***

1. Encourage more in-service training for agents working with the 4-H and youth programs.
2. Provide opportunities for successful 4-H programs to be displayed and shared at the Annual Meeting.
3. Arrange for special 4-H presentations at the Annual Meeting when requested by the President.
4. Keep a detailed record of procedures followed in selecting Career Guidance Awards program.
5. Actively promote participation in NACAA Career Guidance program by contacting outstanding agents and encouraging their entering the recognition program.
6. Work closely with the State 4-H Club Department and officers of the MAE4-HA.
7. Meet sometime during the Annual Meeting.
8. Develop a detailed Plan of Work and prepare progress reports for use by the President-Elect at MACAA Board meetings.

## **Life Member Committee**

The Life Member Committee serves as a liaison between the retired members of MACAA and the Board of Directors. It works with the Annual Meeting Committee, the Board of Directors.

### ***Duties***

1. The Chairman keeps the Board informed of Committee activities and needs in relation to program.
2. The Chairman reports newsworthy items to the editor of *The County Agent*.
3. The Life Member Chairman assists the MACAA secretary and NACAA address coordinator in maintaining an up-to-date list of life members.

### ***Duties of District and State Chairman***

1. Review legislation on pertinent bills affecting MACAA membership.
2. Promote Life Membership.
3. Assist in the conduct of the Annual Meeting where appropriate.

## **Association Policy Committee**

Members of the Association Policy Committee are MACAA past presidents. The Policy Committee is directly responsible to the officers and directors. The committee serves to protect the interests of the entire membership of the Association.

### ***Duties***

1. Counsel and assist in preserving traditional high professional standards and encourage greater achievement.
2. Evaluate Association program.

3. Safeguard the intent of the Bylaws.
4. Study proposals of the Board of Directors and standing committees.
5. Examine, upon request, new measures before action of the Board of Directors and membership.
6. Review committee and sub-committee reports and proposed resolutions before they are presented to the Annual Meeting, to conferences, and to publications.
7. Relate, upon inquiry by the Board of Directors, unrecorded historical information within reasonable memory limitations.
8. Clarify purposes and procedures.
9. Propose measures to meet the challenge of change.
10. Revise pages of the handbook as needed and disseminate changes to all holders of handbooks.

### ***Duties of the Chairman***

1. To see that policy definitions, so far as possible, are understood by the officers, directors, committeemen, and general membership.
2. To lead the committee in carrying out the responsibilities and functions of the committee.
3. To bring to the committee problems, questions, and requests for counsel from the officers, directors, committeemen, and members.
4. To bring to the officers, directors, committeemen, and members counsel, evaluation clarification, and suggestions as requested or considered appropriate by the chairman and/or committee.

### **Guiding Principles of MACAA Policy**

MACAA Policies are defined in the Bylaws, officers' and committee chairmen's notebooks, and unwritten practices and procedures generally accepted.

1. MACAA is and should continue to be a strictly professional organization.
2. The theme is professional improvement.
3. The core activity is the Annual Meeting.
4. The primary responsibility of officers and directors, other than routine business, is public relations with commercial, industrial, educational and farm organizations, other professional Extension associations, the Extension administration, and officials at Mississippi State University.
5. The ties that bind are fellowship, professional mutuality of interest, exchange of ideas, pride of belonging, willingness to contribute, and enlargement of our concept of American agriculture by traveling to, and communicating at, Annual Meetings.
6. The research and development staff are committee members.
7. The goals are satisfactions are the working operations, self and group improvement, and recognition of distinguished service. Tabulated accomplishments are by-products only.

### **Professional Training Committee**

### ***Duties***

1. Develop ideas, programs, and facilities for professional improvement of the members.
2. Actively pursue educational opportunities for members, including advanced study and in-service training. Any such programs are to be presented to the Board of Directors for approval before the programs are announced to the membership.
3. Encourage members to avail themselves of available professional training opportunities.
4. Keep a detailed record of procedures followed in selecting participants for professional training activities.
5. Administer the NACAA Professional Improvement Programs in Mississippi, including the Agricultural Recognition Program, the Marketing Seminar Program, and the Environmental Quality Recognition Awards Program. Administration of the programs includes distributing literature and publicizing, collecting, and sending entries to the national committee chairman or regional vice chairmen as directed.
6. Work closely with the chairman and vice chairmen of the NACAA Professional Training Committee.
7. Develop a plan of work with the committee and submit progress reports of committee work to the MACAA President-Elect.

### **Public Relations Committee**

It is the responsibility of all members of the Association to promote good public relations. However, the committee leads in improving the public image of MCES and the county agent.

This committee works with these groups:

- a. Agricultural agencies, to present a united front for agriculture.
- b. Farmers and ranchers, farm organizations, commodity groups, and related businesses.
- c. Urban-rural groups, business people, Chambers of Commerce, civic and service clubs, governmental officials, and TV, radio, and the press.
- d. School groups at all levels, including teachers and administration.

To promote good relationships and images, wear appropriate dress for each occasion. Keep personnel problems "in house." Stress the importance of good image at local level. Strive for full support of MACAA from every agent.

### ***Duties***

1. Lead in greeting VIP's and man the registration booth of the Annual Meeting.
2. Welcome and usher special guests to the seating area before introductions at the Annual Meeting
3. Provide ushers and sergeant-at-arms to assist with an orderly meeting. The district chairman, under the guidance of the state chairman, coordinates finding members to fulfill the role.
4. Publicize local Extension activities and the role of Extension. Use all available media to tell the Extension story.

5. Distribute literature and publicize and receive entries in the PRIDE program. Submit winning entries to the NACAA regional vice chairman.
6. Conduct an effective evaluation instrument to be completed by MACAA members while at the Annual Meeting.

**Recognition and Awards Committee**

The MACAA Recognition and Awards Committee is in charge of two awards programs. They shall administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award and the Achievement Award.

The Distinguished Service Award is presented to members who have served at least ten consecutive years as a member of MACAA and the Cooperative Extension Service, have conducted outstanding programs, are held in high esteem by their fellow workers, and are approved by the Director of Extension. They must be members of MACAA the year they are selected. States are allocated DSA's based on each state's membership as of June 30th of the previous year. MACAA is entitled to DSA's based on two percent of its membership or major fraction thereof. No unfilled quotas can be carried over and applied to future quotas.

The Achievement Award is awarded to agents with fewer than ten years of service in the Cooperative Extension Service and who have exhibited excellence in the field of professional Extension. Nominees must be members of the state and national association the year they receive the award and have the approval of the Extension Director. Each state shall be eligible to nominate one agent. No unfilled quotas can be carried over and applied to future quotas.

<u>No. of DSA's</u>	<u>No. of Members</u>	<u>No. of DSA's</u>	<u>No. of Members</u>
1	1- 75	6	276-325
2	76-125	7	326-375
3	126-175	8	376-425
4	176-225	9	426-475
5	226-275		

***Duties of the Chairman***

1. Prepare and mail to the district chairman enough eligibility procedure and report forms to supply the members in their districts information concerning the Distinguished Service Award and the Achievement Award.
2. Check forms for accuracy as they are received from the district chairmen.
3. Check with the MACAA secretary-treasurer to be sure all nominees are members in good standing.
4. Contact each nominee regarding his attendance at the NACAA Annual Meeting (breakfast and banquet) to receive his award. The same procedure is followed for the MACAA Annual meeting. Also check on correct spelling of names to be used on certificates and plaques.
5. Obtain plaques and arrange to have the names engraved on them.

6. Arrange for the awards presentation.
7. Work with MACAA Annual Meeting Committee and the President-Elect in making definite plans for the awards portion of the Annual Banquet. Supply the banquet brochure and description of the recipients to the Annual Meeting chairman.
8. Present DSA plaques at the Annual Meeting banquet.
9. Prepare a committee report for presentation at the Annual Meeting.
10. Prepare a Plan of Work for MACAA Board approval.
11. Conduct the committee meeting during the Annual Meeting.
12. Assist with picture taking of DSA and AA winners and their spouses following the Annual banquet.

#### ***Duties of District Chairmen***

1. Secure the list of eligible MACAA members. After receiving the list, conduct the nomination of DSA's and AA's.
2. Secure the names of the nominees and the necessary data for DSA's and AA's as early as possible and forward material to his state chairman not later than February 15, unless changed by the Board of Directors. Three copies are to be prepared for each nominee. Two copies are to be forwarded to the regional vice chairman, and the third copy is to be retained in the state and used for local publicity.
3. Make sure that each contact or correspondence is on schedule. Forward the necessary data and information to DSA and AA nominees when the final selection is made.
4. Review all data and make correction where necessary.
5. Forward all copies of nominees' material to the state chairman after checking, but before March 1.

#### ***Duties of State Committee Members***

1. Contact the state Association President immediately to clarify eligibility requirements and deadlines for selecting Distinguished Service Award and Achievement Award winners.
2. Contact the state Administration and encourage them to submit data of outstanding Extension agents to the USDA for Distinguished Service and Superior Service Awards for 10, 20, and 30-year longevity recognition.
3. Publicize DSA and AA winners. Notify the Extension Director and Extension editors. Notify legislators from the state as well as influential people and the news media. The release date of all publicity should be before the Annual Meeting.

#### **Scholarship Committee**

The Scholarship Committee is charged with the responsibility of promoting the NACAA Scholarship program

by making every MACAA member aware of the program and its purpose and aware of the criteria for applying for NACAA Scholarship funds.

The Committee should, by working with other committees, encourage MACAA members to apply for scholarships as a means of encouraging and supporting professional improvements.

### ***Duties***

1. Contact each member and ask him to support the National Scholarship fund - a \$40.00 tax deductible, one-time payment per member.
2. Send all monies and names to the National Scholarship Chairman. This should probably be done through the state Secretary-Treasurer.
3. Keep records of payments and reports and see that they are passed on to the new Scholarship chairman.

### **SCHOLARSHIP FUND**

The purpose of the NACAA Scholarship is to encourage NACAA members in their professional improvement efforts by awarding cash scholarships and grants to pay for tuition, housing, travel, study tours, books, and related educational costs that will:

1. Upgrade the professional competency of the county agent,
2. Provide opportunity to observe and participate in innovative Extension programs,
3. Facilitate the opportunity for increasing knowledge and skills.

The scholarship fund is set through the National 4-H Council, which meets the requirements of the Internal Revenue Service as a tax exempt foundation. The National 4-H Council has a separate account called the "NACAA Scholarship Fund" and does all bookkeeping investments of said fund, and reports the status of the fund upon request of the NACAA Board.

Once sufficient funds have been accumulated to provide scholarships from the interest from the fund, the Scholarship Selection Committee recommends scholarship recipients to the NACAA Board. Upon recipients' approval by the NACAA Board, funds may be drawn from the interest and checks mailed to the recipients.

If scholarship funds are available only on an in-an-out basis for a given year, funds can be accepted by the NACAA Board and notification sent to the scholarship selection committee for the selection of recommended recipients. The NACAA Board approves the final recipient and the scholarship is paid by check.

Should, at some future time, more pressing needs be found for the use of the scholarship fund for other than educational scholarships, said funds may be dispersed under the following provision:

The NACAA Board outlines and approves the suggested dispersal of funds within the framework of Internal Revenue Service regulations and notifies all members under its present procedure of notification at least 60 days before the Annual Meeting. At the Annual Meeting, two-thirds of the voting delegates must vote for the proposed dispersal of funds before it becomes effective.

Before the scholarship fund can operate, it must have a reserve from which to draw interest. NACAA members must support the fund its supporters and friends of Extension are to be solicited for support. If each

of NACAA's 5550 members give \$40.00 each, we would have a \$100,000.00 reserve from Extension personnel.

#### Criteria for Selecting NACAA Scholarship Recipients

1. Must have been a member of a state and the national Association for at least two years. Must be a current members.
2. Must have recommendation of state Association and state Extension Director.
3. Must have contributed at least \$40.00 to the NACAA Scholarship Fund.
4. Must return to an Extension position for two years or return the total award.
5. Must describe in detail the training and how it will help improve his competency as Extension professional.
6. Must use award for individual or group professional improvement which may include advanced degrees, graduate credits, tours, seminars, research, or other specialized training.
7. Must be selected by the Scholarship Selection Committee with final approval by the NACAA Board.
8. National Board members and national committee chairmen are not eligible while in office.
9. Award shall not exceed \$1,200 for any one scholarship recipient.
10. Recipient will be named at the Annual Meeting.

The objectives of the Scholarship Committee are to encourage, support, and aid NACAA members in their Professional Improvement efforts by providing cash scholarships and/or grants to pay for tuition, housing, travel, books, and related educational costs.

The general responsibilities are to assume leadership, under NACAA Board direction, for securing scholarship funds for investment, from which income earned can be allocated by the NACAA Board for scholarships and grants to qualified recipients; to maintain accurate records of all monies received for the Fund; to forward all monies received to the National 4-H Council for proper investment; and to establish guidelines for scholarship selection, receive applications, and make recommendations to NACAA Board for final selection.

## ORGANIZATION STRUCTURE

NACAA VP

NACAA SCHOLARSHIP COMMITTEE CHAIRMAN

Appointed by NACAA Board for 2 year term

## MEMBERSHIP

Appointed by NACAA Board for 2 year term

5 NACAA Regional Vice Directors

50 State Committeemen Appointed by State President (1 per state)

## LIFE MEMBERS

Appointed by NACAA Board for 2 year term

Additional members recruited by Life Members Chairman

## FRIENDS OF NACAA

Appointed by NACAA Board for 2 year term

Additional members Appointed by NACAA Board

## SCHOLARSHIP SELECTION

Appointed by NACAA Board for 2 year term

5 NACAA Regional Vice Directors

### ***Duties of the NACAA Board***

1. Appoint committee chairmen and sub-chairmen.
2. Identify a custodian of funds.
3. Request and review accounting reports from the custodian of funds.
4. Allocate funds for awarding scholarships and grants at the Board Meeting following the Annual Meeting.
5. Request funds from the custodian for allocation to scholarship recipients.
6. Approve Scholarship Selection Committee's recommendations for scholarship and grants awards and allocations before presentation at Annual Meeting.

### ***Duties of the National Scholarship Chairman***

1. Serve as a liaison between NACAA Board (via VP) to all NACAA Scholarship Committee members.
2. Coordinate the four sections of the NACAA Scholarship Committee - Membership, Life Members, Friends of Extension, and Scholarship Selection.
3. Make recommendations to the Board on behalf of the Scholarship Committee.
4. Submit coordinated reports to the NACAA Board as requested.
5. Submit articles for the total committee for *County Agents* magazine as requested by the editor.
6. Conduct new Committee Workshop for Scholarship at the Annual Meeting.
7. Conduct Scholarship Chairman-Vice-Chairman Workshop after the Annual Meeting (if held).
8. Prepare Scholarship Committee Plan of Work and submit it to the Policy Committee for view and to

the Board for approval.

9. Report total Scholarship Committee Report to the membership at Annual Meeting.
10. Work with regional vice-directors in developing regional and state plans to raise monies from NACAA members.

11. Receive and account for funds received from all sources -- membership, life members, and friends of Extension.
12. Forward all funds received to National 4-H Council for investment and management.
13. Assume responsibility for NACAA Scholarship Booth at NACAA Annual Meeting.
14. Prepare reports as requested by the national chairman.

#### ***Duties of the Life Members Chairman***

1. Develop and carry out a plan to raise monies from life members.
2. Receive, account for, and forward receipts to Membership chairman for accounting and investment.
3. Prepare reports as requested by the national chairman.

#### ***Duties of Friends of Extension Chairman***

1. Develop and carry out a plan to raise monies from friends of Extension.
2. Receive, account for, and forward receipts to Membership chairman for accounting and investment.
3. Prepare reports as requested by the national chairman.

#### ***Duties of the Scholarship Selection Chairman***

1. Review annually and submit for Board approval, through Scholarship Chairman, criteria for Scholarship selection.
2. Develop a Plan of Action to encourage scholarship applications.
3. Develop necessary forms and procedures for scholarship applicants.
4. Meet at the beginning of the NACAA Annual Meeting to review applications and make recommendations to NACAA Board for awarding scholarships and grants.
5. Prepare reports as requested by the national chairman.

### **Resolutions Committee**

#### ***Duties***

1. Secure cooperation of district chairmen and, through them, cooperation of Resolutions Committee members.
2. Keep in touch with MACAA officers and directors regarding events and activities involving MACAA. Secure information from MCES Administration regarding retired Extension workers in the past year, deceased Extension workers in the past year, and Extension workers that received special recognition or awards. Draft appropriate resolutions for those designated areas, have them printed, and submit a copy to the MACAA President.
3. At the Annual Meeting call attention to resolutions submitted, make a motion for their acceptance, and submit a copy to the MACAA secretary for further action.
4. Secure information on deceased Extension workers. Enlist adequate help and structure for an appropriated memorial service which will be a part of the Annual Meeting business section.

## **Hospitality Committee**

### ***Duties***

1. Communicate with all district committee chairmen and, through them, secure the cooperation of all Hospitality Committee members.
2. Work closely with MACAA Officers, Public Relations Committee members, and the Annual Meeting Committee to insure a successful Annual Meeting.
3. Suggest ways to involve more MACAA members at the Annual Meeting.
4. Contact sponsors, secure door prizes, and develop a method to award prizes and follow up to insure door prize donors receive thank-you letters.
5. Develop a current list of MACAA members and see that only MACAA members receive numbers when drawing for door prizes.
6. If a hospitality hour is included as part of the Annual Meeting, work with the sponsor to secure a location for the event. Enlist help to insure the event is properly hosted.

## **Land Grant College Committee**

### ***Duties***

1. Communicate with all district chairmen, develop a plan of work, and make an annual written report to MACAA Board of Directors.
2. Develop a close relationship between MACAA and the Administrative staff.
3. Keep current on MACAA matters and be able to discuss and inform Administrative staff and college officials of MACAA work and actions.
4. Keep a complete records of all contacts with appropriate people and groups.
5. Work with the MACAA President to arrange dates for the annual meeting of the Executive Committee with Extension Administration, the MSU President, and the Dean of the College of Agriculture and Forestry.

## **Audit Committee**

### ***Duties***

1. Examine annual the financial records, accounting, and reporting of the secretary-treasurer, using general accepted auditing procedures.
2. Report these findings to the MACAA Board of Directors and the membership.
3. Make suggestions on improving the financial procedures to the MACAA Board of Directors, through the MACAA Vice-President, if they see fit.
4. Make special audits after requesting approval of the MACAA Board of Directors.
5. Make a special audit in case the office of Secretary-Treasure becomes vacant during a term of office before the appointment or election of a replacement.