

# **Tennessee Association of Extension 4-H Workers**



## **Handbook**

**Revised May 2009**

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## **TAE4-HW MEMBERS HANDBOOK**

### Objective

The primary objective of this handbook is to more fully acquaint members with TAE4-HW and to familiarize officers, directors and committees with their duties and responsibilities. It is to be used only as a guide. The contents include organizational information relating to the professional state association as well as information which will enable TAE4-HW to participate effectively in NAE4-HA business.

### Revisions

The immediate past president, in consultation with the Policy and Resolutions Chairman, will be responsible for reviewing the handbook and making needed revisions before January 1.

# **Section I**

**TAE4-HW**

**Policy,  
Constitution  
and By-Laws**

**SECTION I**  
**TAE4-HW POLICY, CONSTITUTION AND BY-LAWS**  
TAE4-HW POLICY

1. TAE4-HW annual meeting will be the first full weekend in May of each year.
2. President-elect is in charge of state meeting and will decide where state meeting is to be held. (An informal bid process will be used to determine the site of each succeeding year's meeting. The bids will be made at the pre-conference Board Meeting and announced at the opening session of the current year's conference, by the Regional Directors or their representative.)
3. TAE4-HW will pay actual expenses for the President-elect to attend the Joint Council of Extension Professionals Southern Region Workshop. (The President's or other designated officer's expenses will be paid by the National Association.)
4. TAE4-HW President-elect shall attend the Public Issues Leadership Development Conference (PILD) in Washington, D.C. The Association will pay actual expenses.
5. TAE4-HW President is a voting member of State 4-H Council.
6. TAE4-HW President attends both Congress and Roundup with the responsibility of conducting the elections.
7. TAE4-HW board meets once a year with the state 4-H Staff to discuss concerns of the state staff and the association.
8. TAE4-HW Newsletter is published four times a year.
9. Number of members paying dues by December 15 of the previous year determines the number of DSA, Achievement in Service and Foster Awards each year. The state association will present plaques to award recipients annually.
10. Only officers of the four Associations are to attend the Legislative Ham Breakfast. If an officer cannot attend, that officer is to appoint someone to attend in his/her place.
11. Memorials for loss of family members and association members: In the event of the death of spouse, child or parent of an association member, the region in which the member is located will be responsible for a memorial gift, donation to Tennessee 4-H Foundation, book for local library or local 4-H club, etc. In the event of the death of an association member, the state association will be responsible for an appropriate memorial in the sum of \$25 per member.

12. Immediate past-president (or their designated representative) is to be in charge of coordinating the Tennessee delegation activities at NAE4-HA annual meeting and promotion for the upcoming national meeting.
13. Outgoing TAE4-HW President shall be presented a plaque of recognition during States-Night-Out at National Meeting. The plaque shall be purchased and presented by the incoming president on behalf of the association. A maximum of \$25.00 shall be allotted for the recognition.
14. TAE4-HW representative on the UTIA Advisory Committee shall serve for a three-year term and shall be from the TAE4-HW Executive Committee (New term July 1, 2006 - June 30, 2009).
15. In lieu of a plaque, 25 Year Award recipients will be given a memento. (Mugs were presented the first year.)
16. TAE4-HW will be fully responsible for the state meeting expenses of the speaker(s) (fees and meals).
17. No member may receive Communicator of the Year Award two consecutive years.
18. TAE4-HW shall provide sponsorship for both Receptions at Congress (\$300.00) and Roundup (\$300.00). (The TAE4-HW President shall be invited to both receptions.)
19. TAE4-HW shall provide sponsorship of a Silver Tray for the Communication/Public Speaking Project Winner.
20. TAE4-HW members must have been a member of NAE4-HA in the previous year to be considered for the Foster Award.
21. TAE4-HW will provide judging team medallions to be ordered as needed.
22. First year employees will receive newsletter "Headlines," but will not receive complimentary membership.
23. Nonmembers will be allowed to attend State TAE4-HW meeting by paying higher registration fee not to exceed \$25.00.
24. First timers who are TAE4-HW members will receive a \$10.00 discount for first state association meeting.
25. TAE4-HW will pay for one state council meal.
26. TAE4-HW will follow national guidelines for selection of Distinguished Service.

27. The Leadership Seminar for incoming Board Members will be eliminated and officer handbook will be used to inform Board Members of their duties.

28. The minutes will be read at Board Meetings.

29. The Board has clarified guidelines and selection of the American Spirit Award nominee and the guidelines is included in balloting information sent to members.

30. Qualifications for state office nominees shall be:

Vice President Candidates should have at least one year of service on the Board (chair, regional director, state secretary or treasurer).

Secretary and Treasurer should have at least one year as regional director or committee chair.

The reasoning: This helps in continuity of program direction. It also puts state in line with National. Regional director is a good starting point of leadership.

31. State officers are to be reimbursed for out of pocket expenses for national events when they are unable to attend due to personal illness, inclement weather or death in the family. The officer must submit in writing a request to the Board and use official reimbursement form.

32. Past presidents of TAE4-HW who retire from Extension will be honored with Lifetime Membership.

33. The state association will provide expenses for lodging for officers attending the Legislative Ham Breakfast with the following limitations.

A. Maximum of \$60.00/room, two room maximum.

B. State rates are encouraged.

C. Proper documentation is required for reimbursement.

D. Members in adjacent counties and/or within a 60-mile radius of Nashville are not eligible for lodging reimbursements.

34. At TAE4-HW State Meetings members may set up exhibits. The first 12 exhibitors will be paid \$25 and the host region has priority. It may then be opened up to other state members. This money will come from the State Meeting Budget.

35. Past Presidents' donations are to be earmarked for support of awards (communication, program, specialty, etc.).

# CONSTITUTION OF

## TENNESSEE ASSOCIATION OF EXTENSION 4-H WORKERS

### PREAMBLE

The Constitution and By-Laws of the Tennessee Association of Extension 4-H Workers herein outlined will in no way be construed to abrogate, infringe upon, or be in conflict with the Constitution of the National Association of Extension 4-H Agents, nor will this Constitution and By-Laws be construed as infringing upon or being in conflict with the Constitution or other University of Tennessee Extension Associations.

### ARTICLE I NAME

The name of this association shall be ATennessee Association of Extension 4-H Workers.@

### ARTICLE II PURPOSE

**Section 1.** The primary purpose of the Tennessee Association of Extension 4-H Workers is to advance the professional status of Extension personnel involved in 4-H work.

**Section 2.** The objectives of the association are as follows:

1. To encourage professional improvement and improved professionalism among its members.
2. To provide a medium for the exchange of ideas, methods, and techniques as they relate to planning and implementing the Extension 4-H program within Tennessee, and to further provide the same opportunities with Extension 4-H workers throughout the nation, through affiliation with the National Association of Extension 4-H Agents.
3. To promote and increase interest in Extension as a career with primary emphasis on 4-H work.
4. To promote understanding and cooperation among all Extension workers to strengthen the total Extension program.

## **ARTICLE III** **Membership**

- Section 1.** Membership in the association is open to all staff members of University of Tennessee Extension and Tennessee State University Cooperative Extension who promote and/or work with the 4-H program and pay annual dues. Said active members shall uphold this association by attending meetings, voting, holding offices, performing other special assignments, and by upholding the association's Constitution and By-Laws. Offices shall be held by professional staff members.
- Section 2.** All retired Extension staff members shall be eligible for life membership in the association upon payment of National life-time dues. Life members shall have all rights and privileges of active members. (Amended May 2, 2003)
- Section 3.** Affiliate Membership (approved May 2002). Includes adult professionals employed in youth development other than Extension; former NAE4-HA dues paying members who were Active Members but do not currently qualify for Active or Life membership; NAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as for Active members. Affiliate members are not eligible to vote or hold elected or appointed positions.

Membership in TAE4-HW shall be available without regard to race, color, national origin, sex, age, religion, disability or veteran status.

## **ARTICLE IV** **OFFICERS**

- Section 1.** The officers of this association shall be: president, president-elect, vice-president, secretary and treasurer. The Executive Committee shall be comprised of the officers.
- Section 2.** The officers shall be elected at the annual meeting of the association and shall serve for one year (except Treasurer and Secretary), beginning at the conclusion of the NAE4-HA Conference. The Secretary and Treasurer are elected in alternating years. No officer shall be eligible to succeed himself or herself, except that any officer appointed or elected to fulfill an unexpired term may be elected to a regular term in that office.
- Section 3.** The Tennessee Association of Extension 4-H Workers shall be divided into regions. These regions shall be the same as the Extension regions. All specialists shall comprise the Specialist Region. Each region shall elect two regional directors (Senior Regional Director and Junior Regional Director), Junior Regional Director-elect and such other officers as they deem necessary.
- Section 4.** The Board of Directors shall be composed of the officers of the

association, the immediate past president, the directors (Senior and Junior) from each region and the leader of the State 4-H Staff or his or her designee as an ex-officio member.

## **ARTICLE V** **Meetings**

- Section 1.** The association shall have at least one annual meeting for the purpose of furthering the objectives of this association, receiving reports of officers and committees, electing officers and transacting any other business that may arise. On approval of the Board of Directors, the annual meeting may be held by mail.
- Section 2.** The Executive Committee and/or the Board of Directors shall meet upon the call of the president. Chairmen of all standing committees and the state newsletter editor may be included at Board Meetings at the discretion of the president.

## **ARTICLE VI** **Powers**

- Section 1.** This association shall have all the powers usually exercised by educational and service organizations and those that may be specifically authorized by the members.
- Section 2.** This association may affiliate with state, regional, national, and/or other organizations serving the needs of the Extension workers and Extension.
- Section 3.** This association may delegate some of its powers to the regions and/or committees to properly and effectively carry out its purpose.

## **ARTICLE VII** **Quorums**

- Section 1.** Those members present at any annual or special meetings of the association shall be considered a quorum, provided the membership is notified of the meeting at least 30 days in advance.
- Section 2.** A quorum of the Board of Directors shall consist of not less than simple majority.
- Section 3.** A quorum of the Executive Committee shall consist of not less than three officers.

**BY-LAWS**  
**OF**  
**TENNESSEE ASSOCIATION OF EXTENSION 4-H WORKERS**

**ARTICLE I**  
**Rules of Order**

The rules contained in Robert's Rules of Order shall govern the business meetings of the association in all cases to which they are applicable.

**ARTICLE II**  
**Dues**

- Section 1.** Annual membership dues of this association shall be fifteen dollars for the Tennessee Association of Extension 4-H Workers, plus the amount of dues required by the National Association of Extension 4-H Agents.
- Section 2.** Regions may levy dues to further the purposes of the association at the region level if so desired by the membership in the region.
- Section 3.** The fiscal year of this organization shall be from November 1 to October 31. Dues should be paid by December 15.

**ARTICLE III**  
**Committees**

- Section 1.** Standing committees shall be as follows:  
Recognition, Membership, Professional Improvement, Public Relations and Information, Policy & Resolutions, 4-H Programs, Newsletter Editor, Diversity, Research and Evaluation and others that are deemed necessary to carry on the business of the association. (Member Recognition was added as a Standing Committee for the 91-92 year. The chairman's term was for 91-92 and 92-93.)
- Section 2.** The incoming president shall appoint the chairman of each standing committee by November 1 of the year proceeding his/her term as president. Additional members shall be appointed in a manner to be determined by the Executive Committee.
- Section 3.** The president shall appoint special committees as needed to perform special tasks. The scope of any special committees shall be limited to carrying out the objectives of the association. These committees shall be dissolved when tasks are completed.

## **ARTICLE IV**

### **Nominations, Elections and Vacancies**

- Section 1.** The president shall appoint a Nominating Committee consisting of one representative from each region. The Chairman shall be the immediate past president of the association.
- Section 2.** The Nominating Committee shall present one candidate for president, who shall be the current president-elect, and at least one candidate for each other office. The Nominating Committee's slate shall be officially presented at the first business session of the annual meeting. Additional nominations may be made from the floor.
- Section 3.** The officers shall be elected at a business session of the annual meeting by a simple majority vote of the active members present.
- Section 4.** In the event a vacancy occurs in the office of president, the president-elect shall fill the unexpired term of president in addition to the office for which he/she was elected. In the case of a vacancy of any other Board member, the post may be filled by appointment of the president with the approval of the Executive Committee.

## **ARTICLE V**

### **Duties of Officers, Board of Directors and Executive Committee**

- Section 1.** The president shall preside at State meetings of the association, at the Board of Directors' meetings, and at meetings of the Executive Committee; and shall be responsible for all the administrative functions of the organization during tenure of office.
- Section 2.** The president-elect shall serve as ex-officio member of all standing committees and shall be responsible for the program of the annual meeting. The president-elect shall perform the duties of the president in case of absence and shall assume any other duty that may be assigned by the president.
- Section 3.** The vice-president shall serve as chairman of the Membership Committee.
- Section 4.** The secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The secretary shall receive and file communications and correspondence as directed by the president.

- Section 5.** The treasurer shall assume those duties normally associated with the office and, specifically shall keep the financial records of the association and shall be responsible for the collection of monies and payment of all bills incurred by the association.
- Section 6.** The regional directors shall preside at their respective region meetings and be responsible for presenting matters from the State Association for the information and action of the members. The two directors (Senior and Junior) shall be members of the Board of Directors and shall serve as liaisons between the region and State Association. In addition to these responsibilities, the directors shall be responsible for providing programs for region meeting. The directors may delegate parts of his/her responsibility to other elected or appointed members within the region.  
Senior Region Director – voting rights, serves one year, coordinates: membership, program awards, region meeting, activities, social events, educational workshops.  
Junior Region Director – voting rights, serves one year, coordinates: regional report and communication awards, shall advance to Senior Region Director. Member eligible to run for office, requiring one year service on the board, after serving in this position for one year. Junior Region Director-elect may attend board meetings and have voting rights in absence of the Senior or Junior Region Director. Member is not eligible to run for other office requiring one year on the board after serving in this position, unless member has served in other capacity to be eligible.
- Section 7.** To facilitate the business of the association, the Board of Directors shall have the power to act on all items of business in accordance with the Constitution and By-Laws. At the discretion of the Board, or upon request of the membership, any item of business may be placed on the agenda of the annual meeting or a special meeting for action upon by the entire membership. Within the guidelines of the previous statements, the Board will have the authority to act in behalf of the total membership of all matters of interest to the association.
- Section 8.** The Executive Committee shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the association when it is not feasible to convene the entire Board.

## **ARTICLE VIII**

### **Ratification and Amendments**

- Section 1.** Ratification of this Constitution and attached By-Laws may be accomplished by a vote of two-thirds of the members present at the organizational meeting.
- Section 2.** This Constitution and/or attached By-Laws may be amended by a two-thirds vote of the members present at any annual or special meeting of the association, provided the total membership is notified in writing of the proposed change at least 30 days prior to the meeting. This Constitution and/or attached By-Laws may also be amended by two-thirds vote of the total current membership by mail. TAE4-HW Policies may be deleted, amended or adopted by a majority vote of the Board members present at any Board meeting or special called meeting of the Board, with no prior notification.

# **SECTION II**

## **Officer Responsibilities**

## **SECTION II OFFICERS OUTLINE OF DUTIES**

### **PRESIDENT:**

The President shall preside at state meetings of the association, at the Board of Directors= meeting and at meetings of the executive Committee; and shall be responsible for all administrative functions during tenure of office. (The President shall work in conjunction with the State 4-H Staff Contact in planning for the two receptions.)

**November:** Assume office of President. Call State Board of Directors meetings (generally four per year-November/December, May, and September). Appoint and work with any needed ad hoc committees. Attend NAE4-HA Annual Meeting, assume State President responsibilities. The President will continue to maintain copy of NAE4-HA Handbook revisions for State Policy and Resolutions chairperson.

**February:** Attend Joint Council of Extension Professionals Southern Region Workshop. Attend Legislative Ham Breakfast. Serve as voting member of State 4-H CouncilBmust attend both meetings (usually Spring and Fall).

**March:** Write articles for AHeadlines@ (March1, June 15, September 1, and December 1). Attend State 4-H Congress B serve as Election Committee Chairperson. Work with Volunteer Leaders Committee. Assist in hosting Congress Donor-s Reception sponsored by TAE4-HW.

**March -**

**June:** Bring greetings to TEAFCS and TAAA&S state meeting. Attend Joint Association Board Meetings (Spring and Fall).

**April:** Work with President-elect to plan state meeting.

**May:** Preside over annual TAE4-HW meeting.

**July:** State 4-H Roundup-Chair Election Committee. Assist in hosting Roundup Donor Reception sponsored by TAE4-HW. Present silver tray at Roundup to State Level II Communication/Public Speaking Winner (sponsored by TAE4-HW).

**December:** Give AState of Association@ address at final state board or association meeting.

## **PRESIDENT-ELECT**

The President-Elect serves as an ex-officio member of all standing committees and shall be responsible for the program of the annual meeting. The President-Elect shall perform the duties of the President in case of absence and shall assume any other duty that may be assigned by the President.

### **August**

**November:** (Prior to taking office) - Begin making plans for annual meeting (see annual meeting section for details).

**October:** Purchase plaque for outgoing President. (re: #13, TAE4-HW Policy).

**November:** Assume office of President-Elect. Attend NAE4-HA Annual Meeting.

**February:** Attend JCEP Southern Region Workshop. Continue to work on State Meeting.

**May:** Attend and supervise State Meeting.

### **To be**

**Announced:** Attend PILD Conference.  
Attend Joint Board Meetings.

## **PAST PRESIDENT:**

The immediate Past President serves as chairman of the Nominations Committee and as Historian. Throughout the year this officer should be ready to assist the President in any way the President deems necessary.

### **JanuaryB**

**February:** Remind the President to appoint the Nominating Committee. Be prepared to make suggestions for members to serve on it. Refer to committee section of handbook for specific duties as nominating committee chair.

### **JulyB**

**September:** Make arrangements for state activity at the NAE4-HA Annual Meeting.

**May:** Conduct National Meeting Promotion at annual State TAE4-HW Meeting; coordinate any group transportation arrangements.

As Historian, the immediate Past President should:

1. Write a one or two page brief of the highlights of his or her presidency and place in the state file
2. Be responsible for updating and revising the state file as needed (or appointing a member to be their designee).

The permanent file of all records and history of the association is at the State 4-H Office, Morgan Hall, Knoxville.

An outline of the current filing system is in Section VII of the handbook.

### **To be**

**Announced:** Attend Joint Board Meetings.

## **VICE PRESIDENT**

The Vice President shall serve as chairman of the membership committee

**November:** (Following NAE4-HA Meeting) Take over duties of Vice-President.  
Remind Region Directors to recruit members.  
Check back with directors to see how recruitment is proceeding.  
Deadline for membership list from regions to state (December 15).  
Receive membership applications and checks from Region Directors.  
Forward checks to Treasurer and request Treasurer to send check from TAE4-HW to National (Must be postmarked by December 15<sup>th</sup>). (Put TAE4-HW check number on the list(s) of members sent to National.)  
Continue to contact directors for late membership.

**March:** Send list of members and membership cards to Region Directors.

**April:** See that selection of state meeting site is on agenda of pre-conference board members.

(Every third year, this person will serve on the Institute of Agriculture Advisory Council for a 3-year term.)

## **SECRETARY:**

The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The Secretary shall receive and file communications and correspondence as directed by President. The Secretary shall review the minutes and identify items of business that need further action.

**January:** Board meetings Bto attend all board meetings during the year. Take minutes and send a copy of the minutes to the editor of AHeadlines@ for editions (deadlines are March 1, June 15, September 1, and December 1).

**February:** Ham Breakfast Bto attend the Legislative Ham Breakfast in Nashville.

**May:** Annual meeting Btake minutes during:

1. Board Meeting with State 4-H Staff.
2. Board Meeting.
3. Official annual business meeting Bincludes DSA, George Foster, 25 Year, and Communication Awards and announcement of New Officers.

Send copies of minutes to board members, State 4-H Staff, AHeadlines@ editor. Xerox minutes to previous year annual business meeting minutes to include in registration package. These will need to be read during business meeting.

**General:** Keep secretary notebook updated with:

- Constitution and By-Laws
- Southern Region News
- Copies of Headlines
- Copies of Joint Board Meetings
- Official TAE4-HW minutes
- Membership letters
- Announcement of meetings
- Financial reports
- All minutes

Keep list of board members, committee chairs and region directors  
Keep list of TAAA&S and TAEFCS officers  
Send correspondence and thank you letters requested by the President. File carbon copy in your notebook. Summarize all board action taken during the year. Send copies to: Officers, Directors and AHeadlines@ editor.

## **TREASURER:**

The Treasurer shall assume those duties normally associated with the office and specifically, shall keep the financial records of the association and shall be responsible for the collection of monies and payment of all bills incurred by the association.

**November:** Assume duties of Treasurer. Add name to CD signature card (if applicable). Open checking account at local bank to handle TAE4-HW account. Close old account. Supply reimbursement vouchers to board members for expenses incurred for the association.

**December:** Send membership dues to NAE4-HA by December 15.

**March**

**April:** Prepare budget based on previous years budget/spending and proposed spending for coming year.

**May:** Prepare budget and Treasurers- report for membership for annual meeting.

**October**

**November:** Have financial records prepared for auditing at years end. Keep up to date records on certificates of deposit (if applicable).

(The Treasurer shall keep a record of names of the people who send in dues. This may be a bank deposit slip, treasurer-s book or on a separate listing.)

## **REGION DIRECTORS:**

The Region Directors shall preside at his/her respective Region meetings and be responsible for presenting matters from the state association for the information and action of the members. The Senior and Junior Directors shall be members of the Board of Directors and shall serve as liaisons between the region and state association. In addition to these responsibilities, the Director may be responsible for providing programs for region meetings. The Director may delegate parts of his/her responsibilities to other elected or appointed members within the region.

Senior Region Director - voting rights, serves one year, coordinates: membership, program awards, region meeting, activities, social events, educational workshops.

Junior Region Director - voting rights, serves one year, coordinates: regional report and communication awards, shall advance to Senior Region Director. Member eligible to run for office, requiring one year service on the board, after serving in this position for one year.

Junior Region Director-elect may attend board meetings and have voting rights in absence of the Senior or Junior Region Director; shall advance to Junior Region Director. Member is not eligible to run for other office requiring one year on the board after serving in this position, unless member has served in other capacity to be eligible.

**November:** Assume office; attend board meetings; contact all Extension 4-H Agents, Extension Leaders, and Region Supervisor about joining or renewing membership in TAE4-HW.

### **NovemberB**

**December:** Appoint region representative for each standing committee. Send names to committee chairs and TAE4-HW President and Vice President.

**December:** Send membership list to Vice President and dues to Treasurer; Call Vice President with late memberships (before January 1). Send follow-up letters to those who have not responded.

Inform the Regional Public Relations and Information Chair that he/she is in charge of encouraging participation and collection of the People to People 4-H Communications Awards Program entries. The entries are then forwarded to the State Public Relations and Information Chair for judging.

Write region reports for AHeadlines®B March 15, June 15, September 1, and December 1, and send to state Chair by listed dates. Give region report at state board meetings. Plan region meetings and programs.

**MarchB**

**April:** Encourage members from region to attend state meetings.

**May:** Attend state board meeting, annual meeting and preside over region meeting.

# **SECTION III**

## **Committee Structure and Responsibilities**

## **SECTION III TAE4-HW COMMITTEE STRUCTURE AND RESPONSIBILITIES**

### **I. DEVELOPING COMMITTEE MEMBERSHIP**

The life blood of TAE4-HW is found in its committee work. All members of the Association are urged to participate in one of the committees of their choice.

TAE4-HW has seven major standing committees: Recognition, Professional Improvement, Policy and Resolution, Public Relations and Information, Programs, Diversity and Newsletter. Ad hoc committees, including nominating membership and Audit, are appointed and maintained as deemed necessary by the President. Each committee has a specific function as outlined later in this section.

Each committee has a chair and chair-elect. The TAE4-HW president appoints the chair and, in consultation with the president-elect, the chair-elect. Appointed chairs of the standing committees attend TAE4-HW board meetings as non-voting members.

Members have an opportunity to select committees of their choice by attending committee meetings during annual conference. Each district is encouraged to designate at least one person to serve as representative on each of the committees.

### **II. ROLES OF COMMITTEE CHAIR, CHAIR-ELECT, AND MEMBERS**

#### **A. ROLES OF COMMITTEE CHAIR**

1. To direct and chair all committee meetings.
2. Follow up on committee recommendations or task undertaken. Check with person responsible for making recommendation or completing task.
3. Keep president posted on progress of committee.
4. Submit budget (if needed) to treasurer for board approval.
5. Keep accurate TAE4-HW expense vouchers and submit to treasurer for reimbursement.
6. Give committee report during annual conference
7. Maintain committee files and records and pass along to incoming chair.
8. Attend NAE4-HA committee meetings or designate someone else to attend.
9. Committee chairs may make motions and seconds, but cannot vote, because they are appointed, not elected.

**B. ROLES OF COMMITTEE CHAIR-ELECT**

1. Succeed chair following National Meeting
2. Keep minutes of each committee meeting.
3. Assist chair as needed.

**C. ROLES OF COMMITTEE MEMBERS**

1. Attend all committee meetings called by chair.
2. Help make recommendations related to the area of committee responsibility.
3. Follow through on committee recommendations assigned by chair; including giving progress reports to chair as soon as possible.
4. Carry out any assignment as delegated by committee chair.
5. Attend NAE4-HA Committee Meetings if in attendance at NAE4-HA meeting.

**III. TAE4-HW COMMITTEE RESPONSIBILITIES**

**A. PROFESSIONAL IMPROVEMENT**

This committee should be aware of the numerous opportunities which are available to enhance the professionalism of the membership. They should disseminate this information, as appropriate, throughout the year.

December	Distribute information about NAE4-HA scholarships and research awards and encourage members to complete applications.
January	Assist president elect in planning TAE4-HW annual meeting program.  Deadline for submitting application to NAE4-HA.
June	Begin recruiting speakers for Bi-annual Extension Conference.
Throughout Year	Coordinate professional activities from national level, working on goals that apply to state level. Complete any questionnaires and/or reports as requested by regional or national contacts. Fulfill any responsibilities as requested by TAE4-HW president or board of directors.

**B. POLICY AND RESOLUTIONS COMMITTEE**

This committee should develop and review policies as well as consider submitting resolutions to the TAE4-HW annual meeting.

November/

December     Review and update TAE4-HW Handbook.

Throughout  
Year

Undertake specific responsibilities as designated by the President and/or board of directors

Serve as a study and research committee (if deemed necessary) to the board of directors on all major policy discussions and thrusts of TAE4-HW.

Discuss and prepare recommendations on long range objectives and proposals for action by the board of directors.

Maintain current copy of contents of NAE4-HW Handbook.

**C. PROGRAMS COMMITTEE**

Taking initiative in stimulating specialized program areas and submitting proposals for needed programs which could be undertaken should be the responsibility of this committee.

April 1         Request Cultural Exchange information for ATravel Can Be Fun® brochure from all Tennessee Counties.

June 1         Prepare state summary of Cultural Exchange counties and send to national program committee chair.

Throughout  
Year

Complete and return by deadline any correspondence from NAE4-HA Committee Chair or regional contact.

Submit any program committee news or activities to state newsletter editor by deadline.

**D. PUBLIC RELATIONS AND INFORMATION COMMITTEE**

All aspects of public relations should be performed by this committee. This includes promoting and encouraging 4-H Youth Agents= position as a professional career position and striving to promote TAE4-HW members and their accomplishments, their profession, and the programs they conduct.

- April            News release for state meeting attendees.  
                    News release for award recipients.
- May              Conduct first timer-s orientation at state meeting.  
                    Deadline for requesting exhibit space for NAE4-HA Annual Meeting.
- September    Plan and develop exhibit for NAE4-HA Annual Meeting.
- Attend new workers orientation at state meeting to market the organization.
- Publicize membership outside of 4-H agent circle to include adult agents, specialists, etc.
- Contribute to Headlines.
- Collect new biography and photographs (high resolution quality) each year for every member. Work with District PR&I Chair (or Director if no District PR&I). Could be done at camp planning or district association meeting - must be to committee by January.

**E. RECOGNITION COMMITTEE**

This committee will work with the state 4-H staff to determine appropriate candidates for recognition in both state and national service award programs. This committee will also be responsible for the collection, judging and submission of all communication and special award entries.

- November Edit, assemble and print APeople to People® communications and special awards program booklet.
- December Distribute booklets to TAE4-HW members.
- January Receive state communications and special award entries.
- February Entries judged on state level.  
Determine which members are eligible for DSA, MSA, 25 Years, George S. Foster, ASA and Air Force Recruiting awards. Work with State 4-H Office to prepare ballots to be mailed to entire membership.
- March Obtain state winning award winners and prepare them for National Entry.
- April 1 Deadline for communication, special award, DSA, 25 Years, MSA, ASA and Air force Recruiting to be postmarked for National Entry.
- Annual Meeting Have awards made for all winners. Have names of new DSA recipients engraved on plaques in State 4-H Office. Arrange formal announcement and presentation of awards at TAE4-HW annual meeting.

**F. NEWSLETTER**

The newsletter AHeadlines® is the form of communication for the association. The newsletter committee chair is responsible for seeing that articles are organized, printed and sent to appropriate persons for mailing to members. The newsletter is printed four times a year (March, June, September, and December).

**G. NOMINATING COMMITTEE**

This committee should review credentials of members and place the most qualified name in nomination for various offices.

March TAE4-HW president appoints committee consisting on one representative from each district. The immediate past president serves as chair.

April Committee should meet no less than one month before annual conference to select slate of officers. Business may be conducted during group meeting, by mail or telephone. Committee chair should get consent from nominated delegates before conference. Solicit a short resume on association involvement form each nominee to be duplicated and distributed as members go in to vote.

Annual Meeting Present a slate of candidates as follows:  
one candidate for president (current president elect) and candidates for each of the other offices. The slate is officially presented at the first business session of the annual meeting. Serve as tellers to collect and count ballots. Ballots are to be printed prior to annual conference.

**H. MEMBERSHIP COMMITTEE**

This committee is responsible for acquainting new staff members with the objectives of the organization and extending them an invitation to join. Region Directors serve as members of this committee. The TAE4-HW Vice President serves as chair.

NovemberB  
December Coordinate membership drives in respective regions.

MarchB  
December Keep current membership and send dues as received. Promote and encourage membership on a regional, state and national basis.

I. **AUDIT COMMITTEE**

President appoints committee to audit the financial records of the treasurer.

Annual  
Meeting

Chair presents report during business meeting.

J. **DIVERSITY COMMITTEE**

TAE4-HW will provide actions for implementing programs and encouraging participation for eligible Agents youth and adults in all Extension 4-H programs and professional organization regardless of race, color, national origin, sex or disability.

This committee will be responsible for:

Developing criteria for review of materials and programs to encourage diversity.

Developing and periodically update a resource directory and collaborate with other agencies working in youth development.

Examining policies of TAE4-HW and make recommendations to insure that all eligible will have rights and privileges of membership.

Cooperating with the National Association of Extension 4-H Agents Associations's Diversity Committee in implementing its goals.

Date of Report            (ITEM 2)

TENNESSEE ASSOCIATION OF EXTENSION 4-H WORKERS  
COMMITTEE REPORT FOR 20       (ITEM 1)

Committee            (ITEM 3) Chair                            (ITEM 4) Chair-Elect                            (ITEM 5)

Committee Members                            (ITEM 6)

RECOMMENDATION (include any details)	RECOMMENDATION DIRECTED TO	PERSON TO FOLLOW THROUGH ON RECOM.	DATE RESPONSE NEEDED	RESPONSE
(ITEM 7)	(ITEM 8)	(ITEM 9)	(ITEM 10)	(ITEM 11)

# **SECTION IV**

## **Annual Meeting**

## SELECTION SCHEDULE FOR COMMITTEE CHAIRS

To take place at State TAE4-HW Meeting

Committee	2006	2007	2008	2009	2010
Professional Improvement	*		*		*
Public Relations & Information	*		*		*
Programs	*		*		*
Policy & Resolutions		*		*	
Recognition		*		*	
Diversity-chair appointed in Nov. 1993	*		*		*
DSA/Awards - not a two year term					
Headlines - not a two year term					
Historians - not a two year term					

## Rotation Schedule for State Meeting

\* Rotation suspended in by-laws for State Galaxy Conference in 2006.

2007          Specialist

2008          Western

2009          Eastern

2010          Central

2011          Specialist

# ANNUAL MEETING PLANNER

## SEPTEMBER

### Responsibility

1. Vice President to solicit bids for the annual meeting site from the region directors for May of the following year. The meeting will be the first full weekend in May of each year.

## NOVEMBER

1. Board to select annual meeting site

## DECEMBER

1. President to request official time from the Dean for the meeting and additional time for Board Meeting.
2. President to request Southern Regional Director to attend and be on the program of the state meeting.
3. President to contact Farm Bureau for luncheon sponsorship.
4. President-elect along with the host district-s conference coordinator is in charge of the meeting.
5. Conference coordinator to appoint Conference Committee (use past year structure as guide).
6. Conference coordinator and appropriate committee chairs obtain ideas and contact key note speaker and seminar presenters. Develop theme and budget (using past year-s guide). Get Board approval. Communicate to committee chairs.
7. Write article for AHeadlines@ with as many details as possible to promote conference. The remainder of details will be in FEBRUARYBMARCH ISSUE.

## JANUARY

1. Conference coordinator is to:
  - A. Contact prospective seminar presenters (NOTE: Per 11/21/91 Board Meeting minutes: 75% of previous year-s conference Aprofit@ if any, is to be used for professional development program(s) at the following year-s conference). Check with treasurer for the amount.
  - B. Develop and confirm plans with hotel. Have one contact with the hotel. Give the hotel a copy of the TAE4-HW tax exemption certificate (obtain from treasurer). Get everything in writing. Obtain permission to bring in our own food for Hospitality Room; secure six (6) rooms for concurrent district meetings and six (6) concurrent committee meetings (total of 6). Make arrangements with hotel for pre-conference Board Meeting on Wednesday evening and Thursday morning (meeting room, food, etc.).

State 4-H Staff members are also involved so have room that is large enough. Wednesday dinner is involved at the hotel so there should not be a room usage charge. Wednesday dinner is Dutch treat, however, some host districts have provided a snack (cookies and soft drinks) upon arrival and sweet rolls, juice, coffee and soft drinks for Thursday-s continued meetings paid by conference funds. Make arrangements for Past Presidents' Breakfast. Association pays for this on Friday with other hotel bills.

Get free rooms for banquet since we are eating. Get free meeting rooms since we are renting so many Asleeping@ rooms.

Select meals (menus and confirm prices).

Determine costs of breaks, if not free in Hospitality Room.

**DO NOT SIGN CONTRACT BEFORE READING COMPLETELY AND VERY CAREFULLY. WORK TO GET A GOOD DEAL.**

## **FEBRUARY**

1. Conference Coordinator to:
  - A. Confirm keynote speaker in writing.
  - B. Settle on theme and seminar topics
  - C. Confirm seminar presenters in writing.
  - D. Send draft of program to President and President-elect as soon as possible.
  - E. Write article(s) for **AHEADLINES@** with **ALL DETAILS** (schedule, dates for conference, registration deadlines for conference and registration costs (early registration, late registration, first timers and non-members) hotel registration deadlines and cost, information to take official name tag and business cards, seminar and speaker descriptions, etc.). Include registration form. State that extra meal tickets will not be available at door. State policy for refunds (give cutoff date-whatever). Set cut off date for meals for those attending one meal only. Non-members will be allowed to attend by paying higher registration fee not to exceed \$25.00. First timers who are TAE4-HW members will receive a \$10.00 discount for first state association meeting.
  - F. Be sure to coordinate carefully with President-elect before he/she writes letters asking individuals to be on the program so dates and times match the program.

## **FEBRUARY OR MARCH**

Issue of **AHEADLINES@** is to be sent by U.S. Mail in order to get conference information to everyone on time.

## **MARCH**

1. President-Elect to send invitations to:
  - A. Dean of Extension - ask to bring greetings (specific date/time).
  - B. All Associate Deans and TSU Administrator - ask to assist with specific awards at Friday night's recognition banquet unless you have other request for them such as communications awards or being on program (specify what/when/where).
  - C. Presidents of TEAFCS, TAAA&S and ESP - ask to bring brief greetings at the recognition banquet (specify date/time/location).
  - D. Representative from State 4-H Council - contact State 4-H Council Advisor for name - ask to bring brief greetings at the recognition banquet (specify date/time/location).
  - E. Vice President, Institute of Agriculture - ask to bring greetings at a specific event (give details).
  - G. Farm Bureau Representative - ask to bring greetings at luncheon.
  
2. Conference coordinator to:
  - A. Communicate with the board members as to what their part will be on the program and when. Tasks include; presiding at meetings, preparing handouts, etc.
  - B. Obtain name tag Ribbons for board, first timers, award winners, etc. Check for ones left from previous year.
  - C. Have committee to plan/conduct first timers activity.
  - D. Contact Dr. Humberd for approval for Communications Department to print programs (main program and program on meals) and meal tickets unless you wish to print in your office.
  - E. Include a list of current officers and board members as well as a list of past presidents on the program.  
Include all past award winners (DSA, George Foster, 25 Year, Achievement in Service, etc.) In Recognition Banquet Program.  
This should be on a disk; update after meetings.
  
3. President-elect to check with chairs of DSA/Awards Committee and Recognition Committee regarding awards and recognition programs. The chairs are to obtain the awards. All awards, including communications, can be presented at the Recognition Banquet. The winning entries can be displayed Friday. Funds for Communication Awards can be appropriated from the committee budget, not from conference registration. Coordinate with conference chair so awards are listed at appropriate times on the schedule.
  
4. President contact State 4-H Staff regarding meeting with Board on Wednesday.
  
5. President to appoint nominating committee.

6. Past President to chair nominating committee; refer to list of board members with dates when terms end. After obtaining nominations from the committee and acceptance from candidates obtain information from the candidates in order to prepare candidates profiles for the registration packets. It was suggested that the past president prepare all profiles using information sent by the candidates to insure uniformity in length, format, type of information included.

## APRIL

1. President follows up contact with Southern Region Director about his/her involvement in state meeting. TAE4-HW provides lodging and meals. NAE4-HA provides transportation. Be sure time is allotted on program for Southern Region report.
2. President contact full board regarding details of board meeting and information needed for packets. Tell board members the specific item needed, the number needed and to bring them to the beginning of Wednesday-s Board Meeting.  
Items needed are:
  - \*Conference Schedule/Program
  - \*Receipt for Registration Fee
  - \*Meal Tickets
  - \*Minutes of last year-s conference
  - \*Treasurer-s Report
  - \*Officer Election Candidate AProfiles@
  - \*Current membership list
  - \*District Reports
  - \*Committee Reports
  - \*Description of seminars (presenters, topics, etc.)
  - \*Hospitality Room promotion Aflyer@  
(location, when open, etc.)
  - \*Map of area
  - \*Evaluation Form
  - \*NAE4-HA Conference Information
  - \*List of Full Board
3. Conference Coordinator to:
  - A. Follow up communication with keynote speakers giving dates, times, locations and confirming facility needs.
  - B. Invite all present Presidents to specifically participate in the State Conference and to be the association guest for this banquet.
  - C. Confirm numbers for all meal functions for caterers. Set cut off time for meals
  - D. Work with appropriate committee to secure all gifts for speakers. Some years the committee gets extra donated items; the best are used as gifts for keynote speakers and seminar presenters, and others are used for door prizes.

- E. Work with registration committee to prepare registration receipts for everyone - some administrators may be on expense account and others may use for income tax purposes.
  - F. Work with program chair to apply for professional development units (PDU-S) for AAFCS. Be sure to include a place on registration form to indicate CFCS.
  - G. Prepare evaluation instrument.
4. President request information is taken to State Meeting by Treasurer for audit.
- 1. Conference coordinator work with registration committee to get packets assembled Wednesday evening. Take UT envelopes for this.
  - 2. President appoints Audit Committee.
  - 3. President conducts Board Meeting and Business Meeting.
  - 4. Past President presides at Past Presidents' Breakfast.
  - 5. Past President conducts election; take ballots, box and profiles. Vote before lunch on Friday to allow time for a Run-off<sup>®</sup> election if necessary; provide time for candidates' speeches; work with conference coordinator to get into program.
  - 6. President Elect (membership chair) take six (6) sets of membership by districts for use in election.
  - 7. President Elect appoint appropriate committee chairs; work with current chairs; refer to list of board with dates when terms end. Announce new chairs.
  - 8. Conference coordinator to assist treasurer in closing out account at hotel - as well as any other bills which need to be paid.
  - 9. President Elect and Conference Chair work together to write thank you letters to speakers, seminar presenters, conference committee chairs, donors, etc.

**SECTION IV  
ANNUAL MEETING**

OFFICE OR COMMITTEE CHAIR

NAME

<u>MONTH</u>	<u>RESPONSIBILITY</u>
September Board Meeting	1. Vice President to solicit bids for the annual meeting site from the district directors for May of the following year.
November	
December	1. Select annual meeting site.
	1. President to request official time from the Dean.
	2. President to request Southern Regional Director to attend and be on the program of the state meeting.
	3. Begin contacting keynote speaker for meeting
	4. Consider theme and ideas for seminars.
January	5. President to contact Farm Bureau for banquet sponsorship.
	1. Contact prospective seminar leaders.
	2. Write article for AHeadlines® including registration costs, details for room registration, etc. Reminder in following newsletter.
February	3. Select meals (menus and confirm prices)
	1. Confirm keynote speaker
	2. Settle on theme and seminar topics
March	3. Confirm seminar leader.
	1. Send out registration materials (Need to say on registration that extra meal tickets will not be available at door.)

April

1. President-Elect to send invitations to all of the Deans; Vice President, Institute of Agriculture or Representative; Farm Bureau Representatives; The Presidents of TAAA&S, TAEFCS, and ESP.
2. President-Elect; get programs/meal tickets printed at least two weeks before meeting.
3. Print name tags/secure Board Ribbon.
4. Follow up communication with key note speakers giving dates, times, locations, and confirming facility needs.
5. Follow up contact with Southern Region Director about his/her involvement in state meeting.
6. Contact officers and committee chairs for items/reports to be included in registration packet.
7. Confirm numbers for all meal functions for caterers. Set cut off time for meals.
8. Secure program gifts for speakers.

May

1. Collect materials for packets  
(Assemble)  
Program  
Vitas  
District Reports  
Minutes  
Treasurer Reports  
Committee Reports  
National Information  
Officer Reports  
Name tags
2. Send thank you notes to guests, speakers, seminar leaders and donors.

# **SECTION V**

# **HISTORY**

## **SECTION V TAE4-HW HISTORY**

### Early History

For several years, individual Tennesseans participated in the National Association of Extension 4-H Agents on an at-large basis. In 1973, a delegation of six Tennessee at-large members attended the national meeting in Roanoke, Virginia, to learn more about the organization. Those agents were, Martha Jo Tolley, Hawkins; JoAnn Huddleston, Polk; Glenda Booker, Wilson; Glenda Jellicorse, state 4-H staff; Jon Baker, Sullivan; and Ben Powell, state 4-H staff.

During the 1976 winter Extension short course, an impromptu meeting of affiliated agents resulted in a steering committee to investigate the possibilities of organizing in Tennessee. After visiting with UT administrative staff and the presidents of the other professional agent organizations, the steering committee called an organizational meeting at Cookeville for July 24, 1976.

Thirty-three individuals attended the meeting, approved the first constitution and elected officers to serve through the end of the 1977 calendar year. Officers elected included: Martha Jo Tolley, president; Gordon Pafford, president-elect; Glenda Booker, vice president; JoAnn Huddleston, secretary; and E. J. Usery, treasurer. Janie Putman, John Allen, Mary Jo Lee, Phyliss Boyce, Martha Childress and Gordon Holleman were elected district directors.

The first official Tennessee delegation to the national meeting traveled by bus to Grossinger, New York, in 1976. Twenty-eight participated in the conference and post-conference trip to New York City, which was arranged by retired Extension worker, Mary Stanfill.

Over 75 agents participated in the first annual meeting which was held May 4-6, 1977, in Milan, TN. Using the theme, ABuilding for Century III®, several speakers added to the success of the meeting. Speakers in that meeting were Dr. Tal DuVall, Dr. Lloyd Westbrook, Dr. John Banning, Marion Mariner, John Allen and NAE4-HA President Wayne Schroeder. The first complimentary life membership was presented to Dr. William Bishop, retiring dean of the Agricultural Extension Service.

## Objectives

In the first TAE4-HW newsletter, News and Notes, the objectives were stated as being:

1. To encourage professional improvement and improved professionalism among members.
2. To provide a medium for the exchange of idea, methods, and techniques as they relate to planning and implementing the Extension 4-H program within Tennessee and to further provide the same opportunities with Extension 4-H Workers throughout the nation, through affiliation with the National Association of Extension 4-H Agents.
3. To promote and increase interest in Extension as a career with primary emphasis on 4-H work.
4. To promote understanding and cooperation among all Extension workers to strengthen the total Extension program.

Jim Byford developed the first TAE4-HW membership brochure in 1978 entitled ATAE4-HW-Aiming for Professionalism®. In this brochure several testimonials were given by members who had already benefited in the association. Perhaps these comments best describe the success of the new 4-H agents' professional association.

ABeing a member of a 4-H organization that has gained as much ground as we have in two short years is very exciting. This organization, the enthusiasm the members have, and the sharing of ideas make my association with this group very rewarding®.

AMotivation and new ideas are born when positive agents work together as a positive group®.

ABeing a member of the national association has made me realize, more fully, many of the good things about the 4-H program in Tennessee®.

AThe 4-H Workers Association provides the opportunity for interaction with 4-H agents on an informal basis. Being a member has helped me to realize the importance of professionalism in my everyday working. Receiving ideas helpful to our county programs is a definite benefit. The greatest benefit of the 4-H Workers Association is getting to know people who share the same problems, worries, and headaches that you do as a 4-H agent. No one in 4-H is alone!

# **SECTION VI**

# **Operations and Management**

## **SECTION VI**

### **Operations and Management**

SUGGESTED ITEMS TO BE INCLUDED IN FILES LOCATED AT STATE 4-H OFFICE AND PERSON RESPONSIBLE.

#### President

President-s Statement (limit to one page)

#### President and/or Secretary

Current Constitution & By-Laws

All previous Constitutions and By-Laws

Current list of officers

TAE4-HW Publicity (there is a section now there for this, by years)

#### Secretary

Minutes of all meetings (there is a folder now there for a Secretary-s Statement)

TAE4-HW History (many people could contribute to this now! Eventually - Secretary)

#### Treasurer

Copy of all budgets and financial statements

Invoices, checks, bank statements, etc. (there is a folder now there for a Treasurer-s Statement)

#### Each District Director

One folder per district for at least a one page review of the year-s activities.

#### Chairman directly involved

At least one copy of information about ACTIVITIES:

Annual Conference

Distinguished Service

Membership

Membership Promotion Materials

Standing Committees

#### Editor

At least one copy of each issue of AHeadlines@