

National Association of County Agricultural Agents

Committee Members Handbook



2023- 2024 Council Chairs

Colt Knight, Extension Development Council
Sherry Beaty Sullivan, Professional Improvement Council
Joni Ross Harper, Program Recognition Council

The NACAA National Committee Handbook is designed to provide NACAA members and specifically national committee chairs, regional vice chairs and state chairs information about NACAA Committees. **It should be noted that the NACAA National Committee Handbook is a guide and NOT NACAA Policy.** In all cases, NACAA Committees shall review applicable chapters in NACAA Policy Manual (Chapter 3, Chapter 6, and other chapters) The NACAA Policy Manual shall supersede the Committee Handbook.

Revised as of July 2024

Table of Contents

NACAA Mission Statement	4
Goals for NACAA	4
Committee Structure and Organizational Chart	5
Committee Structure Philosophy.....	5
Organizational Chart.....	5
Descriptions and Leadership Responsibilities	6
Executive Program Committee (EPC) Description.....	6
Council Description.....	6
Committee (Program Committees) Description.....	6
Program Advisory Committees.....	7
Council Chair Responsibilities.....	7
National Committee Chairs Responsibilities.....	7
National Regional Vice-Chairs Responsibilities.....	7
State Committee Chair Responsibilities.....	7
Extension Development Council (EDC)	8
Council Description.....	8
Committees.....	8
Early Career Development.....	8
Leadership and Administrative Skills (formerly Administrative Skills).....	8
Agricultural Issues.....	8
Teaching and Educational Technologies.....	9
Committee Leadership Responsibilities.....	9
Additional Information.....	10
Professional Improvement Council (PIC)	11
Council Description.....	11
Committees.....	11
H and Youth.....	11
Agricultural Economics and Community Development Committee.....	11
Agronomy and Pest Management.....	11
Animal Science.....	12
Horticulture and Turfgrass.....	12
Natural Resources/Aquaculture.....	12
Sustainable Agriculture.....	12
Committee Leadership Responsibilities.....	12
Additional Information.....	14
Program Recognition Council (PRC)	15
Council Description.....	15
Committees.....	15
Recognition and Awards.....	15
Communications.....	15
Search for Excellence.....	15
Professional Excellence.....	15
Public Relations & Agricultural Awareness.....	16
Scholarship.....	16
Committee Leadership Responsibilities.....	16
NACAA Awards Guidelines.....	18
Additional Information.....	18
Life Members Committee	19

Committee Description	19
Life Membership Leadership Recruitment	19
Committee Leadership Responsibilities	20
Additional Information.....	20
NACAA Leadership Monthly Calendars	21
September	21
October - November	22
December	23
January	24
February	25
March- April	26
May	27
June	28
July - August.....	29
<i>The County Agent Magazine and E-County Agent Submission Schedule</i>	30
Selected Policy and Operation Information	31
NACAA Committee Handbook	31
NACAA Policy Handbook	31
Council Chair Selection	31
Committee Chair & Vice-Chair Selection	31
Committee Chair & Vice-Chair Resignations	32
NACAA Committee Program Support Funds	32
Participation in NACAA Awards Programs.....	32
Webinar & Other Events Outside of NACAA AM/PIC	33
Altering a Committee Name	33
Adding or Dissolving a Committee	34
NACAA Expense Reimbursement for Council Chairs, Committee Chairs and Vice- Chairs	34
Correspondence	35
Sponsorship for Committee Activities.....	35
Electronic Communications	35
Obtaining a Copy of the Committee Handbook.....	35
Web Site Data Base	35
Mailing Lists	35
NACAA Committee Program Support Funds	35
Forms	36
Annual Committee Workshop Report & Plan of Work Form	36
Report of Committee Activity... ..	38

Mission Statement

“The mission of the National Association of County Agricultural Agents (NACAA), an organization of professional Extension Educators, is to further the professional improvement of its members, communication and cooperation among all Extension Educators and provide for enhancement of the image of Extension and the development of personal growth opportunities for Extension Professionals.”



Goals for NACAA

To improve the County Extension Agent's role as a professional educator, the NACAA strives to:

- **ADVANCE** the professional status of Extension agents and specialists with agriculture-related Extension appointments.
- **ENCOURAGE**, promote, and provide professional improvement for all members.
- **PROVIDE** for the exchange of ideas, methods, and techniques.
- **REPRESENT** professional interests of members in matters of public policy and affairs.
- **PROMOTE** public confidence, esteem, and respect for Cooperative Extension.
- **RECOGNIZE** professional excellence in Cooperative Extension nationwide.

Committee Structure and Organizational Chart

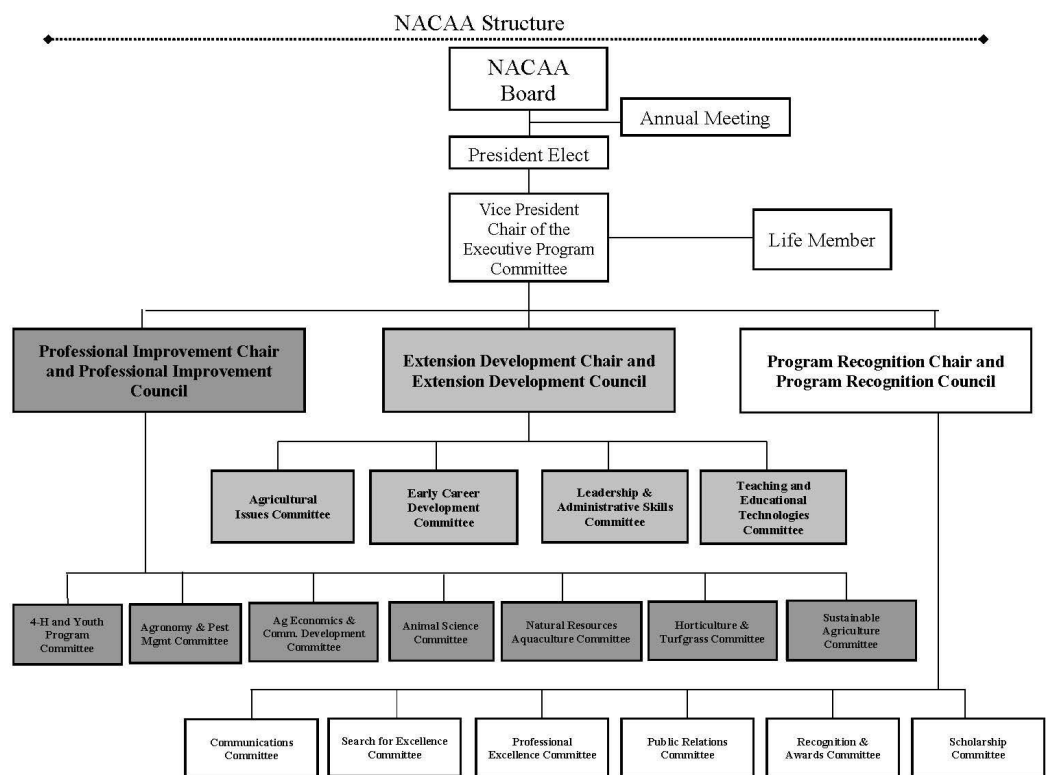
Committee Structure Philosophy

Any structure should be built using a strong, broad-based, and solid foundation. The current structure for NACAA is built on three foundation blocks that are the basic components of NACAA's professional enhancement areas: Program Recognition, Extension Development, and Professional Improvement. This committee structure is also set up to be flexible allowing for the addition or deletion of committees and/or programs that best meet the needs of the membership at any given time.

NACAA Councils and their associated committees provide opportunities for NACAA members to make regional and national presentations relative to their individual work experiences. This structure provides opportunities for NACAA members to develop and implement regional and even national programs within their discipline that will meet objectives and goals contained in their annual Plan of Work.

If a committee has a recommendation for a new program or a new award, the committee should draw up the recommended details including funding and submit it through their Council Chair to the Executive Program Committee (EPC). The EPC members will determine under which committee and council the new program and award should be handled. This same procedure should be used if a committee is making a recommendation to drop a program or award. The EPC recommendation will then be made to the NACAA Board for final approval before the program or award is put into place.

It is important within the committee structure that ideas, proposals, plans, and funding sources are worked out within a committee, up through including their Council and Council Chair and the Executive Program Committee before being presented to the NACAA Board. This process will allow those in the front line and most familiar with the committee's objectives to develop programming that best meets the professional improvement needs of the NACAA membership. This mode of action will also help expedite requested action by the National Board by having the committee plan and work out the details of a proposal ahead of time, thus allowing the National Board more time to consider strategic planning and overall direction for the future of NACAA.



The committee structure for NACAA is a grass-roots structure, originating at the state level with state committee chairs. The state committee chairs facilitate the functioning of related programming at the state and provide programming input and support to the national committees through the regional vice-chairs. There is a regional vice-chair selected from each of the four NACAA regions on each committee to achieve this purpose. The regional vice-chairs form the national committee. Committee chairs are each assigned to an appropriate Council on which they serve under the leadership of the National Council Chair. The three National Council Chairs and the National Vice President form the Executive Program Committee (EPC), which oversees this segment of the organization. More information is provided on each of these entities throughout this document.

Descriptions and Leadership Responsibilities

Executive Program Committee (EPC) Description:

- EPC is composed of the three Council Chairs and the Vice President.
- The NACAA Vice President shall serve as the chair of the committee and serve as link between the EPC and NACAA Board.
- Determines the criteria for Chair selections and regional Vice-Chair rotation sequence as posted on the NACAA website.
- Provides input to the AM/PIC Planning Committee for presentation opportunities to incorporate into AM/PIC format.
- Solicits input from the Life Members Committee and uses this group as a resource for agent training, mentor programs, and other needs to enhance NACAA members.
- Establishes priorities for resource alternatives and development with ultimate approval to be made by NACAA Board.
- Determines the most appropriate placement for new Professional Improvement program opportunities with the ultimate approval will be made by NACAA Board.
- Develops the criteria to determine when a Program Committee is to be added or deleted with ultimate approval to be made by NACAA Board.
- Receives committee name change requests and forwards to the National Board for approval/denial (See Policy 6-9 for clarification of procedures).

Council Description:

- Council membership will consist of the Council Chair and Committee Chairs associated with that committee.
- Members should continually look for national opportunities for committee activities.
- Members should keep other Council members aware of concerns identified within individual committees and recognize opportunities to create networks where Program Committees with mutual concerns can work together.
- Members should recommend to the Executive Program Committee through the Council Chair when to add additional Program Committees or remove non-functional Program Committees. These recommendations will be forwarded to the NACAA Board for action.
- Members should monitor financial resources and be sensitive to existing NACAA and/or Host State AM/PIC sponsors.
- Members should forward reports, evaluations, and financial needs of activities to the Executive Program Committee.
- Members should maintain a historical database on activities and resources of programs being carried out, identify exchange opportunities for members, and serve as a clearinghouse for information.
- Members should assist NACAA members relative to job opportunities, tours, or exchanges on a national or international level.

Committee (Program Committees) Description:

- Committees are composed of one representative per region.
- Committee Leadership (Chairs and Vice Chairs) serve two-year terms and can serve a maximum of two consecutive terms.
 - Note: the Extension Development Council committee chair will be selected annually from one of the four Regional Vice-Chairs as addressed in the Committee Description (Policy 6-3).
- Committees review, expand, and establish networks for proposals and/or plans, and may use Advisory Groups.
- Committees solicit members to present papers, submit award applications, and/or make presentations at the AM/PIC.
- When deemed necessary a Program Committee can request a name change for that committee by the following procedure. A Program Committee name change can take place by having the chair of the involved Program Committee forward a request for a name change to the associated Council Chair. The request should come forward when there is significant interest for the change from NACAA members associated with the involved program committee and/or from the program committee itself. The Council Chair will forward the

request to the Vice-President for presentation to the National Board for approval/denial.

Program Advisory Committees:

The Professional Improvement Committees make use of “Program Advisory Committees” brought together to address a specific topic within one of the committee’s broader subject matter area. For more information, consult the Professional Improvement Council section in this handbook.

Council Chair Responsibilities

- Nominations for Council Chair are made by the Vice President with input from the Regional Directors with final approval by the NACAA Board.
- Council Chairs will represent their respective councils on the Executive Program Committee.
- Council Chairs will conduct and facilitate Council meetings.
- Council Chairs will serve three-year terms on a rotating basis.
- The three Councils are the:
 - Program Recognition Council
 - Extension Development Council
 - Professional Improvement Council.
- Council Chairs will solicit nominations for Committee Chairs – applications are collected by the Council Chairs who make recommendations to the Vice President. The Vice President will obtain input from the Regional Directors and Council Chairs and the selection of Program Committee Chairs will be made by the NACAA Board, with final approval made by the voting delegates at AM/PIC. The Vice President will communicate these decisions to the Council Chairs so they can notify those nominated of the outcome.

National Committee Chair Responsibilities

- Represent Program Committees on the Council.
- Conduct Program Committee meetings.
- Forward reports to the Council Chair.
- Maintain a historical data base of resources for all committee activities for future use.
- Serve as mentor for Vice-Chairs, State Chairs and committee members.

National Regional Vice-Chair Responsibilities

- Regional Vice-Chair nominees will be selected after consultation between the Vice President and respective Council Chairs and will be presented to the NACAA Board at their spring meeting for confirmation.
- Regional Vice-Chairs serve as a liaison between the national committee and state committee chairs in the region that they represent.
- Regional Vice-Chairs participate in committee meetings held by the committee chair.

State Committee Chair Responsibilities

- State chairs are to act as a liaison between the membership and state association and the regional vice chairs.
- State chairs should serve as a conduit for information about the committee’s activities and programs, and share ideas, thoughts and concerns up the chain of command when necessary.
- State Committee Chair responsibilities vary depending on the purpose and activities of each committee. Details may be found under the Professional Improvement Council, Extension Development Council and Program Recognition Council committee descriptions in this handbook.

Extension Development Council (EDC)

Council Description:

The Extension Development Council (EDC) is comprised of the EDC Council Chair and the Chairs of the following committees:

- Agricultural Issues
- Early Career Development
- Leadership and Administrative Skills
- Teaching and Educational Technologies

The **Extension Development Council (EDC)** strives to enhance the professionalism of our members by providing opportunities for strengthening their leadership and educational delivery skills. One common thread among NACAA members is the fact that we are all Extension agents/educators. Therefore, it is imperative that our organization strengthen and continue to offer training in the process of how to become better extension professionals. This is the one area that effectively separates NACAA from other subject specific professional organizations. The sub-areas of the EDC are not to be subject matter specific, but rather cover broad, general extension related topics that focus on the following: Agricultural Issues, Early Career Development, Leadership and Administrative Skills, and Teaching and Educational Technologies. Each of these broad headings is addressed by a committee.

Committee Descriptions:

Early Career Development

The Early Career Development Committee develops professional improvement education programs that will assist members who are early in their career to maximize and successfully complete their Extension education experiences. The committee will also help train members in management positions, or those who are in other positions that might play a role in mentoring new professionals, to assist those who are new to Extension. This charge also includes the securing of resources to fund these activities and the responsibility to promote these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Early Career Development Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members. The Early Career Development Committee will coordinate with the host state of the AM/PIC on the first timer's program and activities.

Leadership and Administrative Skills (formerly Administrative Skills)

The Leadership and Administrative Skills Committee strives to improve and enhance the administrative skills of all NACAA members regardless of the degree of administrative responsibility. Possible areas of focus could include working with State legislators and other local government officials, general office administration, budgetary skills, personnel management and evaluation, administering volunteers, developing position descriptions and grant writing. This charge includes the development of professional improvement opportunities, promotion of activities to all members, and securing resources to fund activities. During development of all functions and opportunities the committee shall maintain a focus on diversity and inclusivity for all members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Leadership and Administrative Skills Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

Agricultural Issues

The Agricultural Issues Committee provides educational opportunities that help NACAA members identify, define, and educationally address issues in agriculture that impact the sustainability of agriculture operations in their areas. In addition, it encourages and trains members to carry out high impact public relations projects to enhance appreciation for and an overall understanding of agriculture. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various

state chairs. As ideas for professional improvement are brought to the Agriculture Issues Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

Teaching and Educational Technologies

The Teaching and Educational Technologies Committee focuses on the development of programs to assist members in learning non-traditional Extension education skills. Possible areas of focus could include electronic multi-media skills, computer networking, compressed video, electronic communications, distance education, and traditional teaching skills. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Teaching and Educational Technologies Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

Committee Leadership Responsibilities:

National Chair (1 per committee- selected from Vice-Chairs):

- Coordinates the activities of the committee.
- Provides leadership in raising funds and preparing budgets for committee activities and handling donor contacts in cooperation with the NACAA President Elect.
- Assumes responsibility for reporting committee activities to the NACAA EDC Council Chair.
- Works with regional vice-chairs in establishing communications concerning committee activities with state committee chairs.
- Assumes responsibility for conducting committee professional improvement workshops at the NACAA AM/PIC.
 - Works with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and assists them in understanding the application process.
 - Coordinates the selection of professional improvement sessions. Review program applications online, check the applications for accuracy, and coordinates selection process of participants with regional vice-chairs. Approve selected presentations on the NACAA website. Contact selected members to let them know of their selection for participation.
 - Work with EDC Council Chair to make facility/equipment requests for sessions.
 - Develop schedule for professional improvement sessions and assign session moderators.
- Plans, promotes and implements any additional professional improvement activities to be conducted at NACAA AM/PIC such as super seminars or pre or post tours.
 - Assess needs of membership to determine activities/topics proposed.
 - Seek approval of EDC Council Chair and NACAA board to offer additional activities at NACAA AM/PIC.
- Assumes responsibility for conducting committee meetings at the NACAA AM/PIC.
- Assumes leadership for developing plan of work and budget for committee and submit to the EDC Council Chair.
- Assumes responsibility for informing the membership of activities being conducted by committee by submitting articles and information to the editor of The County Agent magazine and the Electronics Communications Coordinator.
- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

Regional Vice-Chairs (4 per committee):

- Participate in and assist with the committee activities at the NACAA AM/PIC including committee meetings, professional improvement sessions and other special activities (super seminars, pre- or post-tours, etc).
- Serve as communication link between the national committee and state committee chairs.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the national chair.

- Assist committee chair in preparation of reports, plan of work, and other tasks as requested by the committee chair.
- Check all applications submitted for their respective region for accuracy and completion online and notify the national committee chair when complete.
- Assist the national chair in planning and conducting professional improvement activities when called upon.
- Assist the national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the committee from states to the national level by requesting input from state chairs.
- Keep the national chair informed of regional and state activities relating to activities and programs being conducted that might have national applications or benefit to NACAA members.
- Attend all committee activities at AM/PIC and help as requested by the national chair.

State Chairs:

- Participate in and assist with committee activities at the NACAA AM/PIC.
- Serve as communication link between the national committee and the state's membership.
- Assist the national chair and regional vice-chair by promoting activities to state committees and NACAA members within their respective state.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the regional vice-chair.
- Promote professional improvement opportunities and AM/PIC activities including requests for scholarly presentations and assist them in application process.
- Assist the regional vice-chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the national chair or regional vice-chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the national chair through the regional vice-chair.
- Keep the regional vice-chair informed of state activities relating to activities and programs being conducted within the state that might have national applications or benefit to NACAA members.

Additional Information:

More Information about the Extension Development Council committees can be found on the NACAA website at: <https://www.nacaa.com/committees>

Professional Improvement Council (PIC)

Council Description:

The Professional Improvement Council (PIC) is comprised of the PIC Council Chair and the Chair of each of the following Program Committees:

- 4-H and Youth
- Agricultural Economics and Community Development
- Agronomy and Pest Management
- Animal Science
- Horticulture and Turfgrass
- Natural Resources/Aquaculture
- Sustainable Agriculture

NACAA provides its membership opportunities to present and receive specific subject matter information. This council was created and designed to better fulfill the NACAA mission: "... to further the professional improvement of our members..." This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include discussion groups, seminars, refereed papers, demonstration sharing, study tours, and interstate/ international exchanges. Seven broad, fundamental subject matter areas were identified that would encompass the vast majority of work done by Agricultural Extension agents/educators across the country. That list includes: 4-H and Youth, Agricultural Economics and Community Development, Agronomy and Pest Management, Animal Science, Horticulture and Turfgrass, Natural Resources/ Aquaculture, and Sustainable Agriculture. Each of these seven broad subject matter areas comprise a committee. Additional committee categories can be added in the future or existing areas modified to meet the needs of the NACAA members. Each of these broad subject matter committees may have numerous advisory groups beneath it as is deemed necessary. Examples of advisory groups under the Animal Science Committee might include (but not all-inclusive list): Range/Pasture Management, Bio-Technology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, and Animal Waste Management.

Committee Descriptions:

4-H and Youth

The 4-H and Youth Committee is charged with the responsibility of providing professional improvement opportunities for members in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the 4-H and Youth Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, determine what course should be taken to offer this opportunity to members.

Agricultural Economics and Community Development Committee

The Agricultural Economics and Community Development Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Agricultural Economics Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Agronomy and Pest Management

The Agronomy/Pest Management Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Agronomy/Pest

Management Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Animal Science

The Animal Science Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Animal Science Committee it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Horticulture and Turfgrass

The Horticulture and Turfgrass Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Horticulture and Turfgrass Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Natural Resources/Aquaculture

The Natural Resources/ Aquaculture Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the state chairs. As ideas for professional improvement are brought to the Natural Resources/ Aquaculture Committee it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Sustainable Agriculture

The Sustainable Agriculture Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total NACAA membership to this committee through the various state chairs. As ideas for professional improvement are brought to the Sustainable Agriculture Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so then determine what course should be taken to offer this opportunity to members.

Committee Leadership Responsibilities:

National Chair (1 per committee):

- Coordinates the activities of their designated committee.
- Provides leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the NACAA President Elect.
- Reports committee activities to the NACAA Professional Improvement Council (PIC) Chair.
- Works with regional vice-chairs in establishing communications concerning committee activities with state committee chairs.
- Assumes responsibility for conducting committee professional improvement workshops at the NACAA AM/PIC.
 - Works with regional vice-chairs and state chairs to encourage NACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops and assists them in understanding the application process.
 - Coordinates the selection of professional improvement sessions. Reviews program applications online, checks the applications for accuracy, and coordinates selection process of participants with regional vice-chairs. Approves selected presentations on the NACAA website. Contacts selected members to let them know of their selection for participation.

- Works with PIC Council Chair to make facility/equipment requests for sessions.
 - Develops schedule for professional improvement sessions and assigns session moderators.
- Plan, promote and implement any additional professional improvement activities to be conducted at NACAA AM/PIC such as super seminars or pre or post tours.
 - Assess needs of membership to determine activities/topics proposed.
 - Seek approval of PIC Council Chair and NACAA board to offer additional activities at NACAA AM/PIC.
 - Works with PIC Chair to make facility/equipment requests for sessions.
 - Develops and distributes evaluation tools and summarize results. Shares results with PIC Council Chair and regional vice chairs.
- Plans and conducts committee meeting at the NACAA AM/PIC.
- Assumes leadership for developing plan of work and budget for committee and submit to the PIC Council Chair.
- Assumes responsibility for informing the membership of activities being conducted by the committee by submitting articles and information to the editor of The County Agent magazine and the Electronics Communications Coordinator.
- Organizes any professional improvement activities not held during the NACAA AM/PIC such as seminars, workshops, tours, short courses, etc.

Regional Vice-Chairs (4 per committee):

- Participate in and assist with the committee activities at the NACAA AM/PIC including committee meetings, professional improvement sessions and other special activities (super seminars, pre- or post-tours, etc).
- Serve as communication link between national committee chair and state committee chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the national chair.
- Assist in preparation of reports, plan of work, budget, and other tasks as requested by the national committee chair.
- Check all applications submitted in their respective region for accuracy and completion online and notify the national committee chair when complete.
- Assist the national chair in planning and conducting professional improvement activities.
- Assist the national chair by promoting activities to state committees and to regional and state membership.
- Promote the flow of ideas for the committee from states to the national level by requesting input from state chairs.
- Keep the national chair informed of regional and state activities relating to activities and programs being conducted that might have national applications or benefit to NACAA members.
- Attend all committee activities at AM/PIC and help as requested by the national chair.

State Chairs:

- Participate in and assist with committee activities at the NACAA AM/PIC.
- Serve as communication link between the national committee and their respective state membership.
- Assist the national chair and regional vice-chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the regional vice-chair.
- Promote professional improvement opportunities and AM/PIC activities including requests for scholarly presentations and assist them in application process.
- Assist regional vice-chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the national chair or regional vice-chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the national chair through the regional vice-chair.
- Keep the regional vice-chair informed of state activities relating to activities and programs being conducted within the state that might have national applications or benefit to NACAA members.

Additional Information:

More Information about the Professional Improvement Council (PIC) committees can be found on the NACAA website at: <https://www.nacaa.com/committees>

Program Recognition Council (PRC)

Council Description:

The Program Recognition Council (PRC) contains the committees that administer award-based programs that have been a traditional part of NACAA. The PRC is comprised of the PRC Council Chair and Chairs of the PRC Committees. These include:

- Recognition and Awards
- Communications
- Search for Excellence
- Professional Excellence
- Public Relations & Agricultural Awareness
- Scholarship

Members can enter competitive contests that highlight the following areas: Communications, Search for Excellence, Professional Excellence, Public Relations & Agricultural Awareness, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee.

Committee Descriptions:

Recognition and Awards

The objective of the Recognition and Awards Committee is to provide leadership in the recognition of outstanding accomplishments by NACAA members including the selection and appropriate recognition of three awards programs. The committee administers, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award (DSA), the Achievement Award (AA), and the Hall of Fame Award. These awards were created to recognize NACAA members for excellence in Extension work. They are the highest honor the Association can bestow upon one of its members. All awards applications are web based. Information and applications are on the NACAA website <http://www.nacaa.com/awards/>. Eligibility requirements for each of these awards can be located in Section 6 of the NACAA Policy handbook.

Communications

The objective of the Communications Committee is to enhance the communication skills and knowledge of the County Agent/Educators through promotion, training, and recognition efforts. The committee under the leadership of the national chair, conducts the Communications Award Program, working closely with its sponsors and supporters, to sharpen communication skills, encouraging interest, and sharing ideas with other Extension workers. NACAA members can apply in 13 communication award categories. Each communication category is listed in the Special Edition issue of The County Agent.

Search for Excellence (SFE)

The objective of the Search for Excellence Committee is to promote and recognize quality program efforts of NACAA members, and to design methods of transferring such excellence in programming to other County Agents across the United States. This committee conducts the Search for Excellence recognition programs in 8 topic areas recognizing superior efforts in program development, implementation, and evaluation by NACAA members. The eight SFE awards are: Search for Excellence in 4-H and Youth Development, Search for Excellence in Commercial and Consumer Horticulture, Search for Excellence in Crop Production, Search for Excellence in Livestock Production, Search for Excellence in Farm and Ranch Business Management, Search for Excellence in Environmental Quality, Forestry, and Natural Resources, Search for Excellence in Young, Beginning or Small Farmers/Ranchers, and Search for Excellence in Sustainable Agriculture.

Professional Excellence

The objective of the Professional Excellence Committee is to showcase excellence in program efforts of NACAA members. This is accomplished by giving members the opportunity to present posters with abstracts at the NACAA Annual Meeting/Professional Improvement Conference. Another objective to this committee is to assist members with their career promotion and performance evaluations. If the member has distinguished himself/herself by becoming a national finalist in an award program, the abstract of their award-winning program will be published. In addition,

abstracts from all accepted poster session entrants are published in the Annual Meeting Proceedings. Awards (dependent on donor funding) for the best poster papers in each category at the AM/PIC are as follows: Best Contributed Poster \$500 and a certificate with holder and ribbon; Second Place \$250 and a certificate with holder and ribbon; Third Place \$150 And a certificate with holder and ribbon; Regional Award Certificate and ribbon (August 2001) and Finalists Ribbon.

Public Relations & Agricultural Awareness

It is the responsibility of all members of the Association to promote good public relations. However, this committee will assume leadership in developing suggestions for improving the public image of Cooperative Extension and the county agent/educator. This committee also implements a system whereby all NACAA award recipients receive recognition in their home community media and acknowledgment to advisory committees and supervisors. Included as recipients will be elected officers and directors, DSA and AA recipients, and professional improvement program sponsors. The committee will work with the chairs of the appropriate committees for implementation and maintenance of the system. The committee conducts the Agriculture Awareness and Appreciation Award awards program and conducts the Agriculture Awareness and Appreciation Luncheon program at the NACAA Annual Meeting.

Scholarship

The Scholarship Committee is charged with the responsibility of promoting the scholarship program by obtaining funds from Extension personnel, friends of NACAA, and others interested in this effort. The committee should work with other committees with responsibility concerning the scholarship fund, thus enabling NACAA to provide scholarships to members as a means of encouraging and supporting professional improvement. Per NACAA Policy: the national chair and regional vice-chairs are not eligible to apply for scholarship (*per Policy on the relationship between the Foundation Funding and the NACAA organization and the Selection of the scholarship recipients. Memorandum of Understanding between the Foundation and NACAA - Section 6-20*). This committee conducts the annual scholarship auction at the NACAA AM/PIC.

Committee Leadership Responsibilities:

National Chair (1 per committee):

- Coordinates the activities of their designated committee and reports committee activities to the NACAA Professional Recognition Council (PRC) Chair.
- Assists in the identification of potential sponsors for events and activities and forwarding information to NACAA President-Elect.
- Communicates committee expectations with regional vice-chairs and state committee chairs.
- Works with regional vice-chairs and state chairs to conduct the committee's program recognition program adhering to the application deadlines for each level (state, regional, and national).
- Encourages NACAA members to submit applications by the posted deadline (primarily March 15 for most recognition programs) and assists members with their questions about the application process.
- Coordinates the selection of the national award winners and finalist by the posted deadline (typically May 1 for most national awards).
 - Reviews applications and abstracts online, checks the applications for accuracy, and coordinates the selection process.
 - Approves award winners on the NACAA website and contacts selected members to let them know of their award selection(s).
- Submits a report of national, regional, and state winners to the PRC Council Chair and to Vice President for each award category.
- Works with PRC Council Chair to generate certificates for national and regional award winners.
- Works with PRC Council Chair and NACAA Treasurer to generate award checks for winners.
- In concert with the PRC Council Chair, the national chair serves as liaison with the appropriate host state committees, NACAA Board Member(s), and NACAA Executive Director to plan award recognition programs and events at the AM/PIC.
- Plans and conducts national committee meeting at the NACAA AM/PIC.
- Assumes leadership for developing plan of work and budget for committee and submit to the PRC Council Chair.

- Leads a review of the committee's program recognition program and submits any changes/modifications to the program to the PRC Council Chair so that it may be reviewed and shared with NACAA National Board for their consideration.
- Assumes responsibility for informing the membership of activities being conducted by the committee by submitting articles and information to the editor of The County Agent magazine.

Regional Vice-Chairs (4 per committee):

- Assist the national chair and state chairs in conducting the program recognition activities for their committee.
- Communicate committee expectations with state committee chairs.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the national chair.
- Encourage NACAA members to submit applications by the posted deadline (primarily March 15 for most recognition programs) and assist members with their questions about the application process.
- Coordinate the selection of the regional award winners by the posted deadline (primarily April 15 for most recognition programs).
 - Review applications and abstracts online, check the applications for accuracy, and coordinate the selection process.
 - Approve award winners on the NACAA website and share this information with national chairs.
 - Complete spreadsheets of award finalists with applicant's and team information.
 - Contact selected members to let them know of their recognition.
- Assist in preparation of reports, plan of work, budget, and other tasks as requested by the national committee chair.
- Assist in the national chair and national committee's review of the program recognition program.
- Participate in and assist the national chair with the committee activities at the NACAA AM/PIC including committee meetings, presentations, and recognition events.
- Promote the flow of ideas for the committee from states to the national level by requesting input from state chairs.
- Keep the national chair informed of regional and state activities relating to activities and programs being conducted that might have national applications or benefit to NACAA members.

State Chairs:

- Assist the national chair and regional vice chairs in conducting the program recognition activities for your state. Be informed of the program recognition guidelines specific to your committee and awards program.
- Encourage NACAA members to submit applications by the posted deadline (primarily March 15 for most recognition programs) and assist members with their questions about the application process.
- Coordinate the selection of the state award winners by the posted deadline (primarily April 1 for most recognition programs).
 - Review applications and abstracts online, check the applications for accuracy, and coordinate the selection process.
 - Approve award winners on the NACAA website and share this information with regional vice-chairs.
 - Complete spreadsheets of award finalists with applicant's and team information.
 - Complete spreadsheet to indicate total entries/applications for the state.
 - Contact selected members to let them know of their recognition. Encourage them to send a thank you (paper note or electronic message) to the sponsor of their awards program.
- Participate in the committee activities at the NACAA AM/PIC including committee meetings, presentations, and recognition events.
- Promote the flow of ideas for the committee from the state membership to the national level through the regional vice-chair. Keep the regional vice-chair informed of state activities being conducted that might have national applications or benefit to NACAA members.

NACAA Award Guidelines:

The following are general award guidelines for the Program Recognition Council.

- All programs in this council are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.
- Donors will be solicited for all awards. If adequate donor funds are secured, the National Winner will receive up to \$500; and three National Finalists up to \$250; and state winners up to \$50. These cash awards are not cumulative unless otherwise specified by sponsor or donor and stated as such in the current Awards edition of The County Agent Magazine. State communications winners do not receive a cash award. The Executive Program Committee, in consultation with the Committee Chair, reserves the right to adjust awards based on availability of donor funds.
- Poster session presenters must register for the AM/PIC and be available for the "Meet the Authors" session unless an excused absence is granted by the NACAA President in consultation with the NACAA Vice President, Program Recognition Council Chair, and the Professional Excellence Committee Chair.
- All DSA, AA, National Award winners, and National Award finalists must register for the AM/PIC and attend the designated ceremony to receive their award. Excused absences may be granted for extreme personal or family illness, or circumstances that would seriously jeopardize their job, or similar extreme situations. The respective Council Chair, in consultation with the respective National Committee Chairs/Vice Chair and the NACAA Vice President, will make a recommendation to the NACAA President who will make a decision on requests for non-attendance.
- In the event that a National winner or National finalist is granted an excused absence, another applicant who is an NACAA member and listed on the application may fulfill the obligation of registering for the AM/PIC and attend the designated ceremony to receive the award. All NACAA members listed on an award application should have materially participated in the project/program being recognized with the award.
- In the event a national winner does not receive an excused absence from attending the AM/PIC, the national winner's award will be presented to the next ranking National Finalist who attends the AM/PIC. If none of the national finalists attends the AM/PIC, a national winner award will not be presented.
- National winners may not repeat in consecutive years in the same category.
- For each award category, each region will submit three (3) unranked entries in each award program to create a national pool of 12 applicants. From the pool of 12 applicants in each award category, the appropriate NACAA committee chair and regional vice-chairs will select four national finalists. One national winner will be selected from the selected national finalist. Cash awards will NOT be cumulative unless otherwise stated as indicated in NACAA Award Guideline.
- All award entries, except training seminars and tours, will submit an abstract of a maximum of 350 words. This abstract must adhere to established NACAA guidelines. All abstracts will be published in the AM/PIC proceedings and/or posted on the NACAA website.
- All references to team applications (excluding Scholarships) shall require at least one NACAA member. The Search for Excellence presentations must be given by NACAA member. All team awards will be provided a certificate for the NACAA member who submits the application and certificates for all other team members who are NACAA members unless specified by sponsor or donor.
- The deadline for State Committee Chairs to submit entries to Regional Vice-Chairs is April 1. The deadline for Regional Vice-Chairs to submit entries to National Chairs is April 15.
- All award winners receiving more than the IRS minimum amounts (currently \$600) shall complete the required W-9 information form.

Additional Information:

More Information about the Program Recognition Council (PRC) committees can be found on the NACAA website at: <https://www.nacaa.com/committees>

Life Members Committee

Committee Description:

The purpose of the Life Members Committee is to serve as a liaison between Life Members and members of NACAA and the Board of Directors; actively seek resources for the Scholarship Fund and encourage state program committees to develop programs that will enhance the Cooperative Extension Service. General Responsibilities include:

- Promote Life Membership
- Encourage Life Members to support the Scholarship Fund.
- Identify and solicit agribusiness to become contributors to the Scholarship Fund.
- Develop Life Member program for AM/PIC.
- Motivate State Life Member Committee Chairs to develop significant program that will improve the image of County Agents.

Life Member Leadership Recruitment:

The Life Member Committee will function similarly to other NACAA committees. Each officer is elected for a two-year term. The election shall be by Life Members in attendance at the NACAA AM/PIC. The election shall be conducted the year prior to taking office. The Chair will be elected on a rotation schedule by regions.

The Chair and an alternate will be nominated in an odd year by those Life Members attending the Annual Meeting in the year prior to taking office. The nominee and alternate, where possible, will have been a Life Member Committee Regional Vice-Chair. The Chair will serve for two years and the position rotated among the regions in the following sequence.

National Chair Rotation¹

Elect	Region	Term Begins	Term Ends
2021	Southern	2022	2024
2023	North Central	2024	2026
2025	West	2026	2028
2027	Northeast	2028	2030
2029	Southern	2030	2032
2031	North Central	2032	2034
2033	West	2034	2036
2027	Northeast	2028	2030

¹ Established August 2002

Regional Vice-Chair will serve a two-year term with the Northeast and Southern Regions being on odd year rotation and the North Central and West Regions being on even year rotation.

Regional Vice-Chair Rotation

Elect	Region	Term Begins	Term Ends
2021	North Central	2022	2024
2021	West	2022	2024
2022	Northeast	2023	2025
2022	Southern	2023	2025
2023	North Central	2024	2026
2023	West	2024	2026
2024	Northeast	2025	2027
2024	Southern	2025	2027
2025	North Central	2026	2028
2025	West	2026	2028

2026	Northeast	2027	2029
2026	Southern	2027	2029
2027	North Central	2028	2030
2027	Western	2028	2030

Each region will nominate a Regional Vice-Chair and alternate by those Life Members attending the Annual Meeting. The nomination will be for a two-year term of office. Nominations will be executed on forms provided by the NACAA Vice President. These nominations will be processed as all other committee nominations. The ability to use e-mail as an avenue for communication for both chair and vice-chair is highly desirable.

Committee Leadership Responsibilities:

National Chair (1):

- Prepares committee report for Board of Directors prior to each Board Meeting and submit to the Vice-president.
- Presides at Life Member Committee meeting at AM/PIC.
- Submits to Editor "The County Agent" sufficient copy and pictures for one page for each issue.
- Assists the Life Member Regional Vice-Chair in the region hosting the AM/PIC with developing the life member portion of the AM/PIC program.
- Encourages Regional Vice-Chairs to promote program with State Committee Chairs.
- The Life Member Committee Chair receives expenses to AM/PIC.

Regional Vice-Chairs (4 Regional Vice-Chairs):

- The Vice-Chair in the region hosting the AM/PIC is to plan the Life Member portion of the AM/PIC in concert with the AM/PIC Chair and the NACAA President.
- Promote the Scholarship Fund among Life Members and encourage seeking resources from agribusiness in their state.
- Encourage State Chairs to have active committees that come together for fellowship and to plan programs that will enhance Cooperative Extension work and improve the image of the County Agent. (Example: scholarship, young Agents, tour, public relations)
- Encourage State Chairs to work with State Address Coordinator to ensure current mailing addresses.
- Life Member Regional Vice-Chairs are eligible for reimbursement for AM/PIC registration cost.

State Chairs:

- Develop plan for scholarship program and submit funds to State Scholarship Committee Chair.
- Encourage attendance to state and national meetings.
- Develop programs that are unique to your state and that will enhance Cooperative Extension and support the County Agent.
- Maintain addresses with State Address Coordinator.
- Many Life Members move to or live a portion of the year in the "Sunbelt Area." Those individuals are encouraged to contact the State Life Member Chair of their current residence and determine whether there are life member programs planned that would be of interest to them. Please consult the NACAA website at <http://nacaa.com> for the current list of members of this committee.

Additional Information:

More Information about the Life Members Committee can be found on the NACAA website at:

<https://www.nacaa.com/committees>

NACAA Leadership Monthly Calendars

The following calendars are based on the assumption that the national meeting occurs during July/August. Adjustments may be made by the National Board when meetings occur at other times during the calendar year.

September

National Board

- President Elect confirms sponsors for next AM/PIC.
- Vice President works with the Executive Director to update the NACAA nomination form for the NACAA Service to Agriculture Award and submits it for publication in the Fall issue of The County Agent.

Executive Program Committee (EPC)

- Welcome new National Committee Chairs; request corrections for the professional improvement and recognition programs entry forms for the Professional Improvement Program issue of The County Agent.

Council Chairs

- Welcome new National Committee Chairs to your council. An email list is provided on the NACAA website that includes all necessary addresses.
- Work with committees to develop implementation plans for goals established at AM/PIC.
- Encourage donor support to enhance member participation.

National Committee Chairs

- Welcome new Vice-Chairs to your committee. An email list is provided on the NACAA website that includes all necessary contact information.
- Provide all Vice-Chairs the current Plan of Work, minutes for the committee, committee goals and any other pertinent information. Complete orientation for members not attending AM/PIC.
- Work with vice-chairs to develop implementation plans for goals established at AM/PIC.
- Remember donor support to enhance member participation.
- Submit recommended changes for the Professional Improvement Issue of The County Agent.
- Prepare a column for the fall issue of The County Agent.
- Review and recommend changes to the Committee Handbook to the Council Chairs.
- Recognition and Awards Committee Chair – Contact NACAA Executive Director for state-by-state DSA and AA quotas.

Regional Vice- Chairs

- Send a welcome email to State Committee Chairs/Advisory Group Contact. Include a copy of the most recent Plan of Work and Committee Report. An email list is provided on the NACAA website that includes all necessary contact information.
- Ask that state chairs be updated in the event that there are inaccuracies on the NACAA website. This is done by the State Association President.
- Remind state chairs they serve through the next AM/PIC.
- Provide orientation for state chairs not attending the committee meetings at AM/PIC.
- Watch for professional development opportunities related to your committee.

State Chairs

- Check to see that your information is listed correctly under committee leadership on the NACAA website.

October - November

National Board

- Prepare reports for Winter Board Meeting
- Vice President –
 - Work with Executive Director to collect committee contact information and update the award, workshop and pre-AM/PIC seminar application information for the Special Edition of The County Agent.
 - Review recommendations for changes in the Policy Handbook.

Executive Program Committee (EPC)

- Reviews National Committee Handbook
- Reviews any additional requests from Committee chairs for changes which need NACAA Board Approval

Council Chairs

- Collect committee reports and prepare council report to present at winter board meeting.
- Forward committee recommendations to the Vice President for board action.
- Submit recommended changes for the Policy Handbook to the Vice President.
- Submit changes to the Committee Handbook to the senior council chair.
- Work with committees desiring a Super Seminar at upcoming AM/PIC to complete proposal for submission to Vice-President by December 1.

National Committee Chairs

- Submit committee progress reports by November 15 to your Council Chair by email or other mechanisms.
- Review committee responsibilities in the Policy Handbook and send recommended changes to the Council Chair by November 15.
- Prepare a column for the winter issue of The County Agent.
- Work with vice-chairs to determine program themes and formats for the upcoming AM/PIC.
- Submit any changes from the previous year or special requests for AM/PIC to your Council Chair so they can submit them to the AM/PIC Planning Committee.
- Provide a committee update to your Council Chair for presentation at the National Board Meeting by November 15. The timeframe will cover from the AM/PIC to November 1.
- For committees wishing to host a Super Seminar at upcoming AM/PIC, complete a proposal and submit to Vice-President by December 1.

Regional Vice-Chairs

- Study and become familiar with the professional improvement programs that will be your responsibility this year.
- Set state participation goals and inform states chairs of your goals so they can work with membership to achieve those goals.
- Correspond with State Committee Chairs on program responsibilities. Work with state presidents to fill vacancies as they occur.

State Chairs

- Submit report of state committee activities and recommendations to the Regional Committee Vice- Chair responsible for your region.

December

National Board

- President – Contact State Extension Directors requesting their support of professional improvement programs
- President Elect – prepare list of verbal donor commitments
- Vice President –
 - Email State Presidents requesting nominations to fill terms of Council Chair, National Chairs and Vice-Chairs that will expire at the next AM/PIC. Include link to nomination form on the website, descriptions of committees and details of the commitment associated with each vacancy. Nominations are due March 15.
 - Email State Presidents in appropriate region, reminding them to develop nominations for the Service to World Agriculture Award. Include guidelines and a link to the nomination form. Nominations are due March 1.
- Vice President and Executive Director – finalize the Special Edition of The County Agent for distribution in early January

Executive Program Committee (EPC)

- Prepare and present committee reports for the Winter Board Meeting.

National Council Chairs

- Coordinate with AM/PIC Planning Committee to assist with program logistics. This is generally facilitated through participation in the Winter Board meeting in December.
- Remind committee chairs to work with vice-chairs and state chairs to promote award and other professional improvement opportunities.
- Contact the committee chairs to get information for the Special Edition of The County Agent for distribution in early January.
- Senior council chair submits revised Committee Handbook to the board for review and approval at Winter Board meeting.

National Committee Chairs

- Begin soliciting applications for committee and council leadership positions that will be vacated at AM/PIC.
- Provide information for the Special Edition of The County Agent for distribution in early January.

Regional Vice-Chairs

- Work with committee chair to fill leadership vacancies and determine the committee's contribution to AM/PIC.

State Chairs

- Email professional improvement program reminders to members and potential members of the state association. Identify subject matter groups that can develop tours, demonstration exchanges, seminars or group discussions to meet member needs.
- Encourage award and presentation proposal submissions by requesting at least one from each county.
- Encourage submission of programs and individuals you recognize as worthy recipients.
- Encourage membership to apply for leadership opportunities on the national committees.

January

National Board

- Vice President –
 - Review committee selection process and provide regional directors with information related to vacancies that they can distribute at JCEP Leadership Conference.
 - Review recommendations for any committee restructuring.
- Send message to all state presidents asking for their help in encouraging members to apply for awards, presentations, and leadership positions.

Executive Program Committee (EPC)

- Revise application forms for upcoming committee position openings.

National Council Chairs

- Work with committee chairs and vice-chairs to encourage promotion of awards programs and professional presentation opportunities.
- Work with committee chairs in developing initial requests for committee needs for the AM/PIC.

National Committee Chairs

- Begin obtaining National judges for award selection.
- Distribute award, request for proposals, and professional improvement information to committees.
- Review and/or develop award tracking sheets for each level of judging (state and region) to report judging results.
- Provide draft announcement to Regional Vice-Chairs that they can forward to State Committee Chairs encouraging applications from the Awards edition of The County Agent by January 15.

Regional Vice-Chairs

- Distribute all program materials for your committee to the state chairs.
- Select regional judges for competitive events.
- DSA, AA and Hall of Fame Award applications are due by January 15 to Regional Vice-Chair.
- Help recruit applicants for your Regional Vice-Chair position if term expires at upcoming AM/PIC. Applications are due March 15.

State Chairs

- Distribute all program materials and encourage participation among state membership for NACAA Awards and Professional Improvement Programs. Encourage submission of presentations to be made at AM/PIC.
- Select state judges for competitive events.

February

National Board

- Regional Directors – Present the process for selecting Council Chairs and Committee Chairs and Vice-Chairs to state chairs at regional workshops. Nominations are due March 15 to Vice President.
- Vice President – Send message to State Presidents asking them to communicate with their committee chairs to review progress regarding their program responsibilities and deadlines.
- President – Prepare a column for The County Agent.

Executive Program Committee (EPC)

- Review any submitted applications for committee position openings.

Council Chairs

- Work with committee chairs and vice-chairs to encourage promotion of awards programs and professional development opportunities.
- Work with committee chairs in developing initial requests for committee needs for the AM/PIC.

National Committee Chairs

- Submit nominations to Vice President for Committee Chair vacancies.
- Provide email to Vice-Chairs that can be sent to State Chairs emphasizing the importance of member participation in professional improvement programs and encouraging members to apply.

Regional Vice-Chairs

- Submit nominations to Vice President for Committee Vice-Chair vacancies.
- Remind State Chairs of deadlines for Award and Professional Improvement programs.

State Chairs

- Remind membership of entry deadlines (March 15) for NACAA Awards and Professional Improvement programs.
- Develop network list for non-contest professional improvement opportunities. Make sure members know about tours, discussion groups, field days, etc. that will occur within each subject matter area.

March - April

National Board

- Vice President – Submit committee progress reports to Board of Directors at Spring Board Meeting. Notify Council Chairs of board action and leadership decisions.
- President – Prepare column for The County Agent.

Executive Program Committee (EPC)

- Assemble nominations for Committee Chair and Vice-Chair appointments to be presented at the Spring Board Meeting.
- Communicate with new Chairs and Vice-Chairs immediately after the Spring Board Meeting indicating they will be nominated to serve for the upcoming year. Also, notify those who were nominated and not selected.

National Council Chairs

- Prepare a list of all Committee Chair and Vice-Chair nominees, forward list to Vice President by March 31.
- Collect committee progress reports and forward them as a council report to the Vice President for the Spring Board Meeting.

National Committee Chairs

- Submit committee report to Council Chair for Spring Board Meeting by March 20. These should cover committee activities from December 1 to March 1.
- Remind Vice-Chairs of due dates for professional improvement entries.
- Prepare column for The County Agent.
- March 15 – Committee leadership application deadline.
- March 15 – Award and presentation application deadlines.
- Complete the AM/PIC facility request form and special meal request form provided by the host state.

Regional Vice-Chairs

- Encourage prompt selection of state winners and reiterate the application process for regional and national judging.
- Assemble and arrange entries for regional judging by April 1.

State Chairs

- Collect NACAA Awards and professional improvement program entries and rank State winners.
- Report of Committee Activity and winning entries should be submitted to Regional Vice-Chair no later than April 1.
- Be sure entries are in compliance with all rules and regulations. Check that entries are made by members of State Associations, and check with the NACAA Treasurer to verify that winners are members of NACAA.
- Extend congratulations to state winners. Arrange for local and/or statewide publicity.
- Express your appreciation to state judges for their time and service in making selections.
- Forward state winners to the Regional Vice-Chair. Return other entries to members. Express appreciation for their effort in developing the entry and encourage them to submit an entry next year.

May

National Board

- President – Prepare a column for The County Agent
- Vice President –
 - Develop a list of retiring National Chairs and Vice-Chairs and order certificates for these and certificate holders.
 - Order necessary plaques/certificates for AM/PIC.

Executive Program Committee (EPC)

- Determine number of certificates needed by the respective Council Chairs.

National Council Chairs

- Request certificate orders from all committee chairs.
- Develop a list of retiring National Chairs and Vice-Chairs and forward to Vice President.
- Work with the President to include opportunities for professional improvement during the AM/PIC.
- Request information for proceedings from National Committee Chairs. The information should be sent to the Executive Director by 60 days prior to AM/PIC. Information that needs to be collected is (but not limited to): abstracts, award winners (state, regional and national), Achievement Award winners, Distinguished Service Award winners, and Committee Session presenter abstracts.
- Submit an Annual Report for the Council to the NACAA Executive Director to be placed in the AM/PIC Proceedings.

National Committee Chairs

- Arrange for judging national finalist entries by May 15 for competitive events. Complete awards program judging and notify sponsors and Council Chair and Vice President of the names of the state winners, national finalists, and national winner. Winners must be notified by June 1 so they can register for AM/PIC. For non-competitive events, select presentations to be included in professional development activities at AM/PIC.
- Let Council Chair know the number of certificates needed for AM/PIC.
- Be sure that entries are in compliance with all rules and regulations. Prepare a column for The County Agent.
- Prepare an annual committee report for the “Report to Membership” and submit that report to the Council Chair 60 days prior to AM/PIC.

Regional Vice-Chairs

- Be sure regional entries are in compliance with all rules and regulations. Submit top three (3) entries in each category to Committee Chair for national selection by April 15. Return entries not going to the national level to the state chairs.
- Send report including regional committee activity to committee chair by May 1.
- Thank regional judges for their help in selecting regional winners.

State Chairs

- Notify Committee Regional Vice-Chair of outstanding professional improvement programs that might be included in a future AM/PIC program agenda.

June

National Board

- Review the NACAA Policy Handbook to be sure you are meeting duties and deadlines as the NACAA calendar comes to a close.
- President Elect –
 - Review the donor list and determine what awards are to receive special recognition at AM/PIC.
 - Work with President on planned activities for donors at AM/PIC.
- Vice President –
 - Develop agenda and programs for Committee Member's Breakfast.
 - Prepare and distribute the agenda for the Committee Chairs and Vice-Chairs Luncheon.

Executive Program Committee (EPC)

- Review plans for cross coordination of activities at AM/PIC
- Review needed certificates which need to be printed.
- Coordinate the National Committee Chair and Vice-Chair luncheon agenda and divide teaching responsibilities.

National Council Chairs

- Email Committee Chairs and Vice-Chairs, incoming and current, to outline their responsibilities and a schedule of committee activities for AM/PIC. Invite all current and incoming Committee Chairs and Vice-Chairs to appropriate meals and activities.
- Develop agenda for council meetings which will be held at the AM/PIC
- Notify Vice President how many certificates/plaques are needed for award recipients.
- Program Recognition Council Chair
 - Inventory certificates and ribbons which are needed for award programs.

National Committee Chairs

- Notify the Council Chair how many certificates are needed for the award winners.
- Notify the appropriate Council Chair of the certificates needed for each award program including names of National Winner, National Finalists and Region Finalists to be printed on these certificates. If the committee needs certificate holders, contact the Council Chair.
- Write judges of national awards programs expressing appreciation on behalf of NACAA.
- Submit a "Summary of Committee Activities" to Council Chair by June 15.
- Contact sponsors; determine whether they will sponsor again the next year, and ask them to notify you by July 15 of any recommendations for changes.
- Prepare the appropriate information to publicize the results of the professional improvement programs. Follow the guidelines for news release preparation enumerated in the format for NACAA news releases adopted by the NACAA Board.
- Consider having a display or poster of committee activities during the AM/PIC.

Regional Vice-Chairs

- Write to the new State Committee Chairs urging they attend the AM/PIC.
- Participate in the committee workshops and Committee Members Breakfast.
- Prepare the appropriate information to publicize the results of the professional improvement programs and submit information to Council Chair.
- Follow the guidelines for news release preparation enumerated in the format for NACAA news releases adopted by the NACAA Board.
- Be aware of responsibilities for upcoming AM/PIC. Contact Committee Chair for more information.

State Chairs

- Plan to attend the AM/PIC. If your state will have a new State Chair next year, notify them of the importance of attending the AM/PIC as well.

July-August

National Board

- Submit reports to the Executive Director (60 days prior to AM/PIC) who shall prepare the "Report to the Membership." This report will contain summaries of all Officers, Directors, Council Chairs, and Committee Chairs for inclusion in the AM/PIC Proceedings and The County Agent magazine. Hard copies of the report "may" be published and distributed to the Voting Delegates at the discretion of the board of directors.
- Executive Director – Submit six copies of the "Report to the Membership" to the Association Policy Committee.
- Vice President – Prepare for role as national officer who conducts the Committee Chairs and Vice-Chairs Luncheon and Workshop and the Committee Members' Breakfast at the AM/PIC.

Executive Program Committee (EPC)

- Finalize the agenda and discussion topics for the Committee Chair and Vice-Chair Luncheon and Workshop.

National Council Chairs

- Prepare a report for the "Report to the Membership" concerning the programs and opportunities within your specific area and send to Vice President.
- Collect the committee Plan of Work, Annual Report and Committee meeting minutes at the AM/PIC in order to prepare a report at the Post-Board meeting.
- Submit Committee Budgets and Council Chair Budgets to Vice President (for Post AM/PIC Board Approval).

National Committee Chairs

- Prepare the agenda for committee workshops and send to Vice-Chairs.
- Write current and new Vice-Chairs, inviting them to the committee functions at the AM/PIC.
- Remind all that retiring and incoming Vice-Chairs of the meals and activities for them. Committee Chairs will conduct the Committee Workshops, prepare the next Committee Plan of Work, and submit it to the Council Chairs prior to the end of AM/PIC for presentation at the Post Board meeting.
- Prepare for the AM/PIC Committee Workshop by working with next year's Committee Chair and Vice-Chairs. At the Committee Workshop, someone should record the minutes and those minutes should be delivered electronically to the Council Chairs prior to the Post-Board Meeting.
- At AM/PIC –
 - Consider making committee poster for display.
 - Attend Committee Chair and Vice-Chair Sunday Luncheon and Council Workshop and Wednesday Committee Breakfast.
 - Conduct Monday Committee Workshop. Submit plan of work, goals and committee minutes to Council Chair immediately.
 - Participate in Committee-sponsored workshops held during the week, conduct evaluations and submit results.

Regional Vice-Chairs

- Email a copy of the Committee Workshop agenda to State Committee Chairs/Advisory Groups, giving them the time and place of meetings and asking them to be prepared to offer suggestions.
- Offer to assist Committee Chairs with committee activities at the AM/PIC. Do not wait for the Chair to write and ask - Be a volunteer.
- At AM/PIC –
 - Attend Committee Chair/Vice-Chair Sunday Luncheon and Council Workshop, Monday Committee Workshop and Wednesday Committee breakfast.
 - Attend Committee-sponsored workshops held during the week. Assist with evaluations and submission of results.

State Chairs

- Attend Committee Meetings held during AM/PIC. Be prepared to participate by sharing what your state committees are doing and providing suggestions for programs and activities related to AM/PIC.
- Visit with committee leadership about committee leadership opportunities for you at AM/PIC.

The County Agent Magazine and E-County Agent Submission Schedule

The submission schedule is updated annually based on the publication schedule approved at the previous Pre-AM/PIC Board Meeting. The following dates provide an approximate schedule for planning purposes. Please check with NACAA Executive Director for details for a given year. (Check with schedule on website.)

September:

- E-County Agent

October:

- Topic: Recap of Annual Meeting Highlights
- Deadline for articles: September 5
- Mail Date: September 25

January:

- Topic: Committee Awards Directory
- Deadline for articles: November 15
- Mail Date: December 20

February:

- E-County Agent

March:

- E-County Agent

April:

- Topic: AM/PIC Registration Issue
- Deadline for articles: February 25
- Mail Date: March 15

June:

- Topic: Open Issue
- Deadline for articles: May 20
- Mail Date: June 15

July:

- E-County Agent

Selected Policy & Operation Information

NACAA Committee Handbook:

The NACAA National Committee Handbook is designed to provide members details that are not spelled out in the NACAA Policy Handbook. It should be noted that the NACAA National Committee Handbook is a guide and NOT NACAA Policy. In all cases, NACAA Committees shall review all applicable chapters in NACAA Policy (Chapter 3, Chapter 6 and other chapters as appropriate in the NACAA Policy Manual) as the NACAA Policy Manual shall supersede the handbook guide. The Senior Council Chair is responsible for overseeing the review and revision of the Committee Handbook each year. Electronic copies should be sent to members of the NACAA Board and Council Chairs. Council Chairs should initiate the process of sending the revised copy to the committee chairs, with communication continuing through the regional Vice-Chairs to the state chairs. The revised copy will be posted on the NACAA website at <http://nacaa.com>.

NACAA Policy Handbook:

The NACAA Policy Handbook contains the policies and procedures which NACAA follows to conduct the work of our organization. The Policy Handbook is to be updated by the NACAA Policy Chair and can be accessed at <http://nacaa.com>

Council Chair Selection:

Nominations for Council Chair are to be made by the Vice-President with input from the Regional Directors and the Executive Program Committee with final approved by the NACAA Board. Council Chairs serve three-year terms on a rotating basis. If a council chair is appointed to fulfill an unexpired term of a council chair, the unexpired term does not count as part of the three-year term.

Year	Region	Term Begins	Term Ends
2024	Professional Improvemnt Council Chair	2024	2027
2025	Program Recognition Council Chair	2025	2028
2026	Extension Development Council Chair	2026	2029
2027	Professional Improvement Council Chair	2027	2030
2028	Program Recognition Council Chair	2028	2031

Committee and Vice-Chair Selection:

Committee chairs are selected annually as follows: (refer to NACAA Policy 6 for complete explanation of committee chair and vice-chair selection and term limits).

- Application/nominations for committee leadership positions are filled on yearly rotation pattern for committees. Check the NACAA website for the positions which are open for applications in a given year. Applications are due by March 15. Applications submitted will be reviewed by the Vice President in consultation with the Executive Program Committee and appointments approved by the NACAA Board at the spring board meeting.
- For the Professional Improvement Council and Program Recognition Council Committees, Chairs are appointed in addition to the region Vice-Chairs for a two-year term.
- For the Extension Development Council Committees only: Chairs for committees on this council are selected from committee vice-chairs. National Chairs under this Council serve a one-year term. An individual can be re-appointed for a second year, but can serve only two consecutive terms as committee chair. However, an individual is eligible to serve again as committee chair after stepping down for a least one year. A member who retains membership on a committee is eligible for additional opportunities to serve as Chair. The Committee Chair can request a Vice-Chair to represent the Chair in the event that Chair is unable to attend a particular function.
- All committee chairs and vice-chairs can serve only two consecutive terms (four years) excluding the fulfillment of an unexpired term. However, an individual is eligible to serve again after stepping down for at least one year.

Committee and Vice-Chair Resignations:

In the event of a sitting NACAA Program Committee Chair or Vice-Chair resigns or otherwise vacates their position, an interim Chair or Vice-Chair will be appointed to complete the vacated term. The appointment procedure is as follows:

- As expeditiously as possible, the Council Chair, under which the committee vacancy exists, will solicit applications from the NACAA membership. NACAA members wishing to apply for a vacated Committee Chair or Vice-Chair position should complete the proper NACAA Committee Appointment Application form and submit it to the appropriate Council Chair.
- The Council Chair will review the applications and forward his/her the nomination to the Vice President. The Vice President will submit the nomination to the NACAA Board for approval at the next NACAA Board Meeting or Board Teleconference.
- The term of an interim National Program Committee Chair for the Professional Improvement and Extension Development Committees will comply with NACAA policy as stated under Program Committee Chairs (section 6).

NACAA Committee Program Support Funds:

Each Professional Improvement Council and Extension Development Council Committee shall be allowed up to \$1,000 for program support for committee workshops and other educational opportunities at the AM/PIC or other educational opportunities, such as webinars, as approved by the NACAA Board. The funds shall be used for speakers, transportation, and materials as per NACAA Policy for reimbursement. NACAA members serving as speakers for a respective committee program at the AM/PIC are not eligible for reimbursement from the \$1,000 NACAA sponsored program support dollars.

- No funds shall be used that are in conflict with other NACAA Policies, as per, reimbursement for travel, waiver or reimbursement for AM/PIC registration or other NACAA Policies.
- Committee and Council Chairs shall keep the NACAA Vice-President informed as to committee plans for the AM/PIC to assure these plans fit within the activities planned by the NACAA Board and the AM/PIC host state(s)/region(s).
- Funds for program support are to be maintained in the NACAA treasury. It is the policy of NACAA not to account for revenue remaining on a committee basis at the completion of the fiscal year for monies maintained in the general fund.
- Committees should complete a budget request as part of the Annual Committee Workshop Report Form that is prepared during the AM/PIC Committee Meetings and submitted to the Council Chair. This information provides a Plan of Work for the committee. The information is also used by the Council Chair to report at the Post-AM/PIC Board Meeting of the committee's planned activities.
- In addition, a Committee Budget Report Form should be completed after each AM/PIC. The Committee Chairs should prepare an itemized accounting of their respective committee's income and expenses and provided to the NACAA Treasurer in the fall following the AM/PIC once all items of that committee are accounted for. All committees should note that submission of this budget sheet does not indicate approval of expenditure of funds. Therefore, during the year all requests for expenditures must be pre-approved by the NACAA President through Council Chairs and Vice President, prior to commitment of funds by committees.

Participation in NACAA Awards Programs:

- All NACAA Members are eligible to participate in the DSA and AA award programs regardless of leadership positions that they may hold. Current members of the NACAA Board may not participate in any other National Awards programs. Regional Vice-Chairs, National Chairs, and Council Chairs may participate in National Awards programs other than those their committee is administering.
- For state committee chairs serving on the Professional Improvement Council (PIC) and Extension Development Council (EDC) Committees:
 - If a state committee chair of a PIC or EDC committee DOES NOT apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will rank all the applications at the state level. The state chair will forward the ranked applications to the regional Vice-Chair by the designated deadline.
 - If a state committee chair of a PIC or EDC committee DOES apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will forward all applications unranked to the regional Vice-Chair. The regional Vice-Chair will make arrangements for ranking the applications from that state.

- For state committee chairs serving on the Program Recognition Council Committees:
 - When a PRC committee chair DOES NOT apply for an award program(s) that their committee is in charge of, the state chair will go through the normal selection process and forward the top place winner from the state to their regional Vice-Chair.
 - When a PRC committee chair DOES submit an application for an award program that their committee is in charge of and the state chair is selected as the state winner, their application along with the second place state application will be sent on to their regional selection committee to verify and agree with the state ranking. The regional selection committee has the final authority in selecting the state winner.
 - Any applicant selected as a state winner is not allowed to participate in any regional awards/professional improvement selection committee.

Webinars & Other Events Outside of NACAA AM/PIC

With the ability to offer educational programming outside of the annual meeting and professional improvement conference, the NACAA Board has adopted a few guidelines for events. These include:

- NACAA Committees:
 - Extra-AM/PIC webinars and other educational programming created and promoted by NACAA committees should be presented to the appropriate council chair/EPC for approval and then posted on the NACAA website and promoted to the membership through The County Agent and/or email newsletters.
- Extension Related Organizations/Land Grant Universities/eXtension:
 - All requests to offer extra-AM/PIC educational programming to NACAA membership will be forwarded to the internal Publication Committee for consideration of appropriateness and if approved, sent to the appropriate NACAA committee (if applicable) for leadership consideration. If the NACAA committee agrees to assume the leadership to promote the program, the previous policy for NACAA committee offerings will be followed.
 - If an NACAA committee decides not to take leadership on Extension related organizations/Land Grant Universities/ eXtension educational programming, the internal Publication Committee will again review the content/appropriateness of the offering and may consider promoting the program if it is decided the information has educational relevance for NACAA members.
- Commercial Organizations:
 - All requests to offer extra-AM/PIC educational programming to NACAA membership coming from commercial organizations will be directed, by the appropriate Council Chair, to the internal Publication Committee for consideration of appropriateness. The Publication Committee may forward the request to an appropriate NACAA Committee for a content/appropriateness decision.
 - If the internal Publication Committee and/or NACAA Committee finds the programming IS NOT appropriate for promotion within NACAA, the decision will be presented to the full NACAA Board for confirmation.
 - If the internal Publication Committee and/or NACAA Committee finds the programming IS appropriate for promotion within NACAA, the decision will be presented to the full NACAA Board for confirmation and then the previous policy for NACAA Committees will be followed. Adopted 07/10

Altering a Committee Name:

When deemed necessary a Program Committee can request a name change for that committee by the following procedure:

1. A Program Committee name change can take place by having the chair of the specific Program Committee forward a request for the name change to the appropriate Council Chair.
2. The request should come forward when there is sufficient interest for the change from NACAA members with the involved program committee and/or from the program committee itself.
3. The Council Chair will forward the request to Executive Program Committee, which will then forward a recommendation to the NACAA Board.
4. The NACAA Board will make a final decision on the requested committee name change.

Adding or Dissolving a Committee:

Adding:

- A new Program Committee can be created by NACAA members who have an interest in doing so.
- The request and with supporting information should be forwarded to the Council Chair under which the new program would most appropriately fit.
- The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request. If supported, the Council under which the new Program Committee would exist will share the recommendation with the EPC.
- The recommendation will be forwarded to the NACAA Vice-President who will present the information to the NACAA Board for approval or denial.

Dissolving:

- A recommendation to dissolve a Program Committee can come from the Council Chair, the Executive Program Council or a Program Committee.
- A request from a Program Committee to dissolve such committee will be sent to the appropriate Council Chair.
- The Council Chair will share the request with their Council. The Council will make a recommendation as to support or not support the request.
- The Council's recommendation and request will be forwarded to the NACAA Vice-President who will present the request to the NACAA Board for approval or denial.

NACAA Expense Reimbursement for Council Chairs, Committee Chairs and Vice-Chairs:

It is the policy of NACAA to reimburse persons for expenses that were incurred in conducting NACAA programs and activities, and persons elected to Council Chair, Committee Chair, and Committee Vice-Chair positions are entitled to a reimbursement of certain expenses. All expenses must be filed on a NACAA Expense Voucher. The NACAA Voucher, Instructions and Expense Guidelines are available on the NACAA website at <http://nacaa.com/committees/>

After the expense voucher is completed, it is sent to the NACAA President for approval. The President then forwards the approved expense voucher to the Treasurer who writes and mails the check. This approval process can easily take several days to complete the circuit. All expenses related to an Annual Meeting and Professional Improvement Conference will be approved by the President who was in office during the AM/PIC. **All requests for reimbursement must be submitted for approval within 30 days following the end of the AM/PIC for full reimbursement.** Below are guidelines to be used by persons who have been elected Council Chairs, Committee Chairs, or Committee Vice-Chairs:

Council Chairs:

- Expenses to attend the AM/PIC: travel, lodging, meals, registration fee, etc.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone
- Travel to pre-approved meetings (approval granted by NACAA President)

National Committee Chairs:

- Expenses to attend the AM/PIC: travel, lodging, meals, registration fee, etc.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone
- Travel to pre-approved meetings (approval granted by NACAA President)

Committee Regional Vice-Chairs:

- Registration Fee for AM/PIC - the AM/PIC where he/she is confirmed by delegates is not included, but the following two years are. For more clarification, contact the council chair or vice president.
- Postage and shipping
- Supplies, exhibits, notebooks, copying, etc.
- Telephone

Correspondence:

All correspondence between Program Committee Chairs and Vice-Chairs should be shared with the associated Council Chair. All correspondence from a Council Chair should be shared with the other Council Chairs and NACAA Vice President. Lists have been created on the NACAA website that take these requirements into consideration.

Sponsorships for Committee Activities:

Background, Purpose and Objective:

For committees to be successful in providing NACAA members with effective professional improvement opportunities during the AM/PIC or at other times, adequate funding is essential. Committee chairs and other NACAA leadership can be effective in securing funds from outside sponsors.

Policy:

- Committees are encouraged to secure funding from sponsors outside of NACAA for sponsorship.
- Funds for program support are to be maintained in the NACAA Treasury. It is the policy of NACAA not to account for revenue remaining at the completion of the fiscal year.
- Committees shall submit to the National Board through their Council Chair a proposal on how the funds secured by that committee will be expended for the year(s) designated.
- Committee chairs shall keep their respective council chairs informed of all sponsor/donor contacts and funds obtained. Council Chairs will report committee sponsorship activities to the Vice-President through the EPC.

Electronic Communications:

Obtaining a Copy of the Committee Handbook

The most current copy of the committee handbook will be placed on the NACAA website as changes occur. The URL for the NACAA website is: <http://www.nacaa.com>

Web Site Data Base

The NACAA web site contains a Membership Database that can be accessed to obtain the address, phone and and e-mail address of an NACAA member. You must be a member in good standing to access the membership database. You must login and have a password. The site is <http://nacaa.com/members/>

Mailing Lists

Mailing lists for leadership groups are available on-line at http://nacaa.com/members/email_lists.php
These lists will change as office holder's change – so please refer to the NACAA website each time you need to send electronic communications in order to have your message sent to the current office holders.

Annual Committee Workshop Report & Plan of Work Form

This form should be completed during your AM/PIC Committee Workshop. The form will assist you in preparing for the activities of your committee for the coming year.

The completed form should be provided to your Council Chair before the end of the AM/PIC, as the information contained within will be used to prepare a council report for the Post-AM/PIC Board Meeting.

Council (circle one): Professional Improvement Extension Development Program Recognition

Committee Name:

Committee Chair:

Please record the names and states for each member attending your committee workshop:
(type names here or attach an attendance sheet)

Committee goals for the upcoming year:

Plan of Work for the upcoming year: (Include initiatives that will take place at the next AM/PIC and during the year between AM/PICs):

Budget: Provide a preliminary budget of estimated expenses and income for the upcoming year.

Note that each Professional Improvement (PIC) and Extension Development Council (EDC) Committee is allowed up to \$1,000 for program support for workshops and educational opportunities at the AM/PIC. The funds shall be used for speakers, transportation and materials as per NACAA Policy for reimbursement. NACAA members serving as speakers for a respective committee program at the AM/PIC are not eligible for reimbursement from the \$1,000 NACAA support dollars. Committee Chairs shall keep the Council Chair informed as to committee's plans for the AM/PIC to assure the plans fit within the activities planned by the NACAA Board and the AM/PIC host state(s)/region(s). See details under "NACAA Committee Program Support Funds" section of NACAA Committee Handbook.

Expected Income			
	NACAA		
	Donors/Sponsors		
	Other (itemize by source)		
		Total estimated income	
Estimated Expenses			
	AM/PIC	Cash Awards	
		Awards Meals/Functions	
		Connectivity Fees	
		Other (itemize)	
	Non- AM/PIC	Postage	
		Phone	
		Travel	
		Other (itemize)	
	Pre/Post Conference Program	Transportation (buses, vans)	
		Meals	
		Lodging	
		Speakers	
		Materials (notebooks, etc.)	
		Refreshment breaks	
		Other (itemize)	
		Total estimated expenses	

Recommendations for committee involvement in future NACAA AM/PICs:

Recommendations for NACAA Board Action. (Be specific and present in the form of a motion. These might include suggested changes or additions to current committee’s duties and responsibilities, changes in NACAA policy, etc.)

Any other items or ideas from the Committee Workshop you wish to record/share with your Council Chair:

Report of Committee Activity

Council Name:

Committee Name:

Person Completing Form:

Level of Committee Report (state or regional):

Award or Professional Improvement Category	Number of Participants (State Level)	Number of Participants (Regional Level)



Super Seminar Proposal Form

Due by Winter Board

Committees wanting to conduct a Super Seminar should fill out the following proposal form and email it to their council chair and NACAA Vice President.

Name of Committee:

Will NACAA funds be used: Yes

Proposed Super Seminar Title:

Topics to be covered:

Description of Seminar:

Expenses to paid by NACAA:

If selected a write up for the magazine will be needed by February 15.

Pre-Tours

It is up to each individual committee to determine if they want to conduct a professional development tour proceeding and/or leading up to the AM/PIC. The following are the policies and procedures for conducting such a professional development tour.

Tour submissions

All tours need to be approved by the respective council chair, vice president and president. Committees need to submit the following:

Form	Description	Date
Tentative Agenda (NACAA #1)	Dates, times and outline of possible tour stops.	Winter Board (December)
Tentative Budget (NACAA #2)	Rough estimates of transportation, meal (if any) and hotel (if any) costs along with estimated sponsorship funds and requested NACAA funds.	Winter Board (December)
Board will approve or disapprove at winter board.		
Finalized Agenda (NACAA #1)	Specific dates and locations with specific details about what each tour stop will entail.	February 15 th
Finalized Budget (NACAA #2)	All revenues and costs of tour. Also to include proposed registration fee.	February 15 th .
Tour write up with pictures	This will be used in the magazine.	February 15 th .

Budget worksheet available online.



Pre-Tour Proposal Form

Due by Winter Board

Committees wanting to conduct a pre-tour should fill out the following proposal form, budget and email it to their council chair and NACAA Vice President.

Name of Committee:

Will NACAA funds be used:

Yes

Description of Tour:

Please fill out the pre-tour budget spreadsheet and send in with proposal.

If selected a write up for the magazine will be needed by February 15.